

Brooks Memorial Library Technology Committee

Minutes, Apr 1, 2026

Attendees:

Margaret Atkinson, Starr Latronica, Nikki Holland, Bob Ferrante, Matthew Wojcik

Overview:

- Call to Order: **4:50pm**
- Approval of previous meeting minutes: Approved.

Consent agenda:

- Continuing business:
 - Talking about Tech
 - Recap of password session
 - Matt: 8 or 9 people attended. Not bad since there was a lot going on that day (e..g, No Kings Day).
 - We're not going to have a program in April. We'll have a program in May.
 - The first TaT went pretty well according to the flow we anticipated.
 - Topic selection for Feb and March, we stayed on topic the whole time, so the folks-helping-folks time wasn't set aside as much.
 - Maybe we want to judge which topics are going to be that involving and have these sort of large-scale topics.
 - We will want to have a checklist of items that can be brought in in advance so that it's not a bunch of items for Matt to do.
 - We should prepare a standard checklist of items to be done in advance (2 weeks before; the day before; the day of). Bob volunteers.
 - Matt would want to request support from the board and staff for these in advance; that's a learned lesson. And put items on the calendar to be ready by the end of the month.
 - Matt should also determine that if he's presenting, topics selected don't require a lot of homework to prepare.
 - May: it would be great if we have someone leading the discussion (that isn't him). Gemma, Bob or someone else.
 - **Topic Selection:** Always make sure the topic is narrow to avoid the presentation taking up the entire time.
 - Review survey responses
 - We didn't get any survey responses from the last meeting.
 - We should make sure surveys are on the table, for example, before the meeting starts.

- We should have the survey QR code posted in the room and direct people to it.
 - We could have people signing in and furnishing email each time, a chance to follow up, etc.
 - Confirm topics & presenters for next sessions.
 - Getting your news from the Library (digitally).
- CCI
 - Matt: Updates
 - Little bumps in what's being monitored. Matt granted access to the network so CCI can monitor.
 - Equipment installation
 - Updates on laptops, Macs, microform reader.
 - No new requests; we're up to date.
 - Hotspots: Packaging for circulating the hotspots. We have received the devices; Matt has committed to spending time handling the activations.
 - Matt confirms there is still demand for these devices. These are mostly used by folks that don't have home wifi.
 - Some might be moved to the L.O.T. Probably not all will be put into circulation at the same time due to loss policies.
 - Starr: Greenfield doesn't allow those with temporary cards to check these out; we should do the same. Temp cards generally are issued to patrons without permanent addresses. There are limits on what these patrons can check out.
 - Similar issue have occurred with ebikes. Board will need to give policy-making some attention.
 - These have to be added to the catalog, they're basically like the ones we've already had in many ways. We don't pay for the service until these are turned on.
 - Laminated instruction cards will need to be prepared.
 - Matt: Trialing a software package that updates systems and does the installs.
- New business: **None this time.**
- Next meeting date: **May 6?**
 - **We might postpone to June, as Matt can determine the next topic for TaT.**
- Adjourned at: **5:27pm**

Action items

- Bob Ferrante - Work together on a checklist for future TaT meetings.