**Catamount Library Network (CLN) Membership Meeting:**

 **Board of Directors**), Jennie Rozycki, President (No. Bennington), Sue Dowdell, Treasurer (Springfield), Cathi Wilkens (Guilford), Holly Hall, Secretary (Jericho/DRawson), Starr LaTronