

Atkinson Technology Committee

Atkinson, NH

Meeting Minutes

Date: September 10, 2009
Location: Atkinson Town Hall
Attendees: Todd Barbera, Dave Hammond, Wendy Barker, Tom Cannon

Meeting called to order at 7:22 PM

Reviewed Adel-XT invoices issued from 6/2008 to the present and discovered:

- Invoices contained varying rates with no explanation
- Many issues that were billed had no resolution
- Some invoices had only a total with no line items detailing work done

Discussed renewal of Adel -XT support contract

- Should we renew the Adel XT contract?
- If we need to go through the bidding process could we accept the library's RFP process or do we need a new RFP?
- Committee proposes the following matters and put them to a vote:
 - 1 - Recommend to the Board of Selectmen that they discontinue using Adel-XT services at a future time to be determined by the BOS.

Brought to the table by Dave Hammond

Seconded by Todd Barbera

Decision unanimously agreed upon all committee members present

2 - Recommend to the Board of Selectmen to explore extending scope of current First Choice contract for the library to the entire town for IT maintenance.

Brought to the table by Dave Hammond

Seconded by Todd Barbera

Decision unanimously agreed upon all committee members present

Library discussion

- Next Library Trustee meeting will be held on Wednesday, Sept 16, 2009.
 - Todd will request to be put on the agenda
 - We will answer any questions and concerns they may have since our last meeting
 - We will request any specs they may have on the server room and its equipment
- In preparation for this meeting
 - We should compile a list of additional questions to present to the trustees
 - We will tour the library server room on Friday, Sept 11, 2009
 - Need to obtain any information we can from the equipment we see in the room

Town It Policy Discussion

- After review it was decided that we would use the shorter version written by Wendy
 - Dave has already submitted comments that will be incorporated
 - Other committee members will review it and comment

Action Items:

Dave: work on a visual flow chart to illustrate the IT Roadmap

Todd: request to be put on the agenda of the next Library Trustee meeting

Tom: prepare a list of questions to be presented to the Library Trustees

Wendy: update the IT Policy and continue to work on the website project plan

All: Tour Library server room on 9/11/09

Meeting adjourned at 9:18 PM.