

Technology Committee meeting – July 8, 2020 @ Pleasant Plains, time 1:00pm

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

Others: Betsy Brown representative from Cass Communications (via conference call)

The meeting was called to order by Diane Hatcher – Chair

Members meet with Ms. Brown to discuss their proposal to update the phone system for both buildings. The proposal includes new equipment and connecting the two locations via the phone system. Will lessen the number of long distance calls. The cost and how it will be paid was discussed. Kathy is looking into any available grants. One option is to spread the cost across two fiscal years, making quarterly payments.

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 : Priorities
 - Update phone system
 - Expand patron's access to WiFi – circulating HotSpots
 - Enlarge social media presence – private YouTube channel
- Equipment replacement rotation –
 - Decrease number printers
 - Increase functionality of each piece
- Programs, workshops, software, etc. to help staff/patrons become familiar with the equipment or software
 - Continue offering different programs to assist patrons with technology
 - Continuing ed for staff
- Budget – will need to be set each year dependent on needs and funds
- Staff Core competencies – will be appended to the plan