

Brooks Memorial Library  
Technology Committee  
AGENDA  
September 20, 2016  
8:30-10 AM, Local History Room

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

Staff: Starr LaTronica, Paige Martin, Jeanne Walsh, Matt Wojcik

Absent: Katie Montgomery, volunteer (due to communication error by Jennifer)

1. Call to Order / 8:39 AM
2. Agenda / Changes or additions
  - Move New Business items after Old Business Meeting Room Technology item.
  - Howard: brought technology-specific feedback from survey.
3. Public Comment – no public; no comment
4. Minutes of **August 11, 2016**
5. Old Business
  - **Meeting Room technology**
    - Paige and Matt chose a projector and ceiling mount with Mirror Cast software, on order.
    - Plan to purchase some converter boxes from VGA to HDMI to keep where people must plug in consistent.
    - Sound system remains fine.
    - Large TV system remains fine.
    - Our current camera is designed for large spaces like the meeting room. Should a camera be in a fixed location? A podium for a camera, laptop, and notes? **Next action:** Starr, Matt, and Paige will look into these possibilities.
    - **Next action:** Need for comprehensive training for staff once we have new equipment.
    - **Next action:** Helpful to have a smaller set of the high-quality speakers we have for First Wednesdays to allow for videoconferencing in many different sites in the library.
    - **Next action:** Helpful to assess the technology capability of different library rooms for different types of programs.
  - **Technology help sessions update**
    - Matt has had four sessions, with many booked for Monday evenings.
    - (**Next action:** Technology help sessions would be another potential master calendar item! See New Business: Meeting Room Reservation Software.)
    - OneClick, OverDrive, general issues (how to do email; translating word processing docs between Mac and PC)
    - Matt has already been asked for after-hours work, but as with Cal's hypothetical case, we would need to consult with the town attorney.
    - **Next action:** Reference staff will compile a list of technology resources for staff and Matt to use with patrons who desire more tech help than Matt can give in his time here. Eventual LibGuide?
    - **Next action:** Jeanne will ask Friends for LibGuides.
  - **BML Pinterest site update (Katie Montgomery, volunteer)**
    - Katie not here (due to email mistake by Jennifer).

- **Children's Room iPad stands update**
  - Wait until room is redone.
- **Screencast software**
  - All set; remove from list.
- **Phone system directory**
  - No update.
- **Online privacy education**
  - Staff interested in a workshop. **Next action:** Paige and Jeanne will organize.
  - New Digital Privacy option in the Search and Learn tab on website.
- **Website refresh/redesign**
  - Backburner until building redesign and logo redesign.
- **Updating staff computers**
  - Still needs to happen. Starr is meeting this Friday about a town-wide tech overview for department heads. **Next action:** Starr will check tomorrow if Matt can attend.
- **Visions for public access computing on first floor and Children's Room**
  - Jeanne is asking Friends for four more laptops for first floor tomorrow.
- **Lynda.com**
  - Request will go to Friends in their meeting tomorrow

## 6. New Business

- **Meeting Room technology policies**
  - Meeting Room users sign a form that requires them to pay \$25 per use or \$100 per year.
  - It was to help with bulb replacement costs that were ~\$500.
  - The fee has limited technology use of the room.
  - Replacement bulbs for the new projector are ~\$80.
  - Jeanne: we've offered free use of the TV for people who couldn't afford the projector fee.
  - Since we bought the projector from grant funding, perhaps we can't charge a use fee?
  - **Next action:** Propose to the Board the deletion of the fee requirement. Donations could be welcomed but not required. Paige will draft a revision for Board review.
- **Meeting Room reservation software**
  - Children's Room has been responsible for the labor-intensive work of reserving the Meeting Room, even though mostly adult programs use it. They use a notebook and manual entry from submitted paper forms.
  - The software that is used for our museum pass reservations—could we use it to reserve the Meeting Room and other small rooms? A staff person provides approval.
  - Would need the notice of a new submission to be sent to multiple staff for both a safety net (e.g., if someone is on vacation) and for different purposes.
  - For more informal or private use, would want the form to ask fewer questions and to display less information on the public website.
  - Think of this software as a resource-booking interface, not just a meeting room one.
  - Need to have a way to record whether a reserver showed up for their reservation, ideally in the software.
  - We should look at future software options, especially if we move away from Joomla for the website. We need a list of desired features.
  - We'll need new/updated policies and procedures for reservation and use of additional rooms beyond the Meeting Room (including that room). Different rooms will have different primary

purposes and requirements with different levels of priority and room capacity. Need to be able to display at the various rooms a physical sign (or tablet) of when that room is reserved.

- **Next action:** Starr will assemble an ad hoc committee draft these policies and procedures as well as desired features for future reservation software.
- **Howard: Survey responses related to technology**
  - Howard shared printed comments.
  - 116 of 150 either 1 or 2 for “Access to Online Resources” (Important or Somewhat Important)
  - Finding and evaluating information as the most important.
  - People who want to digitize really want to digitize; people who don’t, don’t.
  - Where are we in terms of supporting people in digitizing? We have a cassette tape to digital. VCRs are no longer being made. So we need something to digitize VHS tapes. BCTV has one.

## 7. Adjourn

**CONTENTS: Minutes of August 11, 2016**

**NEXT MEETING DATE: TBD for October**

DRAFT