

LAKE BLUFF PUBLIC LIBRARY

Technology Committee

Wednesday, March 17th, 2021

- 1) Call to Order; Roll Call:** The meeting was called to order at 6:15pm by Director Eric Bailey.

Present: William Hayes and Matthew Zaute

Absent: None

Library Staff Present: Eric Bailey

Members of the Public: None

2) Selection of Committee Chair

- a) APPROVED:** Selection of Zaute as Committee Chair.

i) Hayes motioned and Zaute seconded selection of Zaute as chair. AYES: All.

3) Review of Opportunities for the Committee

- a)** A review of the opportunities for the committee to assist in the maintenance and development of technology at the Lake Bluff Library.

i) Short Term:

(1) Assist in the bid process for management of the Local Area Network (LAN).

(2) Replacement and upgrade of the WiFi system.

ii) Long Term:

(1) Benchmarking technology usage.

(2) Visiting other libraries.

(3) Creation of Technology Plan for the Library.

(4) Visiting Library conferences.

iii) ACTION ITEMS:

(1) Bailey will discuss adding new tech tutorials to the website.

(2) Bailey will contact CVI to discuss with them what other Libraries are doing with technology.

(3) Bailey will also seek to set up a meeting between CVI and the Technology Committee.

(4) Bailey will seek 2-3 staff members to work with the committee.

(5) Zaute will begin crafting a list of questions to provide a standardized format for Library visits.

- 4)** Any and all other business that may properly come before this committee

a) (None)

- 5) Adjournment:** Zaute moved and Hayes seconded that the meeting be adjourned at 6:55pm

AYES: Hayes, Zaute

NAYES: None

ABSENT: None

Respectfully submitted,

Eric Scott Bailey