

WEB ADVISORY GROUP

Minutes *Monday, October 28, 2002*

Present: Brown, Eyman, Ford, Gallagher, Garland (Chair), Handman,
Kupersmith, Lake, Ronnigen, Stirling (ex officio), Williams

1. Introduction of Group members.
2. **ACTION ITEM:** Announce WAG's membership to all library staff (Garland)
3. Review of Charge

Evaluation of priorities:

- A. Mission statement/vision
 - a. Consider overriding principles and assumptions
 - b. Use to help define "scope" of web site
 - c. Balance policy issues v. implementation
 - d. Place web site within larger context
 - e. Discuss marketing and outreach role of website
- B. Scope
- C. Design Principles
- D. Roles and responsibilities
- E. Unranked items remaining in WAG charge:
 - a. Policies procedures, standards, guidelines . . .
 - b. Ongoing evolution and viability
 - c. Usability testing
 - d. New tools to enhance user productivity and easy compliance
With procedures and standards
 - e. Create task groups to pull in additional Library staff and users
for input

ACTION ITEM: Prepare to discuss WAG mission statement at next meeting
(All)

ACTION ITEM: Review PEAS Final Report (All)

ACTION ITEM: Identify three web sites that you find functional/attractive for
consideration as models and set up a time with the Web
Services Manager to review these and your current
website. (All)

4. Discussion of the Web Services Group, a sub-group to WAG, and its role vis-avis
WAG.