Brooks Memorial Library
Technology Committee Meeting Minutes
February 26, 2015, 4-5:30 PM
Local History Room

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

1. **Additions to the agenda** (from Jerry except as noted otherwise):
   - **Photography and video recording policy for review**
     - o Jerry handed out and will email a draft.
     - o Context:
       1. Most people have devices that can photograph and/or video record.
       2. There was an incident in BML last week.
       3. Many other libraries have a policy.
     - o Jerry had Cor Throwbridge of BCTV review it.
     - o Discussed edits:
       1. "Photography and Video Recording Policy" add "in the Library" to the title.
       2. Change "cease" to "halt"
       3. **Next action:** We can email Jerry (alone) other feedback before the Board meeting
     - o The Board will have its first review of this policy on March 10.
   - **New e-rate policy with new e-rate for next fiscal year**
     - o Group discount was 80% but will now be 72%.
     - o To maintain the 80% level, the library director would have to submit substantial paperwork with an estimated time of several hours to complete, that would negate the small savings of the additional discount, and so we'll live with the smaller discount.
   - **VT DOL is transitioning away from tech support to migrate libraries to Catamount sooner than planned due to State budget cuts.**
   - **Jeanne: "Cutting the Cord" article**
     - o Arlington, MA library switched completely from desktops to laptops.
     - o They have a vending machine for laptops operated by library card.
     - o **Next action**: Jeanne will email us the article.
   - **New BML/NewGrassRoots.com initiative with Alexander Beck**
     - o He came to the Library after the January Brattleboro Area Techies meeting to meet with Jeanne and Jerry.
     - o Nonpartisan civic engagement website for Vermont (for now; may expand).
     - o Register with your email, phone, and a PIN, and the software geolocates you to your state reps.
     - o Research legislation via helpful links.
     - o Easily send a voicemail though the site to your rep about a given bill.

1. The website calls you on your cell, you leave your message, and the message gets sent to your rep.
2. A dashboard displays when your rep (or their office) listened to the message.
   - o Generates a chart of how many people support or oppose a measure.
   - o BML will promote it via a link on the website, as an e-news feature, and Civic Engagement subject guide will highlight it.
   - o Congruent with Brattleboro's high level of civic engagement.
   - o Alexander Beck can do a presentation.
     1. He wants to recruit and train citizen ambassadors to help library patrons with the tool.
     2. We could have BCTV broadcast his presentation.
   - o Can be one of our EDGE e-government initiatives. We already support e-government participation, and this NewGrassRoots.com initiative would do it even more.
- Jeanne: **New Civic Engagement subject guide coming soon.**
  - o On the BML website: Search and Learn section > Subject Guides.
  - o Will include the following tools:
    1. Vermont Insights online stats tool: http://vermontinsights.org/
    2. NewGrassRoots.com (see "New BML/New Grassroots.org initiative with Alexander Beck" above)
  - o Jeanne asks if we have any website usability suggestions for not hiding/burying items while also not overwhelming the home page.
- **Next action:** Jerry will send out the article "The Life of Libraries" by Michael Gorman, author of the forthcoming, *Our enduring values revisited: Libraries in an ever-changing world*, both featuring rebuttals to anti-library arguments.
- Brown Bag Lunch at River Garden today—projector was lent as a result. Three other people showed up for the e-book and audio focus.

2. **Public comment**: Katie, an MLS student, asked to attend the meeting, and her comment was that she loves the library.

3. **Feb. 5th minutes**
   - Clarification: "Computer Use ID" should be "Computer User Card" throughout.
   - Review of what a Computer User Card is vs. a Borrower Card.

4. **Old Business:**
   - **Technology sessions report** (Jeanne)
     - o Two sessions, one person each.
     - o 1st Tuesday and 1st Friday
     - o Advertised as: "Library tech questions answered. No question too silly or small."
     - o This past month featured e-readers.
     - o Very helpful to each participant; one expressed worry that librarian didn't have time otherwise.
     - o Perfect match between what Jeanne could provide and what the patron needed.

