



**HRLC Technology Committee Minutes
November 8, 2004**

Present: Mary Martin-MCL (Chair); Suzanne Blecker-SCCC; Jeanette Cohn-RTPL; Heather Craven-HRLC, Bill Harrison-PTHPL, Amy Kearns-CPL, Michelle Kowalsky-WPHS, Richard Loomis-SCLS, Nancy Madacsi-CC, Joanne Roukens-HRLC, Valerie Smith-RPL, Kurt Wagner-WPU.

Mary Martin reported that the Charge for the Technology Committee, as stated in the minutes of the 29 September 2004 meeting, was approved by the HRLC Executive Board.

The HRLC/Technology committee website url is: www.hrlc.org/board/special.htm#tech

“Hot topics” resources for posting to HRLC/Technology committee website:

The 5 initial “hot topics” are: computer security, technology training for library users, technology bibliography, wireless technology and self-checkout/kiosks

1st drafts of 3 of the 5 “hot topics” were presented. Training, the 5th topic, covers such a broad and diverse subject that presenting the information in an organized and helpful format is going to take a little more time. Also, the resource pages will be updated regularly.

Several suggestions were made and agreed to concerning format.

- Credit for the resource page should be posted, with contact information. Non-HRLC/Tech members may want to offer suggestions or seek assistance.
- Individual resources should have an “audience” statement to show technology comfort level.
- The “updated” information will display on each page.
- Citations should be complete for information from websites, databases, print media, etc.
- The tone of the resource pages should be casual. It was mentioned that not everyone’s information needs will be met, but the resource page creators can only include what they feel is important. As other’s request information it can be added.
- Very important and/or basic information should be noted or highlighted in some manner.
- All the resource pages need a common layout. A 4-part template was suggested: first a section that would give an introduction or overview of why this topic is important, second the audience statement, third a simple activity or two, “tidbits” that could be easily accomplished, and fourth, a list of information links. There was some discussion concerning organization; should the information be organized by who would use it or by topic, and should journal titles just be listed or specific articles.
- Jeannette Cohn suggested that tutorials, if available, should be added.
- Be sure to note web links which are fee-based.

A technology glossary was recommended as another resource page.

The procedure for placing the resource page, or for updating the resource page, on the HRLC website is as follows: 1. organize the information according to the common layout, 2. forward the resource page to Mary Martin, 3. Mary will fit the page into an HRLC template, 4. Mary will then forward the page to Karen Boyer, who will place it on the HRLC website.

Review of Technology Committee charge and activities as relate to HRLC strategic plan:



SI#1. There was some discussion of setting up a formal “technology buddies” system. But, it was felt that having contact information on the resources pages would provide the same benefit to HRLC members. Joanne Roukens felt that the Technology Committee, through its activities, ie., resource pages, programs, networking, would be able to connect “those with the knowledge with those that need it.”

SI#2 & #3. (not part of Technology Committee’s charge)

SI#4. Previously there had been some thought of setting up a listserv for sharing knowledge, but having information pages on the HRLC website was felt to be a better solution. This committee will be recommending workshops and other training opportunities to HRLC. The committee will be investigating trade show, conferences and educational opportunities presented by the library and other industries so that these might be publicized to the HRLC community. Very often admission discounts or coupons are available. Attending non-library technology forums, such as PC Expo and InfoToday conferences, can provide knowledge and news of upcoming products that could benefit library administration.

SI#5. Nancy Madacsi and Michelle Kowalsky are researching Information Literacy as part of the Training Resources page and will probably work with the CE committee on this topic. Most of the rest of this Initiative is on hold.

SI#6. The work of the Technology Committee will support HRLC members in their normal function of providing quality customer service.

SI#7 & #8. These are covered by specific Task Forces.

SI#9. Kurt Wagner reminded us that there is a digital divide, those who can use technology and those who cannot, and the varying degrees of technology skills. The Technology Committee’s activities will work to diminish this divide.

Programs:

Various program topics were discussed; we would like to have one on each of the “hot topics”. Wireless technology was suggested as a first program and Kurt will try to schedule a time at WPU over the semester break

There was some discussion on the format of programs, how many per topic, whether “discussion groups” would be useful.

Amy Kearns reported that the NJLS Technology Committee will be hosting a virtual meeting on 24 November.

There was some discussion then on the feasibility of using an online conference format for programs or just discussion among committee members. Kurt will investigate WebX.

We also discussed the possibility of having small group meetings on various topics – Joanne suggested “brown bag” lunch discussions. We can discuss possible topics and facilitators (as well as locations) at our next meeting.

For next meeting:

- Ø Bill Harrison will work on including thumb drives and other miniature portable storage devices into the Computer Security resource page. Bill and Mary M. will also revise the resource page based on the new format ideas we discussed in this meeting.
- Ø Kurt Wagner, with Bill Harrison and Mary Martin, will work on a technology glossary .
- Ø Amy Kearns will start a list of non-library technology conferences, seminars, etc. Anyone who has information about these types of events should contact Amy with the name of the event and (preferably) a link to its Web site.
- Ø Amy Kearns will send her resource paged on self-checkouts/kiosks to the committee.
- Ø Mary Martin will be the “conduit” for committee web pages to be placed on the HRLC website. Please send all new and updated pages to her.



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- Ø Karen Boyer will place the pages sent by Mary on the HRLC website.
- Ø A single sheet flyer detailing the committee's activities will be included in the 2 December HRLC mailing.
- Ø Kurt Wagner will look into the possibility of hosting a wireless technology workshop at WPU over semester break.
- Ø Kurt will investigate WebX.
- Ø Mary Martin will put together a flyer about the committee for the December HRLC mailing – this flyer will include information about who we are, why we're here, what we've already done and where to find it.

NEXT MEETING: 10 January, 2005 2:30-4:00pm