

**Town of Chester Public Library
Technology Committee Update
February 2020**

History

Board of Trustee's April 2019 meeting: President Lynn Thomas proposed that a Technology Committee be formed. The Board approved. Members of the committee included Alma Alvarez, Charlie Lytz and Trudy Walp as well as Linda Taverni and Robert Walp. Vivienne Frederick, Coordinator of Technology at North Warren Central School District, joined the committee in the fall of 2019.

The goals for the committee are listed below, with accomplishments listed under each

Accomplishments

1. WEBSITE DEVELOPMENT

-Merging of Websites: At the June 2019 Board of Trustees meeting, the tech committee proposed and the board approved the merging of the Library website with the Friends of the Library website. With subsequent approval by the Friends, Bob designed and created the new combined website within a month.

-Website development: Tabs include: Home, Programs and Events, Book Arts Collection, Library Services, Friends of the Library, and Governance. Currently, content under "Governance" includes: List of Trustees, Minutes and Agendas from 2018, 2019 and 2020, By Laws, Long Range Plan, 2020 Budget and 2018 Annual Report.

- Regular updates to the website: Bob is working with Sharon, Wendy, Alma and the Friends to ensure that the posting of new events and news is coordinated between the website, and social media sites (Facebook, Instagram, and Twitter) in a timely manner. New policies and matters related to the Board of Trustees will be added as appropriate.

2. TECHNOLOGY TO ASSIST TRUSTEES AND STAFF

-Email addresses were established for all trustees under the domain name chesterlibrary.org. Bob has provided assistance to trustees as they transition to using the new email addresses.

-Password manager: "Buttercup" keeps all passwords related to the Library in one place

-Archiving - Dropbox: In addition to keeping some policies and procedures on the website, we have been uploading all library docs to Dropbox. These will also be saved on an external hard drive.

At this time, the following key folders can be found on Dropbox: 2020 Long Range Plan, Endowment Fund, Inspiring Ideas, Key Info for Trustees, Minutes and Agendas for 2018,

2019 and 2020, New Minimum Standards, Policies, Tech Committee – in these folders reside over 100 documents.

-Document Sharing/ joint editing: Dropbox is also used for sharing docs among trustees, library director, and committee members. Dropbox allows for joint editing.

-Trustee and Staff Training: We are looking at word processing programs and which platforms might help us to work on and share documents most easily. This may involve training. Trudy is identifying and applying for grants as needed.

-Meeting board needs and continued development: We will keep asking:

-What part does technology play in the library and its service to the staff, board and community?

-What tech improvements or new ideas will bring our library's service to the next level?

-Regarding our board, what specific technology needs exist among trustees?

3. MEETING STATE TECHNOLOGY STANDARDS

-Meeting State mandates related to Technology:

- Provide annual technology training for library staff to address community needs.

- Provide a circulation system, equipment, technology, and internet connectivity to address community needs and facilitate access to information.

- Provide current, relevant and innovative technology to community.

-Technology Planning Chart: Trudy developed a chart with Infrastructure, Hardware, Software, Staff and Patron services and SALS tech support as major categories. The chart allows us to fill in our current status on each of these, where we need to go to meet 2021 state standards, and beyond that, where we "want" to go.

- **Library Promotion on Social Media:** Sharon is keeping Facebook, Instagram and Twitter updated with Library promotion. Wendy sends out notices by email.

4. TECH AND THE COMMUNITY: FORUMS, COMPUTERS AND TECH SERVICES

-Broadband width has been increased.

-A library computer inventory is being kept and updated.

Next Steps

As of February, 2020 the technology committee is semi-retired. We will not continue to meet on a regular basis, but only as needed.

1. UPDATES: We will provide updates to the board on an ongoing basis.

2. *TRUSTEE TRAINING AND ASSISTANCE:*

- Trustees will be helped to use Dropbox, including joint editing
- A tech handbook will be developed for trustees. Hard copy and Online.
- We will survey trustees to identify training/tech needs and interests
- Explore options of shared platforms (Google Docs/ Word?) to make collaboration on docs more seamless
- Create a doc that presents an overview of where to find key info

3. *ARCHIVING:*

- Continue to archive old and new docs to Dropbox
- Chart/list old and new policies with revision dates
- Online archives and docs will be backed up on an external drive.

4. *MEETING STANDARDS AND REQUIREMENTS:*

- Ensure budget reflects minimum 1% for technology
- Check Long Range Plan for inclusion of technology
- Ensure that NY State minimum standards re: technology are met
- Develop a Social Media Policy
- Keep website / social media updated

5. *MEETING COMMUNITY NEEDS*

- Offer tech forums and trainings to community
- Make new technologies available in the library for community use

6. *FUNDING*

- Find grant opportunities for training and equipment