

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