

**MINUTES (DRAFT)**  
**MEAD PUBLIC LIBRARY**  
**INFORMATION TECHNOLOGY COMMITTEE MEETING**  
**Tuesday, November 19, 2013**

The meeting of the Mead Public Library (MPL) Board Information Technology Committee was held on Tuesday November 19, 2013 in the Library Board Room. Present Committee Members: Mrs. Norman, presiding; Mrs. Campe, Mr. Sampson and Mr. Zylman. Present Staff Members: Mr. Erickson and Mr. Zehfus.

1. The meeting was called to order at 4:20 p.m. by Norman.
2. Norman determined there was a Quorum present.
3. Zylman **moved** to approve the September 10, 2013 minutes of the Information Technology Committee meeting. **Seconded** by Sampson. The motion **passed**.
4. Norman began discussion of Automated Materials Handling System (AMH) and RFID technologies. Erickson distributed two AMH vendor quotes and a return on investment spread sheet. He reported he will meet with a third vendor this Thursday. The Committee discussed the costs, options, potential returns and financing strategies to purchase AMH. By consensus the Committee directed Erickson to get the third vendor quote, continue to research cost/benefits, to see if the MPL Foundation has interest in the project and look forward to place AMH equipment on the 2015 City Capital Improvements Project list.
5. Norman began discussion of purchasing computer tablets for Library Board members. The City purchased tablets for its Council members. The devices are used to distribute documents and conduct Council business. The Committee discussed the pros and cons of purchasing tablets for the Board and had very mixed feelings about the matter. Norman will report to the Board that no consensus was reached.
6. Norman started the discussion on access to library resources for mobile technology users. Erickson reported there are two ways to provide mobile access. Using Boopsie software to create a mobile app at a cost of around \$5,500 or to have a vendor use Drupal software to create a mobile device compatible website for a cost around \$3,500. The Committee discussed the matter and directed Erickson to gather more information on the two options so a decision can be made.
7. Erickson updated the Committee on the internal wireless network upgrade. There have been unsatisfactory delays in getting the project done. Hopefully the upgrade will be completed by the end of the year.
8. Norman outlined future agenda items as continued research for selecting AMH equipment and developing funding sources for that project, continue the discussion about getting the Board tablets and mobile app software for library users.
9. The next meeting will be held on Tuesday January 14<sup>th</sup> 2014 at 4:15 p.m.
8. Seeing no further business Norman adjourned the meeting at 5:15 p.m.