DRAFT TECHNOLOGY COMMITTEE MEETING AGENDA
HIGHWOOD PUBLIC LIBRARY
Thursday, December 22, 2016 –7:30 P.M.
YA Room Conference Table

Present: Mark Frye, Jim Knutson, John Mitchell, Catherine Regalado
Committee approved notes from 1/25/16 meeting.
Catherine and John updated committee on joint city/library building discussions, East Room construction, and FY18 budget and tax levy. Implications to library technology from all were discussed.

Technology Plan / EDGE Assessment
- Committee reviewed EDGE-generated plans from January meeting. Public computer training was not yet offered. Director will offer in new year, training classes limited to 10 participants, outside regular hours, with timing dictated by advertising in city newsletter.
- What is ideal computer lab space for the future? Both FGM plans have all computers in lab, which director prefers. Must space be big enough for classroom? If YA and adult computers together, filtering would be configured differently. Currently 12 adult, 12 children computers but 6 adult PCs might be enough. AWE computers for children need own space; 6 computers might be enough too. To get max usage data, John will look at reports/lib data, or staff could survey hourly. This fits trend in libraries of decreased computer holdings but providing wifi for patrons' devices. Jim noted physical footprint of children's computers is smaller than adults, which will complicate mixed group. Currently 3 OPAC computers but depending on area configuration may be able to use just 1.
- Technology mentorship: no staff have yet taken courses, but could come for public training if space. They have received eBook training
- Plan for emergency backup is to make copy of Follett database, patron server, and staff server onto one hard drive nightly. Director would take it and store it offsite, daily for habit.
- Public survey is critically needed but for time will defer to next meeting.

Technology purchases; FY18 technology budget
- $1500 budgeted for hardware this year and next, keeping hardware updates in rotation. Amounts used in conjunction to have all the same models. Upgrading patron computers to MSI Cubies. If decreasing computer numbers, may hold off on upgrading so many.

Collection inventory
- Prefixes narrowed down to official list. Flowchart of steps has been created. Staff will do small collections/sections, with trial run week between Christmas and New Year's to check timing and whether best a 1 or 2 person job. Plan volunteers for big collections. Mark can inventory first week of January with Catherine helping if needed.

Follett replacement
- Apollo last investigated 5 years ago. Jim found Apollo, hosted remotely, currently still getting favorable reviews on librarytechnology.org. Price based on user numbers and collection size; Jim will check on current pricing.

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