

Brooks Memorial Library
Technology Committee
MINUTES
August 11, 2016
4:30-6 PM, Local History Room

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

1. Call to Order / 4:39 PM

2. Agenda/Changes or additions:

New Business items:

- Jeanne: Lynda.com
- Howard: Fine Arts Committee update
- Katie: Working with Harvard Metalab on the general rebranding of libraries, including via mini advertising. Print and digital and graffiti advertising outside of the library. People don't know what all libraries do. We could be her guinea pigs. (Starr: Yes, please!)

3. Public Comment

4. Minutes of **June 2, 2016**

5. Old Business

• **Technology Help Sessions with Cal Update**

- See Cal's July report on appointments, Brown Bag lunches, library page visit counts, data ports, computer replacement cycle. (Cal left his library position to return to Michigan.)
- Jonathan is on vacation now; will resume Friday tech session coverage.
- Monday deadline for submitting applications for Cal's position (Electronic Services Support position).
- Future Brown Bags: near holidays: transferring photos, etc. to digital; personalized electronic greeting card ideas; organizing gatherings via online tools.
- Encore of eBay/Craigslist and Digital Privacy
 - For Digital Privacy, give a click-bait title to attract people.
 - At NELA, learned people feel fatalistic about it, so it's helpful to emphasize that there are practical things to do to protect privacy and why it matters.
 - Paige wrote an article for VLA News, "Online Privacy Rights and the Role of Librarians in Protecting Them." Jeanne distributed.
 - Cal made a guide under Search and Learn: "Digital Privacy"
 - From digital privacy workshops staff attended, this analogy: "TOR is like cash; just because drug dealers use cash doesn't negate its utility and worth to society."
- **Next action:** Starr will send Cal's report on Data Ports to Buildings and Grounds Committee
- Computer replacement schedule: Starr says Town is looking at a new IT contract
 - **Next action:** Starr will consult computer replacement binder for inventory, and she'll possibly contact our former technology consultant, Bill, for records. Bill indicated that many desktops were refurbished.

- Howard asked about timing for Technology Plan. It will be informed by the Library's strategic plan, and as a committee, we will draft a technology plan in response to the library's plan. Jeanne: thinking about priorities of digital literacy and access to shared resources (both information and hardware).
- **BML Pinterest Site Update (Katie Montgomery, volunteer)**
 - No updates.
- **Children's Room iPads Stands Update**
 - No updates.
- **Design Software**
 - Adobe Suite purchased, installed, and running.
 - **Next action:** Find a way to market it! Show before and after images. 30-second stop-motion video of software use. Need to find someone who knows how to use it in fun ways. Vision statement: when someone needs something, they should ask themselves, "I wonder if the Library could help me with that."
 - **Next Action:** Katie will look at NEAUG: New England Adobe Users Group for a knowledgeable person who could help us.
- **Phone system directory**
 - Starr learned that we have the newest voicemail but the oldest phone system in town.
 - \$4500 would buy a new phone system and refurbished phones with Caller ID.
 - Could use library funds from the town with Finance and Board approval.
 - **Next action:** Starr will propose new phone system to Finance Committee and then to Board.
 - **Next action:** Investigate option of some mobile headsets for some staff.
 - **Next action:** Starr and Jeanne will discuss the phone system directory at a supervisors meeting.
- **Online Privacy Education**
 - See Technology Sessions with Cal section.
- **Website refresh/redesign**
 - We examined Cal's visit counts for library webpages.
 - Katie asked about the possibility of rendering the Spirit of Life statue as a simplified graphic instead of a photo, to enable multiple sizes. Like an avatar.
 - Katie says that on Tumblr you can find graphic artists who may do a logo for as little as \$20.
 - Jeanne: Jay and Clara have been providing website feedback and it would be good to form a committee for website redesign with Katie as a member.
 - **Next action:** Katie will investigate Tumblr for this possibility.
 - **Next action:** Jeanne will work with Katie to post museum passes videos.
- **Meeting Room Technology**
 - Wireless is sufficient.
 - Roland of BCTV will visit to advise us on equipment needed for the public, and what would be helpful to BCTV when they film in there.
- **Updating staff computers**
 - See Technology Sessions with Cal section.
- **Visions for public access computing on first floor and Children's Room**
 - More non-refurbished laptops for public use.
 - **Next action:** Jeanne will price four laptops for a proposal to the Friends.
 - Katie: Protective cases for laptops?
 - **Next action:** Jeanne will ask the Arlington Library (with the laptop vending machine) how they protect their laptops.

- All tablets for public catalogs? More economical in space and money.
6. New Business
- None.
7. Additions or Changes to the Agenda
- **Lynda.com**
 - Jeanne distributed a printout of an email she sent to staff about Lynda.com evaluating its value and comparing them to our two other online learning tools.
 - Lynda is more fun, hip, self-paced. May speak to younger demographic. Allows you to become versed in software that employers want.
 - **Next action:** Jeanne will write a proposal to the Friends to request a subscription.
 - **Fine Arts Committee**
 - Howard announced that Alex Stinson (Wikimedia/Cultural Development) would like to work with us to offer training for people to learn how to do a Wiki-edit-athon.
 - Alex's training proposal includes the option to use a slide scanner if we have/obtain one. Jeanne says our older flatbed scanner has a slide scanning component. Starr says that the community has expressed interest in being able to scan their slides for personal digital use.

Adjourned at 6:06 p.m.

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NEXT MEETING DATE: TBD via Doodle Poll.