- o   Momentum looks promising.
- **Brattleboro Area Techies (BATs) debrief**
  - o   Howard attended.
  - o   Big drop-off in attendance from last month.
  - o   Someone from SoverNet talked about how well-wired the town is (e.g., the BML's fiber wifi).
  - o   Co-working space project: Lot of discussion with unclear outcome.
  - o   BATs have met 3rd Thursdays, but that may change; next meeting may be Mar. 19.
  - o   **Next action:** Several Tech Committee members are on their email list and can let us know if/when the date changes.
- **VDEP equipment & eDevice Loan Agreement**
  - o   Board approved the draft, so we can start circulating items, including the additional laptops once they arrive.
  - o   How should we advertise?
    1. Was and can be mentioned at the Brown Bag lunches at the River Garden
    2. Could have an article in the e-news
    3. NewGrassRoots.com possibility: if Alex Beck does a presentation on how to use the tool, the laptops can be used as part of the presentation.
    4. Offer a brochure at the circulation desk
  - o   Laptops and iPads will need Deep Freeze software to protect them from damaging downloads.
  - o   We need to update e-device/equipment and in-house equipment agreements from "the library laptop" to "library laptops and tablets."
    1. We can do so without Board vote because it's a clarifying edit.
    2. Jeanne took notes of needed edits:
       a. A grammatical error Katie found
       b. Adding "tablet" or "tablets" throughout both agreements as needed (with the exception of power cords: needed for laptops, not for tablets, which hold their charge long enough not to loan them to patrons).
    3. **Next action:** Jeanne will make the edits and email us.
  - o   Katie suggested we have a map for patrons with all the outlets.
    1. Therese made such a map for the architect consult.
    2. **Next action:** Jeanne will make the map available for patron use.
- **BiblioBoard vs. open source options (specifically, Omeka)**
  - o   Jess Weitz couldn't attend today's meeting but is interested in the comparison and would like to know what elements we would like to compare. (**Next action:** Jerry will share with Jess.)
    1. Usability for non-Library staff for back-end uploading of digital objects. (Give her context of town depts. using it.)
    2. Usability of public interface
    3. Set-up and ongoing maintenance costs/issues (in terms of $ paid to BiblioBoard vs. $/hours spent via staff time for Omeka)
    4. Ease of mobile viewing

5. Tech support
6. Metadata issues—staff guidance and review of users' tags of digital objects
7. Special features of each

- o Volunteers as potential assignors of metadata
    1. Judy Hildreth has been scanning prolifically.
    2. Jeanne consulted with Lesle about having a volunteer doing some metadata assigning—a possibility.
    3. Volunteers record an item's folder's subject heading and item number, but so far that's it.
    4. **Next action:** Jeanne will pursue with Jess and Judy after doing some research about what other libraries are doing in terms of volunteer work in this arena.

- **Laptop donations in March as per Jeanne's email.**
    - o Jeanne shared three concerns about switching over to only laptops (as was done in the "Cutting the Cord" article):
        1. Physical access (tiny keyboard, ergonomics)
        2. Consistency of interface, software, hardware (unfamiliarity or user preferences)
        3. The biggie: maintaining them
            a. Userful can't do laptops. (Userful is the company that sets up and maintains our public computers.)
            b. May need to pay for someone to update them.
            c. Deep Freeze is already on a Window's based PAC and working well.
            d. Update issues: can they be updated frequently enough without consuming too much staff time?

5. **New Business:**
   - **Conway/EFI wireless printing & scanning solutions being considered.**
       - o Wifi printing interface through EFI
           1. People who want to print send the items to an email address and it automatically gets printed.
           2. Staples does this an auto-deletes the item afterwards.
           3. Norwich Public Library uses it. Jerry/Jeanne can talk with Lucinda the director about it: Does the item get deleted for privacy?
       - o Self-service scan station with touchscreen
           1. Could be a revenue source.
           2. Scans to mobile devices, email, flash drives, EverNote, Google Docs, etc.
       - o EFI color copying/printing option for up to 11"X17"
           1. Our only copier is on the main floor.
           2. There's a color printer in the tech room that no longer works.
           3. **Next action:** Jerry will ask Conway/EFI about this option.
   - **Public comment/offer**
       - o Katie: does the library have a Pinterest page? (No.)

- o Katie: people don't always respond well to lists of words, but a list of clickable images can be more accessible and inviting.
- o Katie volunteered to set up a Pinterest page for us of new and/or featured books.
- o Jerry and Katie will follow up to discuss this offer.

6. **Next meeting: TBD via Doodle**
7. **Adjourned at 5:40 PM**