

## [Library tech committee](#) | Jan 7, 2026

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

### Meeting minutes

Call to Order: **4:31pm**

Approval of previous meeting minutes: **Approved**

Consent agenda: **Approved, no items added.**

### Continuing business

- **Talking about Tech Program**

- Details
  - Jan 24 2026 in Room D
  - Press release has been sent to local papers
  - The calendar item is on the website and will be featured in library e-news
- Committee support for January session
  - Would be good to know the February “focus topic” by the date.
  - We will likely want the large screen monitor.
- *Marketing*
  - [Calendar item](#) (on the website)
  - [Announcement in the Reformer](#)
  - Additional
    - BUHS Career center
    - Leland and Grey HS
    - New BDCC tech lab on Flat street basement of the Latchis
    - BiziTown
    - The new multi-cultural center is having an open house next Wednesday; we might bring this up there.
    - Also remind attendees that their word of mouth is valuable.
    - We should have a sign-up sheet and collect emails so we can notify people.
    - We want to regularly announce this in the newsletter.
    - Can we measure our clicks on our event?
    - Youth advisory board – can we have someone from that group pop in?
- Topics for upcoming TaT meetings
  - Internet safety
    - How not to get phished.
    - Password management, password protection, using 2FA.
    - Evaluating sources - what sources can I trust?
  - Beginner skills

- Office
      - Productivity apps
    - Online research
    - Mobile devices and apps
      - Matt: What's a browser? What's an app? What's the cloud?
    - Scanning and digitizing photos
    - Leo: "Things I can't do on my phone" (because I don't know how)
      - Cloud storage for your photos and files
    - Digital calendars
  - Notes about presentation content:
    - Margaret: Point them to resources - don't just tell them how to do things; "teach them how to fish"
    - Bob: From a marketing perspective, we should pick the most requested items from the survey, to gather more people to the group.
    - Nikki: We should keep our minds open as to the format – how long people want the presentation to be; how long do they want to stick around to help each other
  - Attendee survey
    - Matt: We'll have a QR code so they can take the survey there.
    - Are there other places we should promote? Should be "What other places?" (with actual places as the answer.)
    - *Anything else? Nope – Ready to go – looks good with the change recommended.*
- New business
  - Inventory
    - Ellen is going to help with the inventory of the new collection.
    - Matt had an idea: Take a laptop and scanner into the stacks, and check in every book, and track the last seen time, then compare the result to the catalog to see what's been checked out, so we can determine what shrinkage has occurred. They'll try it out on the Large Print section.
      - Requires a physical check of each book and scanning the physical bar codes and lets you do a condition check on the book.
      - Materials without bar codes – are they from another library or was that a "donation"?
      - Cleaning up digital records for books we don't have saves us money.
- Meeting adjourned: **5:16pm**

## Action items