



MINUTES – TECHNOLOGY COMMITTEE MEETING

Wednesday, July 25, 2018 7:00 PM

1. **Call to order/roll call** Mark Frye, John Mitchell, Catherine Regalado, Jim Knutson (by phone)
2. **June 12, 2018 committee meeting notes** approved
3. **Finalized technology consultant contract and statement of work** Catherine will email contract to Jim. Jim to sign and send to library, including revised final statement of work.
4. **Tech procedures documentation** John hasn't yet started documenting director items, will be doing this. Group went through items line by line, eliminated duplicates, shifted responsibilities for documenting where needed. Mark may be able to do future server updates, with Jim's help.
5. **Director transition and tech coverage plans** No plan yet. Some staff would be able to do tasks once shown with documentation. Tasks are short and random so extra staff hours are not needed. Privileges for director folder with IT passwords to be transitioned by Jim.
6. **eRead adoption, training, issues** Staff trained on different devices and created presentation for training night. 2 attendees. All staff now familiar and can answer patron questions. John learned Overdrive has exclusive contract with Amazon Kindles. Fires work for eRead because they have a browser for book access. John to follow up with eRead on Audiobooks directions/available on desktops. John to update website eRead directions with info on turning phones to landscape, Search issues, changing from keyword default, Kindle limitations. Borrow ideas from other libraries.
7. **Policies for loaning new Kindle Fires** - arriving July 30. Will put a barcode on the device and determine circulation period – 1 week? Look at other libraries. Return during opening hours at the desk. Need a procedure for Staff, and to advertise availability.
8. **Additional topics and follow-ups:** John to put latest version of Technology Plan on shared drive. Old devices Kindle, Xoom tablet, MacBook stored in office and not used, but should be addressed.
9. **Adjournment** at 7:52 pm.

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John Mitchell, Director director@highwoodlibrary.org