

Brooks Memorial Library Technology Committee Minutes

July 1, 2026; 4:30 PM; Meeting Room B
Attendees: Bob Ferrante, Matthew Wojcik

- **Call to Order: 4:37pm**
- **Approval of [previous meeting minutes](#)** (from April; we skipped May & June)
- **Consent agenda: Yes**
- **Continuing business**
 - Talking about Tech
 - Recap of May/June sessions
 - **May:** Good turnout, 8 people. Managing passwords. Topic: What is the Cloud?
 - Asked people if they want to be on a TaT email list. Collected some email addresses, and collected a few since. Will announce July's meeting via the list as well as via regular channels.
 - **June:** 1 person showed. We didn't have advanced publicity as outreach person is out on leave, and didn't cover a regular topic.
 - **July:** Topic: What's WiFi? Network advice. We had 2 patrons come in to ask about networking beforehand, which inspired the topic.
 - Plan to announce better, working with Tara about how flyers are posted.
 - We will likely do a brief PR for this. Reformer and Commons will announce upcoming events.
 - Review survey responses:
 - We didn't get survey responses, neither paper nor online.
 - Could use some help with getting other presenters.
 - Bob volunteered to do the August 22nd session.
 - CCI Equipment installation.
 - Updates on laptops, Macs, microform reader.
 - All staff PCs are now on Win 11.
 - Still a little bit of shaking out to do.
 - Printers and scanning to the desktop often aren't smooth after a major OS upgrade.
 - Public computers:
 - 2 last laptops almost ready to go to the tech room for marking prior to being able to lend them (in the library).
 - The dedicated catalog PCs; we're using a Linux distrib for these (Porteous Kiosk). We need to find a new solution as Porteous is not updating its free version any more.

- We'll be moving to a stock Ubuntu Linux distrib to run the catalog software on a dedicated full screen browser. The last bits to do are making the startup more automated and having a good Restart button. This is done via Python code - not hard to do.
- **New business**
 - **TaT:** Establish a process to review/confirm topics & presenters for next 2 sessions.
 - We can use the email list as a starter for this.
 - Does Matt need assistance or support during the TaT meetings?
 - Matt: It can be a little tricky to run the TaT meeting and also do the backend logistics during the meeting.
 - Urge Trustees to attend as well.
 - Suggest we designate an attendee or a Trustee.
 - Max was supposed to mention this also to the teen advisory board. Max isn't quite sure how to pitch it.
 - We could put together a handout to get teens interested in assisting during the TaT meetings.
 - Matt will also mention this to the staff at the HS Career Center once school is back in session
- **Next meeting date:** August 5, 4:30pm
- **Adjournment** - 5:17pm

Action items

- ☐ matt@brookslibraryvt.org Coordinate with Tara regarding flyers and publicity for July TaT session
- ☐ matt@brookslibraryvt.org Write press release for upcoming TaT events.
- ☐ Bob Ferrante and matt@brookslibraryvt.org Establish a process to review and confirm topics and presenters for the next two TaT sessions without using meeting time.
- ☐ matt@brookslibraryvt.org Sept: Contact HS Career Center staff about potential meeting assistance
- ☐ Bob Ferrante Create a handout for recruiting teens to assist with TaT meetings