



Information Technology Committee

January 17, 2020

Committee Purpose:

The IT Committee will, under the Direction of the Library Director, be responsible for:

- Ensuring that the Library's technology offerings are planned appropriately,
- That its technology resources are deployed and maintained in a way that most effectively and securely supports the library's strategic priorities and the community's library technology needs.

Committee Membership:

- Two Library Board members
- Library Director and Library Assistant Director
- Other staff and community members may be added at the discretion of the group

Committee Chair Responsibilities:

- Chair Information Technology meetings
- Consult with the Director on agenda and process/facilitate meetings
- Schedule quarterly meetings and additional meetings as needed
- Provide committee reports to the Board of Trustees

Member Responsibilities:

- Attend Information Technology Committee meetings
- Become familiar with key technology issues and the library's different service areas
- Offer suggestions and recommendations to the Director about technology purchases and maintenance of hardware, software, networking, Web services, patron technology, workspace, and other related technology issues
- Provide expertise and advice to the Director for technology vendors, services, and products
- Review the annual information security risk assessment results and report the results to the Board of Trustees
- Collaborate with the library staff to administer and analyze an annual patron survey about the library's information technology
- Review and recommend, as appropriate, information technology and information security policies.

Scope:

Level: Advise and Recommend