

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY
INFORMATION TECHNOLOGY COMMITTEE
May 28, 2008

The meeting of the Mead Public Library Board Information Technology Committee was held on Wednesday, May 28, 2008 in the Public Conference Room at Mead Public Library. Present Committee Members: Mr. Zelpe (presiding), Mr. Markevitch, Mrs. Quicker, Mrs. Toepel, Ms. Towne and Mr. Wackowski. Present Staff Members: Ms. Winkle, Mr. Zehfus, Ms. Capizzi, Mr. Gort and Ms. Kallas.

1. & 2. Mr. Zelpe called the meeting to order at 3:31 p.m. in the Public Conference Room and determined that there was a quorum present.

3. Mr. Zelpe asked for a motion to accept the minutes of the March 6, 2008 meeting. Mrs. Quicker made the **motion**. **Seconded** by Mr. Wackowski. The motion **passed**.

4. Ms. Winkle began the update on the website redesign project. The vendor selected for development of the content management system (CMS) did not perform as agreed so we must now select another vendor. Ms. Capizzi reported that the original vendor was chosen partly because the CMS it uses is compatible with Eastern Shores Library System (ESLS) website hosting requirements. We are now aware of another CMS that is being recommended for use in development and maintenance of library websites – Drupal. It is not compatible with ESLS website hosting requirements, so we would need to arrange for hosting elsewhere. Ms. Winkle introduced a handout on Drupal. It is open source so there are no license fees and the software is very interactive and adaptable for staff to use. A vendor in California called CraftySpace has done promising work with Drupal. CraftySpace would charge \$8,000.00 for developing content management protocols for the homepage and two intermediate-level pages. Ms. Capizzi would be responsible for migrating the content from the existing website to the new one. Maintenance, support, and hosting on a CraftySpace server is quoted at \$1,300.00 annually.

Ms. Capizzi has also checked locally with the vendor DuFour. They said they would honor their previous proposal for the CMS component of the website project. The DuFour price is similar to that of CraftySpace, but DuFour's hosting charges are lower. DuFour did not offer maintenance or support services as a package, but quoted a fee of \$100/hour. Having the work performed by either vendor likely will cost more than the \$8,000.00 originally approved by the Board for the graphic design and CMS components of the project. The Library has paid \$1,125.00 for the website graphic design, which staff would like to use for the redesigned website. We expect it will be compatible with the CMS used by either CraftySpace or DuFour.

Mr. Zelpe summarized the choices before the Committee and Ms. Towne **moved** that Mead Public Library (MPL) contract with CraftySpace (Drupal CMS) at a cost of \$8,000.00 plus \$1,300.00 for the first year maintenance, support, and hosting and that the Committee recommend Library Board approval of an additional \$2,425.00 for the project. **Seconded** by Mr. Markevitch. The Committee discussed the motion. Mr. Zelpe called for a vote. The motion **passed**.

5. Mr. Zelpe introduced the Multi-year Analysis of Crossover Borrowing. Ms. Winkle stated there does not seem to be any major changes in library borrowing. Ms. Winkle explained the spreadsheets. Her recommendation is to stay with EasiCat through the Polaris changeover and see how the System uses the request fulfillment management software. Mrs. Toepel commented that some libraries in the system are more attuned now to the problems MPL has experienced with crossover borrowing.

6. Mr. Gort reviewed the steps taken so far in replacing the Sirsi/Dynix Horizon system. Mr. Zelpe asked about the funding decision process. Mr. Gort reported that the contract negotiations had just concluded that morning. Next the ESLS Contract Committee will meet on June 2nd followed by a special meeting of the full ESLS Board to act on the contract on June 9th.

Mr. Gort reported that Polaris will not support use of Windows 2000 computers (and older) for staff client software, so MPL will need to replace eighteen units. Mr. Gort stated that while he had wanted to phase in new machines over several years, it would now have to be done all at once. The cost will be about \$19,800.00. He hopes some of the old machines can still be used for other purposes.

Mr. Zelpe introduced the MPL stand-alone Polaris integrated library system (ILS) cost estimate. This is what it would cost the library to purchase Polaris if MPL was not part of EasiCat. There is a financial advantage to being in EasiCat but the operational costs and other expenses must be kept in mind.

Ms. Winkle stated that the opt-out date to notify ESLS of the intent to leave EasiCat is June 30. MPL doesn't wish to withdraw but it would be too late to do so this year anyway. Ms. Winkle stated that if a system library paid its full implementation cost up front and later announced its intention to leave EasiCat there is no agreement in place to refund that library its Polaris payment. The Library Board Finance Committee will look into a funding source to pay the Polaris costs once we have solid contract information. Mr. Gort stated the Polaris implementation timeline starts this September with early November targeted for being fully online.

7. Ms. Winkle reported that Polaris software does not have an accrued/accruing fines/fees function. Ms. Kallas stated that currently in Horizon staff can easily see due dates, amounts owed on returned items and total accrued fees. This information can conveniently be given to customers, who often ask for it. Polaris doesn't currently offer the same easy functionality. Ms. Winkle stated that we had hoped adding this ability could be part of the contract negotiations but Polaris would not agree. ESLS Automation Librarian Paul Onufrak is working with Polaris staff on an alternative means for ascertaining accrued fees information, but we don't know yet just how efficient it will be.

8. Ms. Kallas reported on the increase in thefts since the beginning of the year. Forty-six items worth \$1,172.00 have been stolen, nearly all from the rental DVDs. We don't have enough evidence to determine how the thefts are being accomplished. A customer was arrested recently for stealing music CDs and there seem to have been no thefts since that time. Staff will continue to closely monitor the situation. Mr. Gort reported having requested a quote from Camera Corner for a portable security camera.

9. Ms. Winkle introduced an e-mail from Mike Pardee concerning Young Adult (YA) gaming on the Groovix Internet stations. Some Internet games were restricted at MPL before the changeover to Groovix due to their negative impact on bandwidth for other users. Now we're finding that multiple gamers on the same Groovix pod use up all the CPU's capacity and interfere with everyone on that pod using the Internet. Mr. Gort is exploring converting some of the computers slated for replacement due to the Polaris implementation to standalone Groovix gaming stations. This would be a good use for the older machines and save MPL from having to restrict gaming again. Ms. Towne noted that she knew some students that could help test the Groovix installations. If this works there would be a rollout in August of eight to ten gaming machines in the Teen Center on second floor. The machines would be set up for use by teen library card holders only.

10. Mr. Zelpe confirmed the report to the Board.

11. The next meeting will held when needed.

13. Mr. Zelpe called for a motion to adjourn. **Motion** made by Mr. Wackowski. **Seconded** by Mr. Markevitch. The motion **passed**. Mr. Zelpe adjourned the meeting at 5:40 p.m.