

Technology Committee Meeting Minutes

Approved

Tuesday, October 20, 2020

1. Usual Business

1.1 Order and Approvals

- Meeting called to order at 9:31 am
- Agenda for October 20, 2020 – Approved
- Minutes from September 15, 2020 – Approved

1.2 TLN Update

- Steve Bowers – new TLN Director started October 5 and is joining us today
- Steering Committee sent out survey for TLN future soliciting feedback. All are welcome to complete the survey, it was sent to the all-tln list.
- Telecomm committee reviewed 9 vendor bids and selected AT&T and Merit as the finalists.
- Working on finalizing pricing for AT&T circuits & bandwidth for new 3 year contract with July 1 2021 start.
- Merit conference Nov. 9 – 13 with \$15/person registration.
- Met with Cisco on filter, there is a Chromebook option in our current subscription. Giving us option to upgrade to solution with more features. Will be doing a trial on a Chromebook to test it.

1.3 Announcements/Upcoming Events:

- Westland Director recently resigned – Jennifer Roth is interim Director
- Westland in final stages of TBS solution, moving away from Comprise
- Waterford just reopened rest of building last Thursday. No study or meeting rooms. No furniture for seating. Computers allowed up to 90 minutes. 5 adult & 3 children's computers. Fire Marshall determined could have up to 70 people in library of 24,000 square feet. Set up public facing monitors at Circulation Desks. Have scanners set up for patrons to scan their own library card. Increased from 5 to 10 free prints per patron.
- Livonia Sandburg just opened yesterday, Civic Center not open yet.
- Cromaine sends out newsletters – have revamped with a legend that's color coded to show which require registration, which require pick up kit, which are drop-in only. Format is on the bottom of the Cromaine website. Has proven helpful in flexibility and keeping patrons informed.

1.4 Schedule for next year's meetings

- Proposing to set 2021 schedule as virtual only for upcoming year
- Motion approved unanimously

1.5 Tech Comm Forum survey results

- Survey results:
https://docs.google.com/forms/d/e/1FAIpQLSdL9m7ZXG_pA1P379LR0x6SZFUcRMxtvLk3mKywldG8MgyDmA/viewanalytics
- Only 11 responses to survey
- People liked speakers and online format made it more accessible
- Room for improvement – wanted enabling chat in breakout sessions, but it's a Zoom limitation
- For future forum topics – makerspaces, IT security
- Majority of people felt it should be held virtually next year too
- Committee needs to consider what format will work best for next year
- 75 virtual attendees – more from out of state who wouldn't otherwise be able to participate
- May be helpful to hold more than 1 a year, maybe make it into a series
- Dan Wetterstrom interested in joining committee
- Committee was trained by MCLS on how to hold online forum. Recording made for others to view. TLN paid MCLS for that training.

2. Square Presentation

- Started in 2009
- New Terminal API that can integrate into legacy POS systems
- Purchased Weebly & have payment integration in Weebly websites
- Can look at integration with our ILS system
- Custom processing rates based on our transaction volume
- Different permission levels for managers versus other employees
- Close to 2.6% rate for an annual volume of approx. \$20,000
- Per transaction fee
- Online payments are different rate than in person
- Need last 3 months of statements and credit card volume to determine rate

3. New COVID Protocols

- Kent District Libraries stopped quarantining materials. Taking supermarket model from the CDC
- Crompton quarantines for 5 days, then wipes it down before discharging
- Livonia & Northville quarantine for 4 days
- Auburn Hills staff wear gloves to check materials in when they are returned, then they quarantine them.

Meeting adjourned at 10:43 am

Next Meeting: Tuesday, November 17, 2020

Attendees:

Marjorie Dixon	LYON
Maria Good	White Lake
Michael McEvoy	NORT
Angie Michelini	TLN
Glenn Fischer	HART
Dan Wetterstrom	Westland
Julie Porreca	TAYL
Carl Swanberg	Canton
Amanda Parry	AUBN
Edward Pank	ROPL
Susan Paley	FERN
Donna Winter	Livonia
Scott Wright	Dexter
Steven Bowers	TLN
Nathan Shaw	LVCC
Andrew Mutch	Waterford
Charlie Hokett	NOVI
Emily Good	DHTN
Steve French	GPPL
Kim Roberts	Hamburg
Kimberly Schaff	SPRI
Latisha Edge	HMTK