



BETHEL PUBLIC LIBRARY  
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www.bethellibrary.org

## MINUTES OF SPECIAL MEETING

**Bethel Public Library Board of Directors Technology Committee  
Wednesday, March 3, 2010, 6:30 P.M.**

**Present:** Tom Addonizio, Jim Forman, Richard Merritt, Lynn Rosato, Library Director and Jane Bickford, Library Board Chair

**Absent:** None

**Call to Order:** Richard Merritt, Committee Chairman, called the meeting to order at 6:34 P.M.

**Public Input:** None

**Approval of Minutes:** As there was no quorum of those in attendance, a motion was made by Tom Addonizio to accept the Minutes of November 19, 2009, seconded by Jim Forman. The motion passed.

### **Consideration of Software and Hardware Requests:**

Lynn Rosato presented the following requests for software and hardware purchases, to be purchased with funds from old state grants or C-Card grants that date back to 2005.

The Library has Office 2007 installed on 14 public computers. To install on the rest of the Library's computers, 31 additional licenses are needed and may be purchased through Tech Soup for \$20 each. Total expenditure \$620.

4 copies of PDF converter and editing software may be purchased through Tech Soup at \$45 each for a total expenditure of \$180. The public has requested classes in how to use such software and it would have other practical uses for the staff as well.

Volume license for Dragon Naturally Speaking voice recognition software is requested. A volume license would enable several staff to take advantage of this product and may help prevent repetitive use injuries, such as tendonitis or carpal tunnel. One copy app. \$170. APPROVED BY BOARD 2-22-10.

The server is due for replacement in 2010. Estimate from Bibliomation is \$2,000, plus 4 hours setup (BiblioTech hours)

Purchase GiftWorks Events add on -- \$299.

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TOWN OF BETHEL  
TOWN CLERK

TOTAL REQUESTED: \$3,269.00

After discussion, a motion was made by Tom Addonizio to approve the requests and recommended the purchases to the Library Board, seconded by Jim Forman. The motion passed.

**Technology Laboratory Program:**

Lynn Rosato reviewed the floor plans and described where the Technology Lab would be located on the second floor of the addition. She presented an outline and bubble chart of the various types of programs which could make use of the area, and explained that grant applications need to focus on “programs” rather than just hardware, software and furniture. After discussion of the bubble chart, it was recommended that the programs be identified as follows:

1. Technology Training Center with classes for the public, Library and Town staff, and Library community, on software such as Office 2007, Adobe Acrobat Pro, Photoshop, and the Internet.
2. Small Business Center with classes for Small Business owners and Nonprofits, on the software mentioned above plus Quick Books and Gift Works. TS4NP is a project which Karl Epple had described in a previous meeting with Lynn Rosato and Shani Burke Specht, aimed at creating a home base for small nonprofit organizations to learn to use such software programs.
3. Language Learning Center for independent study on Mango languages database or another program like Rosetta Stone. Availability and pricing are being explored.
4. Young Adult Learning Center for classes or independent study on software such as Learning Express, a test prep program, or for web or game design. The Teen Librarian will consult with schools and Pro Access to determine what programs would be best for the Library to offer.
5. Townwide Learning Network for classes or independent study of Civil Service promotion tests, DEP license training etc.

Each of these program areas can be the basis of a grant application which would also include the furnishings and equipment necessary to implement the program. The Committee recommended sending the revised outline and bubble chart to the Library Board Grants Committee so they can begin the application process.

**Library Technology Plan:**

This item was tabled until the next meeting.

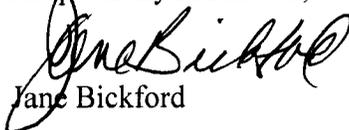
**Next Meeting Date:**

Wednesday, March 17, 2010 at 6:30 P.M.

**Adjourn**

The meeting adjourned at 8:00 pm.

Respectfully submitted,

  
Jane Bickford