

Brooks Memorial Library
Technology Committee
MINUTES
December 17, 2015
8:30-9:30 AM, Local History Room

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

Staff: Jerry Carbone, Jeanne Walsh, Paige Martin, Adam Franklin-Lyons, Cal LaFountain

Absent: Debra Loevy-Reyes

Guest: Katie Montgomerie, volunteer

1. Call to Order / 8:30 AM
 2. Agenda/Changes or additions (See #7 below; Also: began meeting with a multifunction printer demo/2nd item in Old Business)
 3. Public Comment (None; no public)
 4. Minutes of **November 9, 2015** (Approved)
 5. Old Business
- **Technology Help Sessions with Cal: Update**
 - More repeat customers, some with ongoing projects (e.g., compiling a book, building a website), than one-time (eBooks, other library stuff).
 - Just some cancellations and no-shows.
 - Jerry: **next action for Cal:** might be good to have a Brown Bag or some other session with people who did ongoing projects talking about how it went and how the library helped. A few sessions for device quirks. Not the main focus.
 - Per week: six sessions. Human part is really successful. High tech, high touch.
 - **For another meeting:** Reexamine the phone system labyrinth for our callers.
 - **Multifunction Printer Install**
 - Began the meeting with a Multifunction Printer (MFP) demo on the main floor.
 - It arrived Saturday.
 - Patrons successful with it so far, either independently with assistance.
 - Issue with DII (Dept. of Information and Innovation) about wireless printing.
 - Concerned about connecting wireless network with wired MFP: hacking potential for this library to infect the many other libraries on the network.
 - Rutland library does accomplish it.
 - **Next action:** Jerry is going to schedule a conference call between DII and the PaperCut (ACDI company) release station person.
 - **Next action:** While we wait, we could have flash drives available at the front desk, keeping in mind that it might bypass the coin box for printing. (And isn't a flash drive a hacking potential already? But a port is more serious.)
 - Our Mac computer is recognized as an accepted address on the network. Maybe we could configure our laptops with the Mac address.
 - Should we charge by scan job? Helps to keep stats. Use a sign. Don't want people to monopolize. We should look at the fee schedule. Or do a suggested donation. Like the suggested \$2 for visitor use of the computers.

- Could we wirelessly print from the Children's Room? Yes, technically. It would stay on the release station job list until paid for and released.
- **BiblioBoard Update**
 - Biblioboard update: nothing new.
 - Metadata isn't a technology project per se; it's old-school library work.
 - Cal had done a lot of scanning.
 - The time for the metadata (cataloging) is harder.
 - **Possible next action:** Maybe Jerry could be our cataloger for this in a couple of months.
- **BML Pinterest Site (Katie Montgomerie, volunteer)**
 - Katie was in finals so no new work.
 - New books boards don't make sense until there's a library homepage link, but other pages (boards) are good.
 - Paige asked Barb to add a Pinterest button to the website.
 - There's a way we can link to Pinterest from Facebook.
 - There's an email from Barb for them to consider: **Next action** for Jeanne, et al.: Pinterest would be on each library page.
 - Book images are from GoodReads so that the images link to Good Reads.
 - The written link Katie puts below the image links in some browsers/devices and not in others.
 - She wants the data below the image to have the link to our catalog.
 - Sometimes you have to copy and paste. Is that sustainable?
 - **Next action:** Send to Katie: any suggestions for boards?
 - Paige added a Children's Room crafts board.

6. New Business

7. Additions to the Agenda:

- Paige attended a webinar on effective library social media use.
 - Her attendance gives us an Adobe packet with Tint Up for download. It's a social media thing. Branded interactive social media experience for your patrons.
 - What do you want to accomplish with your Facebook page? For us, it's drawing participation in our programs.
 - People spend 27 hours/month on FB and 21 hours of those via Smartphones.
 - Affinity, how recent, how much wait they carry for posts.
 - Only 16% of posts are being seen because there's so much being posted. A lot of competition, and yet it's worth it.
 - Tips:
 - Inactivity is bad. Frequent posts are good.
 - Call to action button can be changed to be anything you want, like "Contact Us" or "Look at us here" and draw them to the website.
 - Posting on other FB sites also important. Not necessarily other libraries. Instead: other community events. Like Strolling of the Heifers.
 - Respond to questions. 70% don't get responded to. Crazy.
 - Post one to two times a days on Facebook during weekdays. Pinterest: five times. Twitter: three.

- No posts more than 250 characters. TLDR (“Too long; didn’t read”)
- Don’t just list events and library promotion. Post human interest items, like patron of the week (akin to Humans of NY).
 - **Next action:** Paige will write up and email us notes.
- Howard encourages us to attend ALA Midwinter. **Next Action:** Coordinate with Howard if you plan to attend.
- Children’s room iPad update: how to secure them so they don’t break. A stand or pivot system. **Next Action:** Paige will talk with Jerry. Possible update for next meeting.
- Katie: Screen casts: next meeting. Camtasia account=tutorials. We have Screencastomatic. **Next Action:** Katie will talk with Jeanne to look at together.
- Paige reports that the Makerspace workshop went great. January is Maker Month.

8. Adjourned at 9:35 a.m.

NEXT MEETING DATE: January meeting TBD via Doodle

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