

BPL – Technology Committee Minutes

Thursday, February 3rd 3:00pm

This meeting of the Board of Trustees Technology Committee was held remotely via Zoom. The public was welcome to attend and agenda was posted to the library's website and in the library building 48 hours prior to the meeting start.

1. Call to Order

The meeting of the Technology Committee was called to order by Chairperson Conlin at 3:00pm.

Present: Trustees Conlin, Mason-Smith, and Thomas.

Director Cox was also present.

2. Discussion – State of phone and data systems, short and long term goals, current contracts.

The committee held a lengthy discussion on technology infrastructure at the library building. Of note:

- *Contracts with TBS (print services) and Konica Minolta (copier/printer lease) are due to expire Q2 of 2023 and library plans to seek proposals for both.*
- *The committee is aware of the need to move vital network equipment currently stationed at the circulation desk to a safe location prior to Phase 1 remodel work beginning. The committee agreed with designation of middle storage room off of the meeting room downstairs as location to utilize given that it is secure and will not be impacted by remodeling. May need to add an HVAC vent and/or door vent to room to allow cooling for equipment in the future.*
- *Director Cox and Trustee Thomas will evaluate existing wiring needed to be moved in temporary fashion for above equipment relocation. Director Cox is reasonably confident this can be done without outside vendor.*
- *Committee discussed outdated phone system, insecure WIFI setup, lack of mobile phone coverage on lower level, and aging components of alarm systems. The committee determined the following as the priority order for action:
 - 1) *Temporary relocation of server/network hardware for remodel.*
 - 2) *Evaluate WIFI system and take steps to increase security.*
 - 3) *Have building data wiring updated and permanently installed by an outside agency. Incorporate solutions (equipment racks/cabinets, patch panels, etc.) to ensure long-term stability of network during this process. Remove abandoned/damaged phone and data cabling at this time.*
 - 4) *Migrate phone systems to VOIP setup, remove existing Avaya phone system.*
 - 5) *Prepare for voice/data needs of updated alarm systems.**
- *Trustee Conlin discussed the federal government's e-rate program, and strongly recommended that the library pursue taking part. Current fiscal year deadline is this month, so library/committee will plan on completing application work for 2/2023 deadline. Trustee Conlin recommended that the library use an outside advisor specific to the program as it can be difficult to complete in-house.*
- *Director Cox and Trustee Thomas will continue looking at #1 above and much of actual work will take place on a Sunday as it requires significant interruptions to service for staff and public. Director Cox will investigate #2 in coming weeks w/ SWAN and ACT Systems.*

3. Adjournment

The meeting was adjourned at 3:53pm.