Brooks Memorial Library
Technology Committee
MINUTES
July 29, 2015
8:30-10 AM, Meeting Room

Present: Howard Burrows, Jennifer Lann (minutes-keeper), Debra Loevy-Reyes
Staff: Jerry Carbone, Jeanne Walsh, Cal LaFountain
Absent: Adam Franklin-Lyons

1.   Call to Order / 8:30 AM

2.   Agenda/Changes or additions (See #7 below)

3.   Public Comment (None; no public)

4.   Minutes of **June 24, 2015** (Approved)

5.   Old Business

- **Introduction: Cal LaFountain, Electronic Services Support Specialist**
    o   Patrons are using his tech services already—including during his first minute among the pubic.
    o   Underwent a week of circulation bootcamp and is learning nuances of public library service.
    o   One of his early questions was Re: How to have devices that run on VPN (Virtual Public Network) use the library's network for printing, etc.
        ▪   An initial query with DII didn't help.
        ▪   The "Log Me In" service can be an imperfect workaround.
        ▪   **Next action:** Jerry will call DII to ask for an official explanation for why VPN can't work—or for how it could.
    o   Cal became acquainted with Creator in Biblioboard in case we might use it to highlight the Town's NEA grant proposals. They are currently featured on the website via a link to a Google doc. We'll see what Town Manager & Planning prefer for the next phase of the display.
    o   Patron already dubbed him "Cal Tech."
- **Newton Business Proposal & Scanner/Printer/Copier options**
    o   Newton partners with the ACDI company:
        ▪   Newton offers & services the hardware; ACDI offers & services the software.
        ▪   ACDI has a history of working with libraries.
        ▪   Uses "Paper Cut" software:
            •   Patron sets up a login/passcode.
            •   Patron releases document with login/passcode from the printing station.
            •   Only handles PDF, DOC, PPT, and JPEG.
            •   Recreates file on the printing station once login/passcode is entered to print the file.
            •   Tablets and smartphones must send files via email to the printing station.
            •   Theoretically, it works with Userful.
            •   Jerry spoke with the Dover, NH library, which uses Paper Cut with Koha, and it works well for them. They make a profit that also pays for all of the costs (lease, per copy, etc.)

- - Cost from Newton is .88 cents/BW, 7cents color; we would charge enough like the Dover library (15 cents/BW, ?? cents/color) to cover all costs with a modest profit.
    - We would provide the paper.
  - Libraries who have already chosen a solution have said that each of the solutions involve comparable total costs; it's a matter of choosing a solution that ideally meets our needs.
  - Do we keep our old coin-op copier?
    - Pro: easier for low-tech patrons
    - Con: takes up a lot of space—not sure where to put it.
    - We could jump in with the new copier solution only.
    - Or we could phase out and charge more to use the old copier.
    - **Next action:** Jeanne will seek staff input about the logistics of keeping vs. retiring the old copier.
  - We would keep our local 2nd floor printers with option to print wirelessly to the downstairs machine.
  - Staff challenge will be training and patron support.
  - There could be limits to how much advanced patron support we can offer for such a system, referring them to Staples, etc. for more complex endeavors.
  - **Next Action:** Jerry will ask Newton rep about privacy of files that display before printing at the printing station: are those files automatically deleted?
  - **Next Action:** Jerry will examine the contracts from Newton and Conway for the following elements, asking them for what is missing, and he will ask for all of these elements from SymQuest:

    - Costs for all relevant items (e.g., hardware lease--incl. that for a self-payment device—all relevant software, service support, per copy costs, etc.)
    - Ability to offer wireless printing from a variety of devices (e.g., hardwired workstations, wireless laptops, tablets & smartphones)
    - Self-service payment solution (and if it takes cash, credit card)
    - Color & BW capability
    - File formats supported (e.g., .doc, .PDF, etc.)
    - Compatibility with existing systems (e.g., Linus, Userful)
    - Privacy elements
    - Availability and price of service support (esp. for non-local providers)
    - A clear understanding of the process for how a patron could use the service for each of the functions (scanning, copying, printing)

- **Library school student support of digital scanning project update**: Still no word, and now it's too late to coordinate something even if they contacted us finally. (Closed item)
- **BiblioBoard update**:
  - Not yet on the website.
  - We explained to Cal what BiblioBoard is.
  - BiblioBoard indicates that we can make publicly available without a login our locally owned digitized items.
  - **Next Action for Jeanne and Cal**: Pursue logistics of using BB for the NEA grant—if not in the application review stage, then in the winner announcement stage.

6. New Business

7. Additions to the Agenda:

- Announcement: **Windows 10 available for free download**. Received positive review from the *Wall Street Journal*.
- **Howard invites our input for Aug. 12 planning meeting for the annual Trustees and Friends meeting in Burlington Nov. 7**
  - Jerry indicated that the meeting could use Cal's Electronic Services Support Specialist position as a way for libraries to address growing tech needs.
  - Howard invited us to consider *libre novum*, the "new literacy."
  - **Next action:** Committee members should email Howard with their ideas.

8. Adjourned at 9:58 a.m.

NEXT MEETING DATE: September meeting TBD via Doodle