



Notes – Technology Committee Meeting – June 27, 2019

**Call to order 3 pm:** Jim Knutson, Carmen Patlan, Catherine Regalado present.

**FY20 Tech budget check-in:** On track. Normally purchase 6 desktops/year but no money allocated for that this year.

**Weeding and Apollo inventory plan:** Jim has a procedure and will train staff on using handheld device with Apollo. Last inventory was 2 years ago, and after a lot of weeding next inventory will be early 2020.

**Software updates:** Jim will install new Windows OS and Office when he is physically here (visits in June and August). Will be completed by end of calendar year.

**Hardware updates:** New staff server will be installed in August. Old server will be a backup. Carmen and Jim will work on restructuring shared space – e.g. procedures and policies location, permissions.

**Kindle Fires circulation and policies:** Whispercast not available for new subscribers, so delay as Fires have to be set up manually. Jim to set up separate Amazon account (fire@), show staff procedures.

**Door counter, Wi-Fi:** New bidirectional door counter will be installed 6/27-6/28, and mounted securely so it doesn't fall with movement of doors. Wi-Fi discussion: new YA Staff wireless created, same pw, for Carmen's laptop. We will keep Public Wi-Fi access ending at 9 pm, but Jim will create a procedure for staff manual override to keep on for late programs like board meetings or upcoming LWV room rental.

**Technology Plan:** Carmen will look into obtaining a sample plan from WPL – still want to work on this.

**Additional topics and follow-ups:**

- Find It Illinois was investigated, not recommended as partnering libraries are rural, remote.
- Urgent need for surveillance cameras. Staff, police have confirmed drug activity in the bathroom, other areas. Current system is 20 years old and does not store images. Jim will research broad estimate on minimum 3 interior high def surveillance cameras, expandable to 10, power funneled through Ethernet cables, plus 2 monitors (1 staff, 1 director office). Ultimately want located on outside corners, fireplace, front door, bathroom hallway, courtyard. Wyze a possibility? Surveillance Policy will be created on retention of images.
- Now a good time to integrate Apollo and LibData as a staff time saver. Change patron splash screen.
- Jim will purchase 2 monitor stand for circ desk: 1 with normal operations, 1 with libdata. Janet has requested that circ computers be staff workstations, which will also improve response to patrons.
- Current Konica system may not be able to do all staff requests. Jim will set up a network folder for scanning to network. Patrons will be able to print pictures once computers are migrated from Win7.
- OCLC access will be broadened among staff.

**Meeting adjourned 4 pm.**

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