Brooks Memorial Library
Technology Committee
MINUTES
June 2, 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
Absent: Katie Montgomerie, volunteer

1. Call to Order / 4:36 PM

2. Agenda/Changes or additions

3. Public Comment

4. Minutes of **May 5, 2016**

5. Old Business

- **Technology Help Sessions with Cal Update**
    o Still steady
    o Jonathan booked as well: 2 Friday appointments
    o Repeat and new customers
    o Going well
    o July 5: Ebay and Craigs List session for the River Garden brown bag luncheons
- **BML Pinterest Site Update (Katie Montgomery, volunteer)**
    o No Katie; tabled until next meeting.
- **Children's Room iPads Stands Update**
    o Not ready yet; preparing for Summer Reading Program.
- **Design Software**
    o Waiting for Friends' treasurer to purchase.
    o Will become part of the larger discussion of where to locate technology in building renovations.
    o **Next action**: We need signs with an Annual Appeal to show what was purchased. Starr will talk to the Friends about enlisting their designer.
- **Phone system directory**
    o Found material to advise how to record an effective voice mail greeting.
    o **Next action**: Starr will check with Patrick about phone system status and the option of purchasing a small number of phones as a stop-gap because the phone hardware quality is so poor.
    o **Next action**: Starr and Jeanne will discuss the phone system directory at a supervisors meeting discussion.
    o **Next action:** 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**
    o Cal and Jeanne will attend an education session at the Howe Library in Hanover, NH: "More about Tor" (Friday, June 3). Still space for other attendees.
    o NELA (New England Library Association) "Digital Privacy: A Practical Approach for You and Your Patrons." Monday, June 13.

- ▪ Adam can't attend this one after all.
- ▪ A good session to inform Brown Bag. Some dates available in July.
- ▪ **Next action**: Cal will schedule a Brown Bag session in July on online privacy.
- **Website refresh/redesign**
  - o Postponed in order to coordinate with logo redesign.
  - o In the meantime, looking at effective library websites.
  - o Cal did some Google Analytics on the current site as per what pages patrons visit the most and will analyze the data.
  - o Katie and Jeanne met to talk about other help she could give us such as updating the photo slide show on the home page; ways to keep fresh and interesting.
  - o **Next action:** Jeanne will ask Katie to get the museum passes online by June 11 to correspond with a Children's Room display on the passes.
- **Meeting Room Technology**
  - o Today someone had a VGA cable, which we still have a port for. The new technology may need a port for VGA. The converter boxes don't work well.
  - o Panel in the front (where the presenter stands) with an HDMI port and internet access port.
  - o (Need for any other internet ports elsewhere in the library?) See "Vision for Public Access Computing in #7, 2nd bullet, below.
  - o **Next action:** Cal and Paige: Determine: what network does that use? The OPACs are on their own ports. Does Dii need to be involved?

6. New Business

7. Additions or Changes to the Agenda

- Updating staff computers and spend out year-end funds.
  - o We have budget allocations left for computer equipment and supplies.
  - o There's a dying computer in children's room.
  - o Children's Room staff computers are very old, and a checkout computer is too slow.
  - o **Next action:** Starr looked for a computer replacement schedule, couldn't find it, and so she'll ask Jerry Carbone. Cal thinks it might be in a binder he got from Jerry. Bill Vermouth, our technical consultant, may also have this information.
  - o Paige: could repurpose old computers for a slideshow display.
  - o Related: Reference public access computer seems old, and it's our one Windows computer with public access.
- Vision for public access computing on the first floor and children's room and data jack architecture
  - o Idea: mount iPads/tablets at ends of mezzanine stacks for catalog searching since that is the nonfiction section..
    - o Could they be locked onto the catalog? Cal says yes.
    - o Paige: can be helpful to be able to search beyond the catalog—at least for the iPads/tablets in the new YA section, so patrons could look up the next book in the series. Like Good Reads or Novelist. Cal says it can be limited to multiple
    - o Need to advertise iPads more. Brown Bag session: come play with an iPad. Advertisements are there on OPACs for laptops, which resulted in use. Maybe add "iPads" to those notices.
    - o **Next action:** Cal: explore ways to advertise iPads more; see above bullet.
    - o **Next action**: Investigate stand options—the Children's Room stands, plus other options that may charge.

- o Jeanne: What do we need for public access stations and where? Concentrate them in the reference area and focus on high-quality laptops.
    - o Jeanne: How do we determine what we really need in terms of ports? **Next action**: Jeanne and Cal: Discuss with staff, talk with Chip.
    - o **Next action**: Jeanne will investigate the Arlington library's vending machine for laptop computers via library card number.
    - o Cal: if nearly everyone is wireless, will that burden the wireless network. **Next action**: Cal will ask Dii or Solar Winds about our current data usage and capacity.
- • Use of technology in Fine Arts Collection
    - o Alex Stinson (Wikimedia/Cultural Development person) is interested in the Fine Arts group and doing a Wikithon in which you teach people how to add pages to Wikipedia and even the side panel and semantic structure.
    - o Could be a regional library event via NELA (New England Library Association).
    - o Alex will come to the next Fine Arts meeting.
    - o Jessamyn West has been interested in a Wikithon in the past.
- • Potential tech information session for parents of tweens and teens on social media
    - o Paige's friend has been hosting sessions in area middle schools, high schools, and Putney Public Library, and Paige will try to arrange something for the Meeting Room.
- • Internet access for child patrons:
    - o Paige: remove that specification of yes-access/no-access on children's library cards.
    - o Starr: would have to go to the full board.
    - o There are some great information sites.
    - o Issues with monitoring—some kids without card access are on the internet in the Children's Room via their friends' codes.
    - o Need for education of parents for an understanding of what the library will and won't do.
        1. We don't filter out internet, and that might be a surprise to some parents.
        2. And information about internet safety for kids.
  Next action: For June's board meeting, present as a topic for discussion as a preview to a possible future policy change.

2. Adjourned at 6:00 p.m.

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NEXT MEETING DATE: TBD via Doodle Poll.