

## SUMMARY OF MAJOR ACTION AND DISCUSSION ITEMS

### eiNetwork Technology Group Meeting February 6, 2009

**Members present:** Joseph Marrone, Samuel Taylor, Jeremy White, Dan Waksman and Rebecca Serey

**Member Absent:** Mike Nangia, Melanie Myers, and Ernie Williams

**Visitors:** Mary Coyle

#### **Discussion of Process for Input**

Mr. Marrone presented an [Updated Draft Library Technology Input Process Flowchart](#) that incorporates the discussions from the last meeting. The additions are *Preliminary Discussions with eiNetwork*, *eiNetwork communicates with libraries*, and some word changes. The role of Technology Council Meetings (joint meetings of the Steering Committee and Technology Group) also needs to be discussed.

Mr. Marrone presented a draft Library Input form. The Technology Group discussed incorporating the following items on the form:

- describe your support and ongoing management plan for this project
- signature of person responsible for budget in the library to ensure funding would be available
- additional sign-off for Outsourcer if required
- timing for implementation
- timing of funding example – Grant with time lines to utilize the money

The Technology Group discussed that repairs or current offerings do not need to utilize this process. The Library Input form will be for new technologies and big projects such as renovations or library moves. The Technology Group thinks the forms should be available on-line so that other libraries can search to see if another library has already submitted a similar request and to track request status.

#### **Update of Plan for Library Technology Plan in Q1 2009**

Ms. Serey reported that five Technology Plan workshops are scheduled. Some of the workshops are designed for maximum assistance with completing/understanding the Technology Plan form and the other meetings are to share best practices with libraries that do not need much assistance with completing the Technology Plan forms. Ms. Serey and Ms. McIntyre reviewed each page of the Technology Plan form. They provided information as to why the information requested is important to the eiNetwork and explained some of the terminology. Libraries that identify technology projects in their Technology Planning form may be asked to pilot the Library Input form.

#### **Outsource Progress to Date**

Ms. Serey reported that she, Dr. Marrone, and Mr. Nangia are on target and should have a recommendation to the eiNetwork Board of Directors at the February Board Meeting.

#### **Next Meeting – March 6, 2009**

Submitted by

Mary Coyle, eiNetwork

February 6, 2009