Draft Terms of Reference for:

Strategic Technology Subcommittee of the Newmarket Public Library Board

1. Objective:

The main objective of this committee will be to help assess, review and highlight opportunities to advance technology capabilities and in shaping the future technology vision for the Library and the services the Library provides to its patrons. A key element of this vision is for the library to keep pace with the rapid change in technology platforms through which patrons choose to consume its services. For example, as more users migrate to mobile devices, they may interact with the library through a mobile device, while the main website is optimized for the desktop platform. To keep abreast of these rapid changes in user behavior involves taking every opportunity to incrementally update the underlying core technology, and leveraging new initiatives to advance components of the core architecture, while balancing cost and effort. This committee will also play a role in looking for opportunities to collaborate with the Town of Newmarket's strategic technology imperatives.

2. Members:

The participants in the subcommittee will include at least two Board members, the CEO, an administrative support staff, and the Systems Manager. The Chair of the committee must be a Board member. Additional staff involvement will be at the discretion and by recommendation of the CEO. The initial subcommittee members will make recommendations to the Board with respect to additional participants for the committee, and request that the Board issue invitations to those individuals.

3. Governance:

This Subcommittee will be formed and disbanded as requested by the Library Board, and will report directly to the Library Board at the regularly scheduled monthly Board meetings.

4. Meeting Schedule:

Once the subcommittee is formed, depending on the task at hand, it would determine the requisite frequency for regular meetings, with approval from the subcommittee chair.

5. Conflict of interest:

If any of the subcommittee participants, immediate friends, family or companies are in position to bid for any work being advised on by this subcommittee, they will recuse themselves immediately from this subcommittee due to lack of impartiality or potential conflict of interest.

6. Budget Requirements:

At this time, the anticipated funding for the technology subcommittee involves staff time, and use of Library facilities. At this time there is no estimated hard dollar cost.