

**Brooks Memorial Library  
Technology Committee Meeting Minutes  
January 8, 2015, 8:30-10:05 AM**

**Present: Howard Burrows; Adam Franklin-Lyons; Jennifer Lann (minutes keeper);  
Debra Loevy-Reyes  
Staff: Jerry Carbone; Jeanne Walsh**

1. December 11<sup>th</sup> minutes approved unanimously.
2. **Old Business: EDGE Survey**
  - EDGE Survey results entered online by Jeanne and reviewed by the committee.
  - Login, password: [REDACTED]
  - Reviewed Peer Comparison Report (Peers as similar libraries nationally. State Librarian Marty Reid wants to have a peer report for Vermont, but we don't have the data yet.)
    - BML is higher than peers except for Organizational Management.
      1. Staff technology expertise could be higher.
        - a. We no longer have our tech intern Justin.
        - b. Staff has moderate expertise in general, but not for everyone.
        - c. Points to planning need for general staff training and a part-time person/intern available as Justin was for the under-the-hood and more advanced support.
        - d. Involve staff in a technology planning process. Assess what they already know. Have them review the EDGE responses that Jeanne entered.
      2. Our plan to update the Technology Plan in the next year earned 0 out of 10 points. (Presumably having a current plan in place earns 10 points.)
    - We will take the opportunity to identify an action plan in EDGE.
      1. Marty encourages us to do so by the end-of-February deadline.
      2. There is low hanging fruit: Jeanne can turn her weekly library tour into an invitation for technology assistance (but there's a limit to her expertise).
      3. Brattleboro Technology User Group—we could partner with them to consult with us when there's a need we can't meet within the library.
        - a. Do we offer a mobile device clinic vs. how to use library-related technology? We would offer assistance in the use of library-related technology, and if there's a hardware/software issue that stymies everyone, call the BT User Group.
        - b. Heifer Assoc. has a Vermont Ambassador list. Do we want to use one for technology support?
      4. EDGE focuses on a different set of technology needs than all the options available. We need to consider which needs we want to pursue.
        - a. For example, there's the concept of makerspaces (VT Lib's Continuing Education Coordinator Mara Siegel has been offering workshops on it).

- b. What about creator spaces (e.g., authorship, media, programming, etc.) BCTV supports media endeavors, plus space in BUHS, radio station—potential collaborations with local resources.

- **Next Actions**

- Jeanne and Jerry will present EDGE Survey to Library staff and propose action items, both short-term and long-term.
- Jennifer will report to Board a broad overview next week.
- Next committee meeting we will review action items.

### 3. Old Business: VDEP Equipment Policies

- We reviewed revised e-device/equipment policy, in-house laptop policy, and fines listing.
- Instead of creating a new item type in Catamount for the laptop and VDEP equipment, we would put them in the audiovisual equipment category. There is already a portable DVD player in that category that's in-house use only. For the laptop, it would also be listed as in-house use only by the hour.
  - Discussed the \$5 cap for overdue fines for this audiovisual equipment category.
    1. Renewals are possible.
    2. \$5 *could* be sufficient because if they take it overnight, it's theft.
    3. For the two-day VDEP equipment, after two days, it's counted as lost.
    4. If an item is truly lost, the patron pays a replacement fee, and the late fee is waived.
    5. All considered, \$5 seems too small; \$15 is more reasonable.
    6. **Next Action:** Jerry will bring to Catamount user group a request to have the cap for the audiovisual equipment category be \$15 instead of \$5. We could make a new item type to allow us to fine as the user agreement if Catamount balks.
  - Discussed an additional incentive to return the VDEP items on time and to comply with keeping the laptop in the library:
    1. Suspension of privileges is covered by the library's behavior code.
    2. **Next Action:** Add to in-house laptop agreement: "Removal of the laptop from the library would be considered theft." Later that day, Jerry sent us revised language by email for our individual approval: "Removal of laptop from the library would be a violation of our Behavior Code Policy and could risk suspension of library borrowing privileges and/or access to the library."
- Discussed length of borrowing time—limit it to the time limit of the public use computers' time limit? Longer time period may be best since they have to jump through hoops to get the laptop.
- Discussed whether to require a borrower's card for the laptop.
  - There is a free Computer User Card for people who want to use our computers who don't want a full card. If they don't have their card with them, it's \$2. That card would count as a "Brooks Memorial Library Card" in the equipment user agreement for people who obtain a computer user card. There's also a guest pass for temp use of computers.

- **Next Action:** The laptop and e-device/equipment policies will be presented to the Board as clean (untracked) copies in its January meeting for its first of two reviews.
- **Next Action:** Jerry will have library staff review these policies and propose any changes that may be necessary for unforeseen logistical issues.

#### 4. Old Business: BiblioBoard offer

- Community organizations might find it very useful. Fire station recently contacted the library for help with slide preservation—would be perfect for BiblioBoard. Great community engagement potential.  
**Next action:** Jerry will ask BiblioBoard if other organizations could use BiblioBoard from outside the library building.
- Discussed open source options. On-call library staff member Jess Weitz could set us up with something comparable from open source and train the staff in its use.  
**Next action:** Adam will send us links to open source options.  
**Next action:** Jerry will ask BiblioBoard if the library would retain access to its content if BiblioBoard changed ownership or ceased to exist.
- **Follow-up:** From 1/9/2015: Biblioboard indicates that outside orgs can use BiblioBoard outside of the library and that the library would retain its content regardless of the future fate of BiblioBoard.

#### 5. New Business: Laptop offer

- Jerry was contacted by Brendan from Optum who does tech for healthcare websites and medical systems for Vermont. He's from Barre, but it's a national company.
- Optum wants to philanthropically help the library by **giving us seven or more Windows 7 laptops**. Five Vermont libraries have been offered laptop donations.
- Optum wants to market it—his marketing department has a press release ready.
- Laptops could be used for whatever we want. Each would have a card on it that identifies the donation.
- For now, let's assume they'd be library-use-only, just like the VDEP laptop. If/once we have them, the Technology Committee would discuss whether any would circulate, and if they would, another policy and procedure would need to be drafted.
- One downside to such a donation would be the care and upkeep of the laptops.
- Accepting the donation wouldn't need board approval; Jerry and the library staff could decide on their own.
- Would the offer need to be reported to the selectboard?  
**Next action:** Jerry will ask the town's grant manager to see if we have to file any paperwork for selectboard acceptance.