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**MINUTES of the SPECIAL MEETING of the TECHNOLOGY
COMMITTEE of THE BETHEL PUBLIC LIBRARY BOARD of
DIRECTORS**

Thursday November 19, 2009
6:30 p.m.
Bethel Public Library 2nd Floor Meeting Room

Present: Richard Merritt, committee chair; Linda Curtis;
Lynn Rosato, Library Director

Absent: Tom Adonizio

Visitors: None

Rich Merritt called the meeting to order at 6:30 pm.

Minutes of the November 6, 2008 Technology Committee meeting were accepted by Linda Curtis.

Shani Burke-Specht arrived at 6:45 pm.

Lynn Rosato discussed the highlights of the Technology Survey. The patrons were very happy with the automated self-checkout system. Their most frequent use of the library PCs was to search the library's holdings.

On the list of requests regarding technology, patrons wanted to be able to pay fines online. Ms. Rosato will look into the feasibility and cost of this. Program attendees would like to get automatic e-mail reminders of the programs that they sign up for. The cost of this "event keeper" would be \$355 annually. PDF Creator software was requested and this would also be of use for the library staff.

Cost of each license is \$45 and a minimum of three licenses would be helpful. Finally, patrons would like to have access to Net Books.

The Technology Plan of 2006-2010 and the technical aspects of the Long Range Plan were discussed. The computers continue to be replaced on schedule. Ms. Rosato recommended that all PCs be upgraded with Office 7 so that the staff will have a good working knowledge of the program to be able to assist patrons. A new server will be needed – estimated at \$3,200 but may be less. Bibliomation has recommended replacing external hard drive back-ups with an off-site back-up service for \$100/year. Ms. Rosato also requested an update for the Gift Works software. This is the final year of the present technology plan and will need to be updated next year for 2011-2015.

The proposed technology budget for 2009-2010 was presented by Lynn Rosato.

Account #206 – Equipment Maintenance: The present e-mail and web-host provider will not be in service next year but Network Synergy will take over these services at no increase in cost. PC replacement costs have remained steady. Grants from organizations that provide computer technology may be pursued for hardware and software which are not specifically in the budget but have been recommended, therefore there is no change to the total of this line item.

Account #212 – Books and Materials: The current number of databases, which had been reduced for the last budget based on usage, could not be reduced any further without sacrificing patrons' satisfaction. Services which have confirmed their pricing for next year have remained unchanged so this line item will have no increase.

Account #313 – Contract Services: Although some Bibliomation services have increased by 1%, DSL service cost has come down, leaving this line item unchanged.

Linda Curtis made a motion to present the technology budget to the finance committee. Rich Merritt seconded, the motion passed.

On a motion by Linda Curtis and seconded by Rich Merritt, the meeting was adjourned at 7:19 pm.

Respectfully submitted,

Linda Curtis
Technology Committee