



NOTES – TECHNOLOGY COMMITTEE MEETING
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
Monday, January 25, 2016 –7:30 P.M.
Adult Reading Room Conference Table

Attendance: Mark Frye, Jim Knutson, Catherine Regalado, John Mitchell, Lucy Hospodarsky

Technology Plan / EDGE Assessment

Action plan based from feedback out of EDGE Assessment:

To offer tech classes, new layout of 4 rows of 4 computers, plus a screen/projector from movie nights. Director anticipates class size of 8 and enough interest to offer classes daily, offering before opening hours, with director as instructor. Classes during operating hours can be held in meeting room, perhaps for training on portable devices. Initial topics will be: Word/Internet/Basic Windows/Email. Plan to start classes by 2Q – can publicize dates/subject in spring city newsletter (Mar 6/Feb 15 content deadline)

3.3 Proctoring – Library has offered in past for Pastificio food handling tests. Discussion involved how to manage with staff availability. Suggestion to offer free to residents, fee-based for non-residents like Aurora Library. Policy committee to evaluate.

5.1 Partnership with CLC

6.1 Technology mentorship - plans for staff meetings, though challenge with depth, number of staff

5.2 Emergency backup: Discussion on current practices and how to improve. Daily backup is scattered between 3 hard drives. Follett contents are stored offsite. Previous director took it home weekly. Images are offsite. John and Jim will document plan by April. Suggestions including storing at City Hall or in cloud (500MB Follett database size).

Questions related to public survey – group agreed to simple SurveyMonkey to start, pushed out in City newsletter, website, on library computers. Hard copy available for active users of library?

FY16, FY17 technology budget plans

Hardware: \$1500 left in hardware line – not enough to replace 8 adult computers at \$350/each. Could shift unspent funds from the software line. Finance committee will have assessed by Mar 15 how much money remains. New hardware to be delivered by April 30.

Comfortable with current software: Office 2010, Windows 7. Cloud functionality on Office 2013.

Presentation equipment has been made available to city hall, but not public. Currently staff sets up digital projector. Have a sound system but not microphone, which is not needed for meeting room. Need a new Policy for Meeting Room listing equipment available, and what to request. Need to be clear what cables are available and what would patrons have to provide.

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John Mitchell, Director director@highwoodlibrary.org



EDGE question on website accessibility: This is a question for Dale Dormody regarding W3C accessibility standards. Mark ran online scanner on library site during meeting and 6 known problems, many potential problems were reported, though not unlike other library websites.

Collection inventory – process and staffing

Scanners: there is one handheld scanner now with batteries, specific to Follett.
Process would be best with 2 people – 1 person to pull book and 1 person to scan. Then batch upload data and reconcile with discrepancies, finishing the process quickly. Director does not want it to be part of adult room renovation, but could start with the separate children’s section. Volunteers would do scanning, and staff would do reconciling as they know the discrepancies in Follett. Director will talk to Maria about different expected cataloging issues and how to handle. Jim will create flowchart of Follett steps for volunteers and staff to reference, and run a test scenario.

Other topics

Follett replacement has already been budgeted, with money in reserves.

Meeting adjourned at 8:47 pm.

Minutes approved by committee 12/22/16

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