

# LACONI

Technology Section

January 13, 2012

## Agenda:

- Constant Contact
  - Currently using Reference Section account and sharing cost
  - Pricing based on # of email addresses
  - Jeff will work on templates
  - Toby will help standardize procedures/steps and notify other sections
  - Toby will help create email addresses for each section of contact purposes
  - Using ecommerce in conjunction with Constant Contact is being worked on (Create PayPal account for the Technology section) Talk to Kristine Kenney
  - Need @laconi email addresses for officers - Toby
- Programming - Standardize
  - Checklist/Timeline - RASS
  - Template(s) – half-day, full-day
  - Promotional Materials (constant contact) –no fliers
  - Planning program dates – April/May meeting
  - COMMUNICATE – Share information with entire group
  - Teamwork – At least 3 per program
    - Chairs of program (team leaders)
    - Delegation of work (team members)
- Web-based Tools
  - CoHuman.com – online Project Management application
  - Google Docs (Who gets to see/edit what?) – Shared with all committee members
  - Mindjet.com – brainstorming web app
- February Program
  - Who will be present and what are their responsibilities? Carolyn, Jeff – April program announcement
    - Food and drink purchased by LACONI Committee member (Darren)
    - LACONI Reimbursement form (Tony)?
    - Speaker - \$100
    - Entertainer - \$100
  - Documenting equipment use
    - April Program – Makin' Stuffz, Libraries as Creative Spaces
  - Who will be present and what are their responsibilities?
    - Conference call notes
    - Hosted at Fountaindale
    - Examples of
    - Community impact
    - Library environment variables
    - Physical space requirements – Paul Mills (director)
    - Smaller space also – Barrington (Mary)
    - Toby's digital media lab webinar – PLA Jan. 25
  - Successful uses of library as content creation lab

- By Law review
- Duties assigned to officers
  - Who wants to be an officer?
- Pres. – Jeff
- Vice-Pres. – Toby
- Secretary – Tony
- Treasurer – Ask Kris first (email Kris)
- Web Liaison – Carolyn
  - Everyone Pays!!! No free rides!

NEXT MEETING – April 20, 2012 after program, lunch