

Website Advisory Committee
Meeting Minutes
9:00 a.m., May 28, 2008

Attending: Linda Holiner, Dave Ramsay, Barrie Clough, Dave Stapleton, Carol Lisbon, Jeff Seaman

Minutes of April 30 were approved.

Dave Stapleton reviewed the Town of Franklin website at www.franklin.ma.us.

Barrie organized the Town Clerk website pages using our working template. Bill, the network administrator, made some changes to the template and proposed a slightly different organization. Bill introduced several useful features, including:

1. Breadcrumbs at the top of each page showing how the user arrived at the current destination. (“Home > Town Clerk” is an example.) We’d like it displayed a bit larger.
2. Box on right side with navigation. This box currently shows subtopics as well as links to other sites. Our main comment was that we should differentiate between external links and internal links by using headings such as “Topics on this page” and “Related pages.”
3. The topics of the FAQ’s should stand out more. The navigation box on the right should list each of the FAQ topics. Also the FAQ’s could be organized and worded so that their topics are more prominent.

The FAQ’s should include a question about the difference between a certificate and a license.

As a reminder, at the previous meeting we agreed on the following action items and I wasn’t sure to whom they were assigned:

1. Make updating the website part of the employee job description.
2. Include updating the website as a responsibility in the committee appointment letter.
3. Include updating the website as a responsibility in document given to new committee members.

Action Items for Next Meeting

Bill to make changes to the website available to committee before the next meeting so we can be prepared to discuss them at the next meeting.

Next meeting: June 18, 2008

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Linda Holiner