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Brooks Memorial Library
Technology Committee
MINUTES
March 30, 2016
8:30-10 AM, Local History Room

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Present: Howard Burrows, Jennifer Lann (minutes-keeper), Adam Franklin-Lyons,
Staff: Starr LaTronica, Jeanne Walsh, Paige Martin, Cal LaFountain, Katie Montgomerie, volunteer

1. Call to Order / 8:35 AM

2. Agenda/Changes or additions: See item #7

3. Public Comment (None; no public)

4. Minutes of **January 12, 2016** (Approved)

5. Old Business

- **Technology Help Sessions with Cal Update**
    - Still going steady
    - 4-5 regulars seen weekly, every other week
    - Hour on Fridays with new volunteer: Jonathan Kinnersley
    - Consider obtaining specialized software for design projects (e.g., PhotoShop, InDesign) for a specified computer (e.g., the microfilm computer, or a new computer)
        - Patrons have requested it.
        - Annual Appeal fund opportunity
        - A Mac for the design software? Katie: Mac desktops have wonderful screens.
        - A reservable, stationary device.
        - Jeanne: We'll need to clarify how much staff assist with such programs.
        - Katie: Could there be a public screening of Linda tutorials (wondering about copyright legality)? **Next action:** Cal will research tutorial options in general.
        - **Next action:** For April 20 Friends meeting, Cal will write up proposal for software, hardware, possibly Linda tutorial subscription.
- **BML Pinterest Site Update (Katie Montgomerie, volunteer)**
    - Katie let it lapse so she could consult with us.
    - New Book Alert issues:
        - Originally making pins for new books, but super labor intensive. A sample might be better. The catalog's images are terrible, so other images need to be sought. **Decision:** A sample of new books would be fine on Pinterest.
        - Some new books aren't at Brooks in the new book alerts. Some new book alerts were for on-order books, not in-house books. A filter for that would be helpful.
          Next action: Jeanne will investigate filter options.
        - Wanted to create a new DVD section (Pinterest board) but image sources hard to find.
    - Some fun boards: Libraries in Art and Artful Libraries, Library Cartoons, etc.
    - Two new boards from an unknown source: Extraordinary Books and Book Art (but there's already a book art board) through a George Brooks account.
        - They might be an old pre-Katie remnant that Jerry Carbone had experimented with.
        - **Next action:** Jeanne will ask Jerry for account info to delete these old boards.

- o Jeanne: needs an overview of Pinterest and how to connect it to Facebook and the website.
  - Pinterest is already newly connected to the Library website as a big Pinterest symbol ("P").
  - **Next action:** Jeanne will reconvene the staff Facebook planning meeting about this topic with Katie.
  - o Caution about featuring our art collections—licensing/copyright issues to figure out since images can be re-pinned.
- **Teen website**
  - o It's live, looks great, and inspired a redesign for the main site.
  - o See "Website Refresh/Redesign" below.
- **Children's Room iPad stands**
  - o We have them, but they need to be installed with iPad Airs.
  - o Two levels, literally. A low one, closer to the floor and a higher one with more advanced apps for older kids.
  - o Won't be connected to the Internet.
- **Screencast software**
  - o Katie had asked about getting some to do more tutorials to the Library.
  - o Jeanne says we have Screencastomatic. It worked well.
  - o Katie uses Camtasia, which is very effective.
    - Camtasia allows for excellent design and editing, without which people can be turned off.
    - The museum pass tutorial (see #7) was made with Camtasia.
  - o Adam: the Adobe suite comes with Adobe Premier, a really high-end movie editing software. A competitor of Final Cut. (Relevant if we buy design software—see Cal's Technology Update section above.)
  - o Katie: might make sense to wait to make tutorials until we have the new website since the website will be featured in the tutorial.
  - o We'll wait on deciding about Camtasia until we have more elements in place (e.g., the design software, the computer).
  - o **Next action:** Jeanne and Cal: bring Katie on board for the website redesign planning.
  - o Open source vs. paid sources. Adam, with wide agreement: We seek to be "platform agnostics," providing a variety for our patrons.
- **Phone system directory**
  - o Paige gathered data on type of questions. Cal has which options people choose.
  - o Jerry had emailed us some model phone trees.
  - o **Next meeting:** updates of the above.
- **Library Freedom Project and Tor Relay operations in libraries**
  - o The Howe Library in Hanover is hosting an information morning in June. Some staff may attend. Anyone else? **Next action:** Everyone: email Jeanne soon if you wish to attend.
  - o Mara Siegel shared with Jeanne a San Jose public library information site about browser privacy. We could link to it. **Next action:** Jeanne will email it to us.
  - o **Decision:** Build a foundation of public awareness of privacy issues, and learn more about the LFP.

6. New Business

- **Website refresh/redesign**
  - o The teen website refresh and Jeanne's usability testing plans highlighted the need for the main site to be redesigned.

- o Main site: can we update the rotating gallery? **Next action:** Jeanne will look into that.
- o The open source web editing software is out-of-date and fading away (Joomla).
- o Another open source software (WordPress) is going strong.
- o Asset Development suggested a request for proposals for the designer. (Last time we redesigned the site, it was an RFQ: Request for Quote.) Not sure which yet. We can clarify at the April Board meeting.
- o Howard mentioned Drupal as an open source software.
- o Howard mentioned the possibility of a more static homepage going to separate, more dynamic tools/sites.
- o Do we need a more powerful content management system than what, say, WordPress can offer? We can talk with the web designer about our needs and what software would be best.
- o **Next action:** Everyone: let Cal know about RFP thoughts usability and functionality.
- o **Next action:** Cal will invite staff to give input to what they want the website to do for the users.
- o **Next action:** Cal will seek input/usability testing with the public.
- o **Next meeting:** discuss a redesign timeline.

7.   **Additions to the Agenda:**

- Jeanne: Let's **make sure the public can get in to our before-hours meeting** (a sign at the door).
- Starr: Tracy Murphy is interested in being a **citizen member** of our committee.
- Paige: **Meeting Room Tech Discussion**
    - o Updating that room would be helpful as a program space for training.
    - o Replacement costs for the projector bulb is high and regular.
    - o A new projector compatible with newer devices would be helpful.
    - o What other tech do we want to offer the groups who use the space (e.g., children's programming and external groups)?
    - o **Next action:** Paige will ask BCTV to look at the space to give their input. Coordinate with Cal.
    - o **Next action:** We'll talk about what the room should have in the next meeting and associated policies. (Current policy is a barrier to certain groups, e.g., $25 to show a movie.)
    - o Starr says we have $1000+ left from the town grant for a video conferences.
- Howard: **Sesame Street-inspired idea**
    - o Sesame Street advertises the letter A—what if we have people sponsor sections of the Library that feature sections of the Dewey Decimal System?
    - o Engage the public to sponsor it too, financially.
    - o Use technology to engage this activity.
    - o Jeanne: patron-driven collection development.
- Katie: has **two video tutorials for checking out museum passes**, 2 min. each.
    - o We watched, and they were entertaining and effective.
    - o **Next action:** Cal or Jeanne: link to website.

8.   **Adjourned at 10 a.m.**

NEXT MEETING DATE: April/May meeting TBD via Doodle