

## [Library Tech committee](#) | Dec 11, 2025

**Attendees:** [Leo Schiff](#), [Nikki Holland Berenguel](#), [Starr Latronica](#), [Bob Ferrante](#), [Margaret Atkinson](#), [Matthew Wojcik](#)

### Meeting minutes

Call to Order: **4:38pm**

Approval of previous meeting minutes **Approved**

Consent agenda **Approved**

### Continuing business

- Public computers (update from Matt)
  - PC Desktops are all in and set up (!!)...done last Friday EOD, and “they look good!”
  - Working on PC Laptops - patrons are already using them
  - We received 2 new iMacs
  - Purchased 11 new wifi hotspots, they will need to be configured.
    - Starr: We need to request a policy from the board about lending hotspots, (more generally it should be about tech lending), as we lost all but one of our last set of hotspots. Policy should cover: Who can borrow (type of card, fines).
      - Items of sufficient demand or sufficient cash value may have restrictions placed on who can borrow, fines, etc.
    - Nikki: All equipment should be well-labeled.
    - Bob: Is there a LOT policy regarding lending and not returning equipment?
    - Nikki: We should budget it as a consumable... as we can probably expect these to go missing again.
    - Note that some carriers donate equipment to NFPs.
    - Leo: If we want to establish fines, what are the steps.
      - Starr: \$5 a day; most users will be blocked after 2 days if they don't return them on time.
    - Matt: We could distribute some to the LOT and some to the main catalog. The LOT software lets you manage a pool of inventory and assigns the items as they're lent.
  - We went slightly under the total budget; Matt contacted TFT; they said they likely won't claw back the money we saved purchasing them.
  - Matt: Some of the extra money will be used to purchase additional peripherals; keyboards etc are still TB purchased.
  - **Nikki:** We should tag any unconnected hardware (eg wireless keyboards, adapters, hotspots).
  - Matt also wants to upgrade the charging station.

- Starr: Perhaps we want to have Groundworks obtain some also from TechSoup.
- Talking about Tech: Status update
  - Planned Date: Potentially 1/24 at 10:30am
    - We'll block off 2 hours. We'd start likely 10:30am.
    - Topic: How to use audio books and streaming.
    - We'll want to get started on marketing.
  - Need for Support from the board: Line up the second one:
    - Date (also the fourth Sat) 2/28, 10:30am.
    - Topic: take from list.
    - Resources:
  - Promote / Prepare / Conduct / Reflect
  - Attendee survey - review
  - Communication plan
- ABC database:
  - Test of directory (update from Bob)
    - Testing: Bob tested for about 90 minutes, tried out resizing browser, refresh, search, sorting, drilling into listings, and found it to be working just fine – gave it a full pass.
    - Matt: We reported a serious bug and the vendor fixed it.
    - Tara and Jean are running the program to get orgs to input their data; Matt is solely responsible for the software itself.

## New business

None.

Tentative next meeting date: **January 7**

Adjourned: **5:20**

## Action items

- Bob/Starr: Communications plan for TaT