

May 12, 2010
Web Committee Meeting Minutes
Shutesbury Town Hall

Members Present: Chairman Fred Steinberg, Willa Jarnagin, Gail Fleischaker, Leslie Bracebridge, and Paul Vlach. Guest: LFNAC Secretary, Martha Field

Meeting opened at 7:06 PM

Subjects discussed:

- 1) Fred and Gail taught Leslie and Martha how to add minutes to the Website.
 - Library Trustees page with sub-heading for LFNAC – now has LFNAC minutes.
- 2) Move to Gmail: Deferred as it would be too much work and would cause confusion.
- 3) Drupal Administrative Access: Can it be restricted to different areas/tasks? Willa will look into it but she is not hopeful.
- 4) Request permission for “Social Services/Community” Links to non-government sites:
 - Page would have a caveat at the top.
 - Needs Select Board “Blanket blessing” to allow links to fall under broad spectrum of non-commercial, non-detrimental social services available to public. Examples:
 - Franklin Reg. Housing Authority
 - Community Preservation Act Coalition,
 - Franklin Regional Council of Governments (FRCOG)
 - Franklin County Chamber of Commerce
 - Franklin County Home Care
 - Community Network for Children.

Link would be based on Web Master’s judgment. If he’s unclear he’ll refer to the Web Committee. If the Committee is unclear the Committee will refer to the Select Board.

- 5) Web Committee will maintain only one announce list for now.
- 6) Go to Google Analytics – fancy page counter – will appear on every page.
- 7) Newsletter inserts: Leslie to confer with Newsletter Editor Janis Gray regarding departments sending inserts in electronic file to Editor Janis Gray. (And then from Janis to the Web Committee.) The goal is to have the whole packet (newsletter and inserts) documented online.
- 8) Monitoring pages: Paul and Fred get notices of changes and Fred already checks.
 - Willa will also see if Drupal can show:
 - Who made last edit, and
 - Make stronger color and underline for links.
 - When teaching new people to edit Website: Give them a Password and tell them:
 - Stick to his/her own page.
 - Web Committee reserves the right to edit for Website and policy consistency and appropriateness.

Next Meeting: August 4, 2010

Meeting dissolved at 8:40 PM

Minutes recorded by Leslie Bracebridge