

# MINUTES

## Bolingbrook IT Commission

*Date | time | 04/01/21 7:05 pm Meeting called to order by Jerry Gynac*

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### In Attendance

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Commissioners Present: L. Anumalasetty, M. Behrens, B. Dennis, J. Gynac, E. Laffoon, E. McIntyre, S. Mertes, R. Stork, D. Walker, T. Washington

Commissioners Not Present: G. Arrington, A. Kapadia, H. Matos, K. Natschke, S. Walker

Guests:

IT Liaison Present:

IT Liaison Not Present: J. Farrell

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### Pledge of Allegiance

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The IT Commission rose and recited the Pledge of Allegiance.

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### Adoption of the Agenda

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The agenda was distributed to the IT commissioners present.

Minutes of the meeting were recorded by Commissioner E. McIntyre

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### Approval of Minutes

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The minutes were reviewed from the March 18th, 2021 meeting and approved.

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### Reports of Officers and Executive Committee

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Our point of contact at the Fountaindale Library, Jeffrey Fisher will be retiring on Friday, April 2nd. In the interim, we shall continue to work with Adriana Alvarez. During this transition, we were given temporary access to the library's YouTube channel in order to download our collaborative videos. This will allow us to post them on other sites or sources. Commissioner J. Gynac completed his demonstration of computer backups. Due to tight time constraints and anticipated interest levels, the IT Commission will forgo a presentation during the summer season at the library, but will resume with topics on cybersecurity and computer restores in autumn.

All the commissioners need to finish reviewing their personal records for their appointment certificate so that it can be digitized and sent to Commissioner J. Gynac. Currently, we will hold off on further reappointments until elections and the fiscal year are completed. For accurate bookkeeping in the future, commissioners should also relay a copy of their new appointment certificate to Commissioner J. Gynac once reappointed.

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## Content Committee – Gwen Arrington (Chair)

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N/A

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## Advisory Committee – Toni Washington (Chair)

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Boxcast schedule is proceeding as designated. Also, the recordings should include the entire credits for the village board meetings.

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## Special Events Committee – Diana Walker (Chair)

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Will continue to send emails to contact other commissions regarding the Village Picnic. Shall acquire commission shirts for Commissioner H. Matos.

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## Unfinished Business

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Continued to review development and testing progress of the Village Forms conversion. Current milestone is to complete our top three prioritization categorizations by end of the month. At that time, we will submit a status report to the interested elected officials. Also, a review email was sent to R. Ruiz. Follow up check will also be performed.

Reviewed new undertakings for the upcoming budgetary year:

- i. Discussion of the Blackmagic Design ATEM Mini Pro was deferred for lack of time in the meeting.
- ii. Preliminary research for STEM Demo monitors will be conducted by Commissioner S. Walker.
- iii. Systematic review process for village website shall need a subcommittee of two to three members to begin outlining the approach. Start date shall be in May as well.

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## New Business

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N/A

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## Announcements

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## Good of the Order

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## Next Meeting

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Motion to adjourn was made at 8:33 p.m. and was passed unanimously.