

TLN Technology Committee Meeting Minutes

APPROVED

Tuesday, July 18th, 2017
Brighton District Library

1. Usual Business

1.1 Order and Approvals

- Meeting called to order at 9:35 a.m.
- Agenda for July 18th – Approved
- June Minutes - Approved

1.2 TLN Update

- TLN's annual service renewal form will be coming out the week of July 31st.
- Angie is working on finalizing Telecomm RFP. Hoping to get it posted early next week so vendors have a month or two to get their bids in.
- A change that Angie has made during this new Telecomm RFP is to let vendors know in the RFP that information provided in their response is available to the public via FOIA.
- TLN has recently received quite a few FOIA requests in regards to vendors asking for other vendor responses to a bid. Due to this TLN has a FOIA procedure that is posted on their website.
- TLN recommends that member libraries implement a FOIA policy and place it on their website. Member libraries can use TLN as a template. Their policy can be found at <http://tln.lib.mi.us/files/policy>
- At this point in time there will be no Tech Forum in 2018 due to the ILS transition. If someone other than TLN wants to facilitate the 2018 Tech Forum they are welcome to but TLN staff cannot be involved as they will be otherwise occupied.

1.3 Announcements & Upcoming Events (Library News)

- Jenny Marr is Ferndale's new director. She is from Michigan but was working out of state the past few years.

2. Discussion Topics

2.1 Peer Advice Roundtable

- Some discussion on implementing VoIP solutions.
- Discussion about written procedures for bringing a library system back up after a power outage. Chelsea and Farmington are currently looking into implementing this.
- Some discussion about backup solutions. Redford is using Microsoft backup solution for their bare metal backup and Veeam for all other backups. Farmington is also using Veeam.
- Angie reminded members that Merit offers discounts on the Veeam product. She sent an email out with details.

- Waterford is currently working on security cameras and was wondering what vendors other libraries are using. Farmington is using SimplexGrinnell. Farmington made sure to have cameras in all the places librarians couldn't as well as covering the cash register. Farmington also requires staff to seek approval from management before viewing footage. Police are required to submit a subpoena before viewing footage.
- Discussion about Envisionware printing and PrinterOn Settings.
- Discussed some basic best practices regarding security including not posting passwords near the monitor, or under the keyboard and best practices for security shared files.

3. Sharing Resources

3.1 Security Issues/Tech Tips/Websites Worth a Look

- Libraries using G-Suite or Google Apps note that Google Drive has a new team drive system which works well.

Meeting adjourned at 11:35 am

Next meeting: Tuesday, August 15th, 2017 – 9:30am

Location: Waterford Township Public Library (5168 Civic Center Dr)

Attendees

Michael Shereda – Farmington

Bill Bowman- Clarkston Independence

Michael McEvoy – Northville

Angie Michelini – TLN

Ed Rutkowski – Brighton

Andrew Mutch – Waterford

Melanie Bell – Chelsea

Marjorie O'Donnel – Lyon

Dan Blakney – Allen Park

Amanda Parry – Auburn Hills

Virtual Attendees

Alyssa Beesley - Canton

Susan Paley - Ferndale