Brooks Memorial Library
Technology Committee
MINUTES
October 1, 2015
4:30-6 PM, Local History Room

Present: Howard Burrows, Adam Franklin-Lyons, Jennifer Lann (minutes-keeper), Debra Loevy-Reyes (via Skype)
Staff: Jerry Carbone, Jeanne Walsh, Cal LaFountain
Absent: No one

1. Call to Order / 4:30 PM

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

3. Public Comment (None; no public)

4. Minutes of **July 29, 2015** (Approved)

5. Old Business

- **Technology Help Sessions with Cal: Update**
    o   Pretty booked after a slower first week; now reserved one month out. Two no-shows; one cancellation. From 3-5 p.m.: 4 people with 30-minute slots.
    o   Advertised on website, on Reformer calendar; referrals by people already helped.
    o   Topics: on multiple devices, including our own; audio and ebook services often asked; some beyond the library; a nice wide variety of questions;
    o   Demographics: above middle-aged generally; slight skew towards females.
    o   Need for more help sessions.
        ▪   Cal also has desk duty, and so adding more times may not be simple.
        ▪   Adam suggested a quick-question slot for 5 minute questions.
        ▪   Overdrive and One-Click is the most common question, but the answers differ by device: Group session?
        ▪   Evening hours? Cal works Monday evening. It's fairly quiet. Ideally, a circulation desk volunteer could cover. Or 3-7.
    o   As an aside, Cal may eventually be able to be the person who we have help us clean our hard drives instead of Bill as a higher-level consultant.
    o   **Next action**: Jeanne & Jerry will talk with Therese about scheduling Technology Help Sessions from 3-5 and 6-7 (or 7:30) on Mondays.
- **Multifunction Printer Proposals: Decision**
    o   MFP: Multi-Function Printer.
    o   Conway never sent us a proposal. We reminded them, but they still didn't respond.
    o   We have Newton Business proposal
        ▪   Jerry asked them our list of questions from our last meeting.
            •   Privacy elements: Sharp equipment erases all print jobs from the hard drive once printed. Paper Cut keeps track of volume, not content.
            •   Wireless printing from multiple devices: yes. Smartphones would use a free app.
            •   Jerry has looked online where it's used elsewhere and it seems to be working there.

- - - Also has a coin and cash vendor connection.
    - Sharp MX-3640N Color Digital Imager
    - It has a separate "Print Release Station" that is its own computer and interfaces with the payment station (cash only).
    - Town already has two lease agreements with Newton for office printers, whereas this will be a revenue source for the town.
    - We would seek a lease.
    - Newton charges us $0.06/page color and $0.008/B&W.
      - We currently charge $0.15/page (B&W)
      - We're cheaper than Staples.
      - Right now our stats from Userful show that we're printing more than we're getting payment for. The release station would solve that.
      - We get $1800.00 revenue from our old B&W.
      - Because of space limitations and the not-getting-paid issue, we're going to get rid of our old copier.
      - We'll need it near a network port. It might be more in the center of the floor until we have the reference section more cleared.
      - Is the thumbnail on the release station large enough to confirm you printed the correct document? Maybe.
      - Comes with toner as part of the price.
      - In town budget proposal for July 1, but we could seek to add it sooner since it should either break even or make a profit. We could use a special account to get it going. We could have the Trustees fund it thru July 1 and have the profit pay the trustee fund back. Or the Trustees could donate the money, and the town could get all of the revenue.
      - Scanning? Charge? Can we email it? File size limit in emailing. It's USB port compatible. We can explore this later.
      - We currently outsource color printing to Lotus Graphics, and so we could save money by printing our own.
      - We as a committee endorsed the Newton proposal.
      - **Next action**: Jerry will ask Newton paper price to compare with Staples.
      - **Next Action:** Jerry would talk to John O'Connor, town finance director, about funding the MFP this fiscal year, and would then come to the Trustees with options.
      - **Next Action:** Jerry will ask our Newton rep to draft us an official contract.
- **Laptop Deployment Update**
  - We rejected the offer for what ended up being XP machines. Our IT consultant Bill said they weren't worthwhile.
  - As per Jerry's email, our four-machine cluster of Userful machines died, and so we've had four fewer machines. It's not been horrible; more patrons have their own devices these days.
  - We can get by, and pay for four fewer seats to Userful.
  - Friends approved purchase of four laptops.
  - TechSoup has some good refurbished machines, but they ran out of machines. And so he ordered four others for less. Windows 7 Lenovo Thinkpads with MSOffice. Also bought DeepFreeze.
- **BiblioBoard Update**

- o Cal has made progress. Finished scanning and reformatted to PDF files from the local history room. It's coming together.
- o New plan is to not try to retain the old scanning efforts. Too much inconsistency in quality; some images blurry; some folder items had copyright issues.
- o Re-scanning is an opportunity to use Biblioboard to highlight cool stuff, starting with history of this library. Really robust materials. WPA had done a history of the library and Cal scanned that as well.
- o Jeanne had an a-ha moment that this isn't a replacement for archiving these items with very careful cataloging; it's more about public access. Can scan in mass and then organize. Jeanne is working on metadata so we can launch it.
- o Fine Arts Collections. Christine Devalay(sp) of the Fine Arts Committee might be interested in doing it. She used to be a fine-arts librarian.

6. New Business

- **Brown Bag Session at River Garden, Oct. 6, noon**
  - o "Technology for Everyone at Brooks Memorial Library"
  - o Jeanne will cover databases, and Cal digital media. What you can do in-house and away.
  - o It's in the calendar.
  - o **Next actions:** Jerry will add to the e-news, and Jeanne will add to the website.

7. Additions to the Agenda:

- **Announcement: update on library director interviews.**
  - o Jennifer shared with committee what technology-related questions are planned.
  - o No changes or additions made to tech interview questions.
- **Jeanne: website usability testing was added to our Plan as an additional goal**.
  - o What next? Jeanne and Cal will meet to figure out a plan and share the plan with this group.
  - o Jerry: is there videos of people using it to orient the rest of us?
  - o **Next action:** Jeanne can share printouts of usability pages of website design classic, *Don't Make Me Think*.
- **Announcement: Jerry says we were lead in the state for uploading and downloading.**

8. Adjourned at 6:03 p.m.

NEXT MEETING DATE: November meeting TBD via Doodle