

Great Neck Library
Technology Committee
Wednesday, September 5, 2018—7:30pm
Main Library

Board Members:

Weihua Yan, Chair (WY)
Robert Schaufeld (RS)
Barry Smith (BS)
Chelsea Sassouni (CS)

Library Professionals:

Denise Corcoran, Director (DC)
Garry Horodyski (GH)
Cindy Simeti (CSimeti)

Call to Order

WY called the meeting of the regular meeting of the Technology Committee to order at 7:30pm at the Main Library.

Print on Demand Screens

DC had opportunity to visit the Rochester Library and view the screens/system in person. She feels they are costly and may not be the right fit for the Great Neck Library system. She also expressed that going to a “print on demand” flyer system would probably end up costing more than our current practice as we would incur costs for the toner. DC estimated that the cost of these new “print on demand” screens would be over \$10,000 plus software expenses.

RS inquired about screens with library information displayed. Both DC and GH are looking into software and monitors for this purpose. CS suggested running Power point on a monitor, WY requested options for this. RS requested streaming to Smart TVs. GH agreed to explore both options.

RFID

DC updated the committee that RFID is running at all branches, including the sorter at the Main Library. WY asked about random books not owned by GNL being returned via self-check in and DC remarked that they would be rejected by the system.

Desktop/Laptop Upgrades

New desktops have been installed with the exception of the Director’s and Business Manager’s that are scheduled for next week. RS asked about re-purposing older models. Per GH they have not been completely wiped clean yet. DC agreed, at a future date, to place 2008 & older models on the Board Agenda for excess approval.

WY asked about upgrade/replacement for existing desktops. RS said the committee needs to formulate a plan, BS agreed. GH reported that there are approximately 130-150 computers in use at the library. WY asked for an inventory list with age and function, RS stated this has already been completed.

Per RS, for this fiscal year, identify 30 computers to be replaced by dept and usage and going forward replace 30 every fiscal year for the next 5 years. GH will identify the 30 for the fiscal year 2018-2019.

3D Printer

DC explained that the 3D printers are being used for programming purposes and are presently unavailable for public use as a policy is being awaited from the Policy & By Laws Committee. In the programs, the entire process from creation to print is being taught.

CS asked about frequency of programs, attendees, etc. She feels this new technology should be capitalized on and new attendees should be sought out. DC explained that social media is being used to promote these programs as well as the GN Schools.

CS also asked about the STEM Lab, DC is working on the grant and estimated four weeks after commitment of monies for the lab to open. Possible locations for the STEM lab are still being looked into.

Server/Upgrade

GH distributed a list of the servers and their uses. He explained that we are not yet at the limit for storage on these servers and that their maintenance is covered by HP Care Packs.

WY asked GH about manual back-ups. There are two and GH always carries one off-site. Cloud back up was discussed and DC felt they should be strongly considered as other libraries have been attacked by ransomware. WY asked GH to make recommendations, to include features and pricing, for cloud back up.

There was a discussion on a recovery plan should a server fail or experience problems. GH explained that there are two servers and one compensates for the other. Both would have to fail for complete cessation. WY felt options should be explored incase this occurs.

RS inquired on the existing life of our servers and per GH we are currently at seven years old. Potential life could be up to ten years as per previous IT Consultant at 2011 date of purchase. Disaster Recovery with cloud and possible additional back up servers and branch locations were discussed. WY requested GH provide a process on what should be done, restored first, etc. should this happen.

Website Upgrade & RFP for Re-Design and Maintenance

CSimeti is currently updating and maintaining the library's website. CSimeti explained that she uses FTP for changes and uploads it to Swiss Commerce who hosts our website. WY asked what powers the website and CSimeti believes it is custom PHP based. WY asked DC to find out what system they are running for our website.

The Board has agreed to proceed with an RFP for website redesign and maintenance but one has not yet been drafted. CS felt that the staff should brainstorm and provide thoughts and ideas for the RFP. CS &

WY also suggested looking at other library websites to garner ideas. CSimeti will put together a survey seeking feedback, suggestions to improve the website and it will be used to draft the RFP.

Further discussion ensued on email addresses and the rules for collecting and usage. DC was asked to follow up on the rules.

Social Media

DC reported that Cindy Simeti, Adam Hinz, Tracy Van Dyne and Gina Chase have access to post on the Library's Facebook account.

The meeting was adjourned at 8:45pm.

Submitted by Holly Coscetta

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Action Items and Recommendations

Action Items:

Denise Corcoran

1. 2008 & older desktops put on the Board Agenda for excess approval.
2. Investigate email rules for collecting and usage
3. Find out what system Swiss Commerce is running for our website.

Garry Horodyski

1. Look into screens, options for purpose of displaying library information.
2. Look into Smart TVs. To stream library information.
3. Identify 30 computers to be replaced this fiscal year and bring list to next meeting
4. Make recommendations, including features and pricing, for cloud back up.
5. Process for what should be done, restored first, etc. should both servers fail

Cindy Simeti

1. Put together a Google Doc Survey to collect ideas and suggestions for the website RFP