

Tech Group May 22, 2001 Minutes

I) Selling diskettes

- a) Judy updated us on the status of selling diskettes. She has supplied the Business Office with the quantity each library thinks they would need for a year. Jim indicated that payment of the diskettes would be through the payment screen account 805 and a sub-account for diskettes. The Business Office has to report to each city the sales tax collected and it is different for each city. Planning Services will send out an info sheet about this.

II) WebPage

- a) Teresa Goggins, our new webmaster, was present and was introduced. Jim highlighted some of the ideas that will be incorporated into our webpage. He indicated that folks may send suggestions to Teresa and to cc Jim and Anne.
- b) Jim suggested that the Internet/Intranet become a standing topic for the Tech Group.
- c) Committees that have ideas for the webpage should formulate their request and send it through the Tech Group.

III) Maintenance Help

- a) Maintenance Help was discussed. As a reminder, in Multi-Trieve under *Maintenance Requests -- Completed* and *Maintenance Requests -- Pending* you can check the status or check to see if a problem has already been reported.

IV) Who & how to report computers troubles

- a) The most efficient and preferred way to report computer troubles is to phone Automation Operators at 631-2210. The operators will log problems as they are received so that they can be addressed in a timely manner.

V) Color printers

- a) Beginning suggestions for P & P of color printers, that will be at all full-sized libraries, were discussed. Kay will continue to work on this and further discussion will take place at the next Tech Group meeting in June.
 - i) Topics included: paper, payment process, location of printers, etc.