



TECHNOLOGY COMMITTEE MEETING NOTES
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
Monday, October 5, 2020 4:00 PM

Attendance: Carmen Patlan, Catherine Regalado, Jim Knutson (by phone)

FY22 tech budget planning:

\$3400 was budgeted for hardware for FY21. 3-4 desktop computers will be purchased to replace oldest on lifecycle rotation, and old ones will be discarded. With increased virtual programming, a newer laptop with camera is needed. Router will be upgraded (\$400, assuming no grant) so \$3000 remaining for FY21. Current tech priorities are 13.3" laptop plus stand plus mouse for programming, and second 15.6" laptop plus mouse for marketing. MS Publisher license should be downloaded to laptops. Also 2011 vintage 3-in-1 B&W printer for director office is always jamming, so will consider replacing. Will buy monitors with webcam built in, moving forward.

After discussion, \$3400 is requested for hardware for FY22. This will replace 5 adult computers plus monitor arms (\$3000), new staff switch (\$100), and a 43" screen plus mount (\$300) for an announcement board behind staff to feature upcoming events – highlighting programming via running Powerpoint doc. \$100 is requested for software.

Note for Finance: need to increase licensing to \$325 for next year to cover SmartShield for Macs for new computers. Hope to cover 3D printing consumables by grant.

Status of FY21 tech purchase and installation

Jim will arrive 10/22, and will attend board meeting. Furniture is arriving week of 10/19 to complete grant purchases for YA. Jim will send Treasurer receipts by 10/6. iRover2 white board stand will support 65" electronic white board. When Jim visits, patron server will be removed and 2 YA computers (newest) will be moved to circ desk. For remaining 4 YA computers: 1 to storage area, 1 to meeting room, 2 to mini-lab. Jim is bringing Kindle Fires, and will train staff on check in/out procedures so these can circulate soon. Jim is also bringing new drum cartridge for staff printer. Wireless priority would be getting wireless points in 3 rooms, but will also look at outside wireless point.

New website – Working fine. Rena will inquire with Gratzki if domain renewal is covered, but hosting fees should cover SSL. Renewal should come to techadmin.

Weeding/Apollo inventory status: Last inventory 2017. Staff working on weeding. Target complete inventory in 2021 before renovation.

Meeting adjourned at 4:50 pm.

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