

Brooks Memorial Library
Technology Committee
MINUTES
May 5, 2016
4:30-6 PM, Local History Room

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 / 4:37 PM
2. Agenda/Changes or additions
3. Public Comment
4. Minutes of **March 30, 2016**
 - Edit from Howard: Linda.com is spelled "Lynda.com"
5. Old Business
 - **Technology Help Sessions with Cal Update**
 - Cal's sessions are booked.
 - Jonathan's new Friday appointments are booked
 - All going well.
 - Potential Brown Bag lunch could be booked this summer. Possible topics?
 - Online privacy (staff will attend sessions in June, so after those sessions)
 - Collaborative program with another group (**Next action:** Cal will ask Jonathan about the Brattleboro Area Techies)
 - New online resource from Vermont called Learning Express (**Next action:** Cal and maybe Lindsay attend May 27 training)
 - Online test prep options
 - Tutorial modules for students of all ages
 - Vermont Adult Learning excited about this resource, and a rep will attend the training.
 - Format-conversion workshops
 - How to organize your digital photo life
 - **BML Pinterest Site Update (Katie Montgomerie, volunteer)**
 - Boards updated.
 - Found Rotten Tomatoes as a good source of DVD images, and the image links to RT reviews
 - She will add a link to the library catalog at the top of each page.
 - Problem earlier with new book alerts which appears fixed now without any action on our part.
 - Can we add an announcement on the library homepage (beyond the Pinterest symbol)?
 - **Next action:** Katie will work with Jeanne to make a home page and a newsletter announcement.
 - There are still some old boards that Jerry made. **Next action:** Starr will ask Jerry about removing it.
 - She's been including some humor—**Next action:** staff should check it out for appropriateness.
 - **Children's Room iPads Stands Update**

- We have them, and they're not up yet.
- Waiting for the installer volunteer to be available.
- **Screencast software (updated as "Design Software")**
 - Reminder: Screencast software decision pending the larger design software question.
 - Friends approved an Adobe Suite subscription and an iMac.
 - The Friends have to be the ones to purchase it. Next action: Cal will contact Friends.
 - **Next action:** we need signs with an Annual Appeal to show what was purchased. Starr will talk to the Friends about enlisting their designer.
 - Where should it go? Should be part of the library redesign. Maybe into reference area for now.
- **Phone system directory**
 - Still waiting for the town upgrade to the phone system. No date set yet.
 - In the meantime, we could simplify our phone message. John could be our announcer.
 - Jerry found a good, simple script that Jeanne has, and Jeanne has instructions for how to access the system.
 - What about program announcements currently recorded by John weekly?
 - Let's stop those. They delay the information that most callers seek, and online resources contain those announcements.
 - Special updates would be unexpected closures instead.
 - **Next actions:** Starr and Jeanne will bring for tomorrow's supervisors meeting discussion. Paige will ask for staff input on Jerry's script, and once the script is revised (if it is), arrange for John to record a greatly revised version.
- **Online Privacy Education (was "Library Freedom Project and Tor Relay operations in libraries")**
 - MIT has good open resources.
 - San Jose resources mentioned in the last meeting.
 - Cal, Paige, and Jeanne will attend an education session at the Howe Library in Hanover, NH: "More about Tor" (Friday, June 3).
 - NELA (New England Library Association) "Digital Privacy: A Practical Approach for You and Your Patrons. Monday, June 13.
 - Includes ACLU Massachusetts and the Library Freedom Project.
 - No one registered yet, but considering attending. Adam might go.
 - **Next action:** Anyone else wish to attend? Let Jeanne know.
- **Website refresh/redesign**
 - A logo redesign is also in the works, and so it's stalled the website redesign.
 - **Next action:** Starr: explore folding the Annual Appeal logo design as a part of the library logo redesign so that they're compatible.
 - Jeanne: resource sharing is the priority of the Vermont Dept. of Libraries.
 - Went to a DOL meeting about resource sharing software.
 - Some libraries use their ILS as their website. Would that be an option on the horizon?
 - Patrons don't distinguish between the catalog and the rest of the website.
 - Let's not wait for that possibility to refresh the current site.
 - **Next action:** Katie and Jeanne will collaborate to add museum passes, Pinterest announcement, and homepage photos. Jeanne will give Katie access to the website.
- **Meeting Room Technology**
 - Technology should be part of the room's upgrade.
 - Funding: we have \$1244 in grant money left, and we could use Annual Appeal money.
 - Paige: We charge groups for the use of the room, which is all the more reason to make sure the tech is good. It pays for things like projector bulb replacement (\$400).
 - Speaker connections have been an issue.

- Howard suggests an incremental approach that starts with meeting the current need and moves to something exciting, 3D immersive, and more, and that goes beyond the walls of the library.
- Paige: what are the next steps? Ideally, we'd have something by the end of the year when people renew their room use. Some people need a slide projector, some need more advanced.
 - Adam: Slide digitization could be a service we could consider offering. Consider for the short-term: what would make it easier to use now, that would still work after the room redesign? And for the long term: think big: what would make the room ideally usable?
 - Could be compatible with Katie's fall course on library design.
- **Next actions:** Paige and Cal will look into the logistics of replacing wired AV system with something more up-to-date.

6. New Business

7. Additions or Changes to the Agenda

- Howard encourages us to attend the Planning Committee meeting next Thursday, May 12, 4:30-6 p.m. in the Local History Room to help with the planning of the two upcoming community conversations/strategic planning gatherings. Consider: what would count as success for the preparation of a strategic plan for the library's use of technology over the next five years?

8. Adjourned at 6:02 p.m.

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NEXT MEETING DATE: TBD via Doodle Poll.