

Library tech committee minutes || Wed, June 4 4:30 – 5:30pm

Brooks Memorial Library
Mezzanine Meeting Room B

Attendees: holland.berenguel@gmail.com, blindcommissioner@comcast.net,
starr@brookslibraryvt.org, [Bob Ferrante](#)

Not in attendance: matt@brookslibraryvt.org, matkinsn@sover.net

Technology Committee Agenda

- Call to Order
- Approval of previous meeting minutes
- Consent agenda

Continuing business

- Peer/volunteer taught courses
 - Updates from committee members & next steps:
 - Leo - Gmail
 - Margaret - Google docs
 - Bob - internet security
 - Jeanne? - YouTube + information literacy (Starr)
 - Gibson/Aiken Senior Center tech facilitator involvement (Starr)
 - Teen involvement, community service credits
 - Newsletter blurb re: facilitators/SMEs for tech group (Leo)
 - Leo: Updates re: who has applied - can discuss next steps here.)
 - Dates on the June calendar (Matt)
 - Thompson Trust grant updates

New business

- Next meeting date: July 2?
- Adjournment

Detailed Notes

- Meeting called to order: 4:33pm
- Approved minutes
- Peer/volunteer taught courses
 - Updates from committee members & next steps:
 - Udemy access: We should furnish information on how to set up accounts with Gale, who sponsors our Udemy access for patrons.
 - Leo - Gmail
 - <https://www.gmass.co/blog/how-to-use-gmail/#create>
 - <https://www.udemy.com/course/get-to-be-familiar-with-gmail/>

- Leo's observations:
 - More of our customers prefer a live person, but a step-by-step would be good for some customers. We have different learning styles.
 - Some people want to know how to set up their first email account.
 - Others want to be walked through the basics of using that account.
 - I'd love a cheat-sheet of what all those icons are. I don't get told what they do when using on my iPad.
 - Using the icons in Adobe PDF is not super-natural to me.
 - Starr: Curated tech topics list.
- *Margaret - Google docs – next time*
- Bob - internet security:
 - <https://www.udemy.com/course/stay-safe-online/>
 - <https://www.udemy.com/course/cyber-security-training-course/>
 - <https://www.udemy.com/course/digital-defense-101/>
 - <https://www.udemy.com/course/recent-cyber-frauds-and-defensive-mechanism/>
 - Bob: In light of Leo's step-by-step instructions for Gmail; since there are "three different learning styles," we can consider if we should publish materials for "all three styles."
- Jeanne? - YouTube + information literacy (Starr)
 - Right now Jeanne is at capacity, but she'll add in the future.
- Which ones can library staff do
 - Using Libby
 - Using Kanopy
 - Can Jeanne and Matt commit to some dates for September?
- Volunteers (fill in the contact info):
 - Nicole
 - Nadja
 - Lee Darcy
 - Allen ?
- Additional volunteers
 - Teen involvement, community service credits
 - From Max; Starr will communicate with him.
 - Who handles community service at BUHS?
 - Gibson/Aiken Senior Center tech facilitator involvement (Starr)
 - *Follow up coming next time.*
- *Suggestions for new topics:*
 - Mastering the Brattleboro parking app
 - There is an existing video which we can share.
 - Use the Brattleboro Podcast.

- Reserving a library room online.
- Something for Kid/Parent/Teacher support.
 - Location sharing for your world.
- How to use a password manager.
- Becoming more productive with AI.
 - Starr: Daily show: Cambridge Analytica
- We could Invite the volunteer trainers to our next tech committee meeting
 - Prompt with questions
 - We can improve the way we facilitate by providing structure for the instructors.
- Newsletter blurb re: facilitators/SMEs for tech group (Leo)
 - Leo: Updates re: who has applied - can discuss next steps here.)
- *Dates on the June calendar (Matt) next time*
 - Thompson Trust grant updates
 - We haven't received the check or the letter.
- Next meeting date set: **July 9**
- Adjourned: **5:23pm**

Note: Items that had to be deferred to the next meeting are in *italics*.

Action items

- Leo blindcommissioner@comcast.net: invite the volunteer trainers to our next tech committee meeting.
- Leo blindcommissioner@comcast.net: look in Udemy for Gmail topics also (one suggested above).
- Can @Jeanne and matt@brookslibraryvt.org commit to dates on their calendars for training on using Library tech materials – Kanopy, Libby, Udemy?
- [Bob Ferrante](#): Look in Udemy for AI topics.
- starr@brookslibraryvt.org : Produce a curated tech topics list (or delegate)
- starr@brookslibraryvt.org : Follow up on Gibson/Aiken Senior Center tech facilitator involvement
- starr@brookslibraryvt.org: Follow up on Who handles community service at BUHS
- Margaret matkinsn@sover.net : Research Udemy content for Google docs