

*****ATTACHMENTS*****

Mead Public Library Board
Information Technology Committee Meeting Minutes
Tuesday, September 9, 2014

The meeting of the Mead Public Library (MPL) Information Technology Committee (IT) was held on Tuesday, September 09, 2014. Present Committee Members: Kathy Norman, Chris Campe, Dave Hoffman, and Dirk Zylman. Staff present: Garrett Erickson and Debbie DeAmico.

1. The meeting was called to order at 3:48 pm by Norman.
2. Norman determined there was quorum present.
3. **Approve Information Technology Committee minutes of November 19, 2013.** Zylman moved to approve the IT Committee minutes of November 19, 2013, Hoffman Seconded. The motion passed.
4. **Discussion and possible action for recommending purchase of tablets to be used at library board meetings.** Erickson presented the positive impacts of using Chromebooks for meetings to the IT Committee. Erickson displayed the City of Sheboygan's website, and showed members how easy it is to access the agendas, minutes, and other supporting documents. Erickson also explained the additional level of transparency for the public, efficiency gained by staff and discussed being viewed as a leader in implementing new technology. Erickson passed around a Chromebook tablet for the committee members to view and handle. Norman, Zylman, Campe, and Hoffman expressed their interest in efficiency and being on the cutting edge in technology. Zylman moved to recommend to the Finance Committee, and the Full Board of Trustees to purchase a Chromebook tablet for each Board of Trustees member and selected MPL staff members. Hoffman Seconded. All members voting aye, Motion carried.
5. **Update on other IT-related projects.** Norman asked Erickson to give the committee an update of other IT projects. Erickson explained that infrastructure projects had leapfrogged some of the technology initiatives in importance as library-wide projects over the past year, such as the HVAC\chiller replacement project. The largest I.T. project to be temporarily tabled is the tagging of all library materials with RFID tags and the purchase of an accompanying check-in sorting machine. Costs vary between vendors, but the entire project would likely run several hundred thousand dollars. Erickson also explained that the new director of the Eastern Shores Library System, Amy Birtell, was interested in beginning a strategic planning process for all of the public libraries in the two counties. Erickson stated his desire to move the entire consortium toward RFID for a better return on investment, compared to running RFID and Barcode reading technologies in parallel, which would add to the cost of this project for MPL.

Erickson also discussed the implementation of self-service fine payment. There are two models offered by vendors, one is to pay online via a website, the other is to offer the service at one of the existing self-checkout units. The Mead Public Library Foundation approved a \$12,000 grant earlier this year to fund self-service fine payment. Diane Kallas, Support Service Manager, is exploring these options with the various vendors.

Ms. Kallas is also exploring the purchase of “wedges” to be installed in the self-checkout units to replace the current “cradles” that hold the materials in place at the self-checkout machines. The wedges would make self-checkout much easier for the patrons, however, they are only meant to work with RFID-tagged materials. Norman expressed her interest in moving the holds out into the public area for self service, rather than forcing patrons to stand in lines to retrieve their titles. Erickson would emphasize this with staff working on this project.

Erickson discussed the possibility of digital signs being mounted on the sides of the library to display events and program information. He stated that he had a discussion with Chad Pelishek of the planning department. Both agreed to hold off on the purchase of the digital signs until after the downtown master plan had been implemented. The master plan had been unveiled after Erickson had already secured the money from the Library’s Foundation. Norman advised Erickson to get approval from both the Trustee and Foundation Boards before moving the funds to another project.

Erickson informed the committee that Melissa Prentice, MPL Public Service Manager, had begun exploring options to upgrade the library website, including options for mobile viewers. At the next I.T. meeting this topic will be one of the primary topics for discussion.

Erickson informed the committee that the trial “people counter” is going to be installed this week and MPL will test it to make sure it counts accurately. The new people counter will capture patrons going into the lobby, restrooms and Rocca Room (which were not counted in the past), as well as into the library. Campe posed a question to Erickson in regards to the WIFI, specifically whether it can handle high traffic loads. Erickson explained the WIFI system had been updated in the fall of 2013, however, he would check into it further. Campe stated her belief that WIFI usage would continue to rise since many students received new devices through the Sheboygan County School System this past year.

6. **Future Information Technology Committee agenda items.** E-Commerce, Self-service checkout and holds system – Self payment of fines (Kiosk and On-line method), RFID, MPL website.
7. **Next meeting: To be announced.**
8. Being no further business Norman adjourned the meeting at 4:45 pm.