

**Brooks Memorial Library
Technology Committee Meeting Minutes
May 20, 2015, 8:30-10 AM
Meeting Room**

Present: Howard Burrows, Adam Franklin-Lyons, Jennifer Lann (minutes-keeper),

Absent: Debra Loevy-Reyes

Staff: Jerry Carbone, Jeanne Walsh

1. Additions to the agenda

- **Electronic Services Support Specialist position description** (Jerry)
- **Library school student support of digital scanning project** (Jerry)
- **White Mountains Community College's new Library Technology Certificate** (Jerry)
- **Makerspaces** (Howard)
- **Crisis preparation/safety issues** (Howard)

2. Public comment: none (no public)

3. Feb. 3rd minutes: no changes

4. Old Business:

· **BiblioBoard update**

- It's available at the library by IP address.
- We're still testing off-site library-card access.
- Attroney reviewed contract: it's a good, open contract, and BiblioBoard made a change for us to comply with VT law about the contract fee being a matter of public record. (BB had initially sought complete confidentiality.)
- The library selected some extra non-open-source digital collections (graphic novels, women & literature: 1850-1920, Callisto Media: Healthy living and cooking, and classic comics).
- The display of the collections can be customized by us.
- **Next action:** Adam will experiment with on-site and off-site login.
- **Next action:** Jerry will arrange to have the login page be more specific to what we need patrons to do (i.e., clarify the general login one can do on-site vs. the login for off-site access).
- **Next action:** Jerry and/or Jeanne will customize the landing page to feature what they'd prefer to feature.
- **Next action:** When customization and testing is complete, Jerry and/or Jeanne will plan a library session to promote BB.

· **Laptop donation update**

- Still held up indefinitely by the donor who is still working on the press release.

· **Laptop charging/storage cart**

- On hold until we know for sure that the laptop donations are coming.
- iPads will be used this evening for the ArtRage workshop; each Pad has the app.
- Jerry is asking the Friends for three iPads for the children's room.

- **Next action:** Jennifer will ask the Landmark College Information Technology Services department what their practice is for charging laptops in their laptop carts.
- **Printer/scanner/copier update**
 - We're considering keeping the Newton coin-op copier for its ease of use as another option for patrons after we have a newer, more powerful machine.
 - Jerry contacted Newton Business about their options for a more powerful machine, and they seemed uncertain about the request.
 - Jerry contacted SymQuest for their printer/copier/scanner option, and he'll be meeting with them.
 - Option of cloud-based printing in which patrons could print from offsite. The print job would go into a queue for a specified time limit during which the patron could arrive, enter a code, and retrieve their printout. After the time limit, the job would be automatically deleted.
 - **Next action:** Jerry will contact Jamex for their card reader options.
 - **Next action:** Jeanne will contact the Rutland Free Library for insights about their recent transition to wifi printing.

5. New Business:

- **Fiber Speed Testing**
 - VTLIB is now asking all of the fiber optic libraries to test their fiber speed twice a day for two days per week in perpetuity to see how the network is running.
 - The library will begin to report out speeds.
- **Electronic Services & Support Specialist**
 - It's a reconfiguration of the library accounts position from full time to part time, along with Debbie's part-time circulation clerk position (she's retiring).
 - Will work circ desk and provide electronic services support.
 - Will provide staff and patron technology training and support.
 - Should like the public and have great communication skills with individual and group teaching skills.
 - We reviewed a job description, and discussed that a 50 lb. lifting "minimum" seemed unrealistic. (It's more of a maximum.)
 - **Next action:** Jennifer will draft new language about the Qualifications section about the commitment to stay current.
 - **Next action:** Jerry will look at the Barre library's job description for a tech person in YA.
- **Library school student support of digital scanning project**
 - Jessamyn West posted on the VTLIB listserv that there are library grad students in DC (Catholic U. lib. sci. dept.) who will come in groups of 4-7 to spend 3-7 days on a project that a library needs—for free.
 - We could have them digitize yearbooks, archived library board minutes from 1882, and historic town reports, to post to BiblioBoard.
 - **Next action:** Jerry will contact them to see if they're available.
- **White Mountains Community College's new Library Technology Certificate:** FYI.

- **Makerspaces**
 - Howard shared that the VTLIB won a grant that will allow up to eight libraries to receive a makerspace kit to use in a program fro preschool to grade 12.
 - Adam attended a VLA panel about makerspaces in which they described having kids take apart and put together old technologies.
 - The kit is designed to be easy-to-use, even for facilitators who aren't tech or makerspace savvy.
 - **Next action:** Jerry will talk with Lindsay and Paige to see if that would work for them.
 - **Next action:** Mara Siegel will soon announce the availability of the kits, and Jerry will look for that announcement.
- **Crisis preparation/safety issues:** Howard will add this topic to the next Board meeting agenda.

6. Next meeting: TBD via Doodle

7. Adjourned at 10 AM