

# Brooks Memorial Library Technology Committee Minutes

January 22, 2020, 4:30 p.m.

**Agenda:** no changes

**Minutes:** approved

**Public comment:** none

**Continuing business:**

## **Update on preparation for website development and blitz week**

Starr is continuing work with Bob Fisher and MRW to work out the final details of the contract. She also confirmed that blitz week will be the last week in February.

Matt has been reviewing the inventory work we did in the summer, and he'll continue that. His goal is to find out by Friday the full status of that inventory and share it with the committee. It might be helpful for board members on the committee to review inventory that staff did and add their own notes. It would be OK to use email to communicate about who wants to look at specific sections; we just can't discuss details and make decisions outside a warned meeting. We'll learn what MRW needs from us for blitz week; they'll send us "homework."

Board members warned us that they would need about 3 weeks of advance warning to free up their schedules if we need their participation in blitz week. If they're needed, it will probably be for a focused, limited time. Maybe MRW would rough out a more detailed calendar about what we might expect each day of the blitz so that we can plan ahead. Starr will continue to be our contact with MRW and will deputize staff Tech Committee members if needed.

Matt has been in touch with our patron who is blind who offered to help us assess accessibility as our new site is built. The patron might be able to come in during some of the planning. Meanwhile, Matt has introduced him to some of MRW's work.

## **Statement of work for the next 6 months**

The Tech Committee must report back to the full board about its plans for the next six months. Should we do anything besides the website? We have to be very careful about our time during the project. We discussed doing some public programs or making progress on our plans to review patron privacy policies and procedures related to technology. We concluded that we don't have capacity to tackle those until the website is done.

Adjourned at 5:15