



NOTES – TECHNOLOGY COMMITTEE MEETING
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday December 6, 2017 7:00 P.M.

Call to order Present: Mark Frye, Jim Knutson, John Mitchell, Catherine Regalado

1. Approval of August 28, 2017 committee meeting notes - approved

2. Biblionix status

Email and text notices: Last meeting we dismissed text notices as an additional cost to library, but it turns out that is just for phone notices, so texts now being offered as an option. Choices in Apollo are: overdue, coming due, reserve. Text or email for each option. Printed notices are only an option for overdue. Member record has text contact. Must add email address, or cell phone in order to get texts. Must list home # as cell even if cell. One phone listed in patron database – make this the primary.

Cataloging: There is documentation for cataloguing process. Procedure is in procedures manual. There is also a “bible” of cataloging. Key for all cataloguing to be done uniformly moving forward.

Overdrive followup: new cards for 8 patrons so their numbers can be entered - Jim will send John the list. With Apollo, no more manual entry by Jim.

3. Patron survey results – storage of email addresses for notices, events, newsletter

Requests for emailed notices/events/newsletter. Staff will email form letter to emails where notices by email have been requested, using info@highwoodlibrary.org. If patron needs additional help, they can respond and work with staff. Need to set up a separate group in email that would be bcc, and could be updated by staff. What mechanism will we use to send out events and newsletter? Jim will investigate Thunderbird and Outlook. Mark will export patron responses for email notices to Excel.

4. Meeting room calendar/reservation online

Very manual right now, scheduling at desk to ensure policies are reviewed and met. How can availability be visible? With current website calendar, could add location of meeting. Simpler may be second calendar on website for meeting room calendar. Director to contact website vendor for suggestions. Meeting room projector not kept installed. Only John and Jim know how to install.

5. Backups policy

Staff server is automatically backed up every morning (off hours) to 3 external hard drives on rack. Onsite backup appends, so long time frame saved. Staff server (includes shared drive) and lib data authentication get backed up to external hard drive which director stores offsite almost daily. Apollo responsible for circulation data backup and has their own policy. Discussed options for redundancy. Could be tech consultant to take external drive every few weeks and retain offsite. Jim is looking into offsite backup/cloud as preferred. Also Windows snapshot 2x/day record goes back 6 months.

6. FY18 technology budget

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John Mitchell, Director director@highwoodlibrary.org



Hardware line in FY19 budget 40% more budgeted than previous year, though committee had discussed decreasing # computers in future based on usage, patrons bringing own devices. John to investigate and email committee the explanation. For FY18 hardware, following rotation with purchase that straddled last FY and this FY, for 6 children's computers. Jim purchased computers last year, will complete drives/memory etc. purchase this year.

Electronic subscriptions: Board asked us to compare eRead, MMM, Zinio for overlap. Director provided comparison of MMM and eRead, with clear advantages to eRead, and recommendation to consolidate to eRead after MMM term ends (end of FY), in spite of sunk startup costs for MMM. ERead has \$1000/year lower cost than MMM, and works better with Apollo. Director now able to get usage data on eRead. 0 new users for eRead, so would have to convert MMM users. Mark and Catherine will look into whether patrons can use MMM through HP reciprocity.

Zinio is value collection. Doesn't authenticate through Apollo. Director wants to discontinue for low usage, but it is only electronic periodical offering.

Director still to investigate electronic access to subscriptions within library for NYT, WSJ, etc.

7. Technology Plan

Draft: director passed around a draft using EDGE info. Given time, committee will review and discuss at length next meeting. Some technology suggestions like mini-Makers space are also reflected in some comments from patron survey.

Public computer training: director plans to begin in January, start with Introduction to Microsoft OS. Will take place before opening hours. Staff should also attend. Need to start advertising.

Max usage data: Mark and John to work on.

Adjourned 8:15 pm

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102 Highwood Ave., Highwood, IL 60040 • www.highwoodlibrary.org • 847-432-5404