



Highlands Regional Library Cooperative

400 Morris Avenue, Suite 202
Denville, NJ 07834

TEL: 973-664-1776 or 800-NET-HRLC (*Members Only*)
FAX: 973-664-1780

www.hrlc.org

HRLC Technology Committee Meeting minutes, September 7, 2006

Present:

Amy Kearns, Chair
Joanne Roukens
Rosalie Baker
Ellen Osborne
Nancy Madacsi
Leigh Keller
Kurt Wagner
Valerie Smith

Nov 30 – Sophie Brookover will be doing a program on *What in the World is Web 2.0* – we can advertise this program with flyers at the summit, and don't have to focus on Web 2.0 at the program.

Time: No formal time to appear – anytime between 10 and 1, meaning we'll need to "person" the knowledge tables/technology stations for the entire 3 hours.

Registration: Limited to 60 people.

Door prizes: USB thumb drive, possible MP3 player, iTunes gift card? Barnes & Noble gift card? Win a site visit with one of the tech committee geeks! We will come to your library. Free Library Geek! (who will go, depends on what is needed.) (CE certificate?) Tech for dummies books (Wikis for dummies, blogs for dummies). Ellen/Sue will do this.

Room logistics: Can food be set up in the middle of the room with tables around the periphery? Then have some groupings of chairs not only around each station, but also in small groups.

"Experts" will need to be able to:

- Show examples on a laptop
- Talk about it knowledgeably
- Provide at least one handout with salient points – bullet list of "Top things you need to know," concerns, pros/cons, examples of libraries that are using it, 6 or more readings or links for more information.

Equipment (Kurt will coordinate):

NEED A COORDINATOR OF EQUIPMENT to make sure we have enough equipment/cords for each table (power cords, etc). **Send all your info to Kurt – what you can bring** – laptops, power strips, LCD projectors, flip charts, digital cameras? Ellen will check the power situation at Parsippany. Then Kurt will plan it out and we can adjust if necessary.

Ellen will confirm with Rosemary at Parsippany to see if they will allow us to use their training lab. If so, it would be great, but we will need someone to be in the room as a floater/troubleshooter in the lab. (Is Ilene still interested in being on committee, and if so, can we ask her to do this? Can Kim Grohs come?)

Bring digital cameras! We can put people's photos on Flickr! (Wanna see yourself on camera? Designate an official picture taker to wander around asking people if they want their pic taken – and if their pic has been taken, we can put a sticker on their nametag)

Bring your business cards!!! We will pass them out to people who might want to follow up with us later.



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Amy suggested that we should set up a generic HRLC Tech Committee gmail account and use that to sign in for anything we do (wikis, blogs, flickr etc).

Powerpoint presentation: to run on the ceiling LCD projector in main room, including screen shots and information about all the different things discussed. Mary will compile this presentation based on handouts that each group of presenters come up with.

Technology Stations/Volunteers:

HANDOUTS FOR ALL THESE STATIONS need to be given to Ellen for looking over and reproduction. Handouts need to be to Ellen by Tuesday, October 10 at the very latest. Please use Ariel 12 point.

1. Registration— will have handout about HRLC Technology Committee & how to sign up; also, handouts on upcoming tech programs (such as Web2.0 in November). Sue or Gail will “person” this table. We’ll need a raffle slip for people to fill out (they will drop it off at Ask A Techie table). Drawing will be at the end. Need not be present to win. Provide a flyer with links to the wiki that we will create as a result of this, and the Flickr page, and other resources specific to the Tech Committee (including link to the HRLC Tech Committee web page).

Sue or Gail, with Ellen and Joanne as floaters.

2. Ask A Techie – De-intimidation Station

Get some tech help! Ask a techie a question! We will either answer, get back to you, or direct you to another table. Sign up for the “Win a Library Geek Visit” and drop off your raffle ticket.

**Kurt
Mary
Leigh**

3. Clue Me In! *also near registration* **How HRLC can help your library meet the ever-changing technology needs of your CUSTOMERS – Overdrive & NetLibrary, wireless in HRLC libraries, maybe NextReads (if we have a min. of libs signed up)? Technology workshops (have flyers here also). Also next to registration table?**

Nancy M – can do Overdrive

Rosalie – can talk about NetLibrary

Mary M - wireless

Joanne – can talk about NextReads (if we have a project)

HANDOUTS:

Mary will create a small flyer explaining Why can't I use my iPod with Overdrive and netLibrary? This is something you can take back and give to your patrons.

Mary will create a flyer about using wireless in your library

4. Tools for organizing info on the web: RSS, blogs, wikis: What is it? How are our patrons using it? How can libraries use it?

**Leigh -- will do wikis
Valerie – will do RSS, blogs**

5. Social networking tools: What is it? How are our patrons using it? How can libraries use it? (Flickr, MySpace, YouTube, IM, etc)

**Amy – YouTube, IM
Kurt will do handout for Flickr and for MySpace**



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TO DO

Ellen will Revamp first & 2nd paragraphs of mailing:

Do you want to use technology innovatively in your library or in your personal life? Wondering what a wiki is, or baffled by blogs? Frightened by Flickr? Anxious about audiobooks? Maddened by MySpace? **Randy for RSS?** (okay, leave that part out. Sorry, Kurt.) Then drop by our Technology Open House and earn your Technology Training Wheels!

Change: HRLC Technology Summit to **HRLC Technology Open House**

Change: **WIN** fabulous door prizes, including gadgets and gurus!

Amy will call Ilene and Kim to see if they can participate in some way (be floaters, etc)

We will all email Kurt with the equipment we will be bringing

Ellen will give us a handout template

Amy will create and publicize the HRLC tech committee gmail account we can use to sign up for stuff

When you have your handouts done, send to Ellen (also please send copy to Mary so she can put together PPT presentation)