



**Technology Committee
June 20, 2019 @ 6:30 p.m.
Library Conference Room**

AGENDA

1. Review and approve minutes of the last meeting on October 3, 2018
2. Review plan to transition to Windows 10 on public PCs in consultation with Mike Harradon and committee members
 - a. Review proposed implementation schedule
 - b. Determine when staff PCs will be migrating to Windows 10 in consultation with MIS/GIS Director
3. Review Proposed 3-year replacement schedule for PCs, peripherals and equipment with budget estimates
 - a. Implement replacement plan for FY2020 as of July 1st using approved funds for technology & equipment
 - b. Assign staff member(s) responsible for ordering technology & equipment
 - c. Timeline for recycling used technology & equipment (Town)
4. Update on scan to email or USB on public copier/scanner/printer in Adult Services
5. Review tech-related items that will be included in the Library of Things that will be available for loan
 - a. See the initial list of Library of Things
 - b. Discuss new technology-related items to add to the Library
6. Continue discussion about the outdoor electronic sign
7. Proposed tech lab offerings on Thursday evenings pending restoration of Thursday evening hours (Target: February 2020)
 - a. Recruit volunteers to provide hands-on training on hardware & software
 - b. Draft menu of possible training programs we would like to offer
8. Any new business
 - a. Add a self-checkout station on a trial basis (second floor)
9. Set next meeting date