

Technology Committee meeting – May 27, 2020 @ Pleasant Plains, time 1:00pm

Attending: Diane Hatcher-chair, Bob Butcher, Jennifer Petefish, Jan Davis-President and Kathy Roegge, Director

The meeting was called to order by Diane Hatcher – Chair

Technology Plan – the committee discussed what needed to be included in a new plan. The following topics were considered for different sections of the revised plan.

- Goals and objectives
- Equipment replacement rotation
- Programs, workshops, software, etc. to help staff/patrons become familiar with the equipment or software
- Budget
- Staff Core competencies

Mr. Butcher asked if the software was up-to-date. Director Roegge explained that the library had the most current Microsoft version of Word, Excel, Publisher, etc. but that the computers had different versions of Windows loaded onto them. If possible Windows 10 was loaded but many of the computers were not really able to run the newest version of Windows.

The committee asked Roegge what goals she had for the District. She would like to explore creating a system wide phone system. Currently each location has their own phone system. Ashland uses Cass communications and Pleasant Plains has Frontier. This means each location must call the other and calls cannot be transferred. A district wide system would make communication between the two libraries better and give them the ability to transfer a patron's call. In 2017 the board had contacted Cass Communications and another local company to present a proposal for replacing the phone systems now in use and upgrading the network. Roegge will call Cass Communications about updating their proposal and cost.

The committee reviewed the staff core competencies document and were satisfied with it. The committee also discussed subscribing to online services for downloading movies, magazines, etc and looking into creating YouTube videos to provide training on various topics for both staff and patrons.