

## Tech Support Minutes for August 28, 2001

Present: Anne Fischer, Jim Welch, Teresa Goggins, Debra Spindle, Karen Marriott, Donna Morris, Jane Carvajal, Kay Bauman, Janet Brooks, Norm Maas, Ernestine Clark

- 1) Membership & goals
  - a) Goals for the group are established at the retreat in January and Kay will attach a copy this year's goals to the Committee Fact Sheet. As we understand the purpose of the Tech Support, we are to assist with the smooth implementation of changes in software and policies. The ILS Team is to enhance the existing programs.
  - b) Discussion of our retreat lead to the decision to use our retreat this year to review the goals and provide a status report of the achievements including the additions to the goals that came up during the year.
  - c) We decided to call the Tech Group **TECH SUPPORT** and modify the membership to include **all** Ad Team and ILS Team representatives. Automation, Public Services, Materials Selection and Planning will attend all meetings. Other Ad Team members may attend every meeting or only those most pertinent. The ILS Team members will become members of Tech Support and attend the monthly meeting. Tech Support will encourage staff to inform us of tech issues each month.
- 2) Materials available only in CD format. --Motor is no longer making the Domestic Wiring Diagrams available in print only on CD
  - a) Our access points for customers to use materials in CD format in insufficient so we will need to evaluate each product as a collection issue.
  - b) We need to plan for a dedicated computer in the Oklahoma Room in the new DN/LLC. This needs to be budgeted this January. There is currently space for the computer however; Jim needs to examine new electrical diagrams in the DN/LLC to ensure that it will be adequate.
  - c) Do we have a telephone consultant for the new DN/LLC yet? Donna will check with Anne Hsieh.
- 3) Meeting dates for Sept, Oct, & Nov
  - a) Tech Support *generally* meets on the 4th Tuesday of the month at 9:15 Downtown. However, for the next 3 months we will meet on a Monday and in December we have no meeting. By January we're back on schedule. Below is the schedule for the next few months.
    - Monday, September 17
    - Monday, October 22
    - Monday, November 26
    - Tuesday, January 22
  - b) Debra will make the necessary changes to the meeting room reservations for our meetings
- 4) Website committee
  - a) Teresa Goggins has been coordinating with Heidi and Denyvetta to ensure information about volunteer opportunities and the libraries is accurate. She is also working with Ric for an online employment application.

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*Our next meeting is Monday, September 17, 2001. Send comments/suggestions for improvement of our software to [techconcerns@mls.lib.ok.us](mailto:techconcerns@mls.lib.ok.us) for immediate issues or [techsuggestions@mls.lib.ok.us](mailto:techsuggestions@mls.lib.ok.us) for suggestions before the next meeting.*

- b) Hotbox -- this is a big issue and the committee is still discussing this. The intention is to use search engines.
  - c) Teresa is also working on a form for "Ask a librarian"
  - d) At the next website committee meeting we will discuss Intranet and the Kid's Page.
  - e) Kim Bishop with the Friends has transferred the Friends site to our web server. Teresa is doing updates the Friends want.
  - f) Teresa is working on a prototype for the Intranet.
  - g) We have registered 8 domain names for 2 years. One of these names will be used for PR ads on cable. Also we will use all the library names in metatags to help people find our website.
- 5) DN/LLC
- a) Debra discussed the Oklahoma Images project. There will be 100- 120 historical images of Oklahoma County framed for the new DN/LLC and these will also be on our website along with an essay describing the image.
  - b) DN is also working on the famous Oklahomans index that will be on our website. This will be an index to various clippings.
  - c) A local architect, Haven Makin of Beck Group, want to help promote our Building Index. There is a group of architects that want to be pro-active in saving our buildings.

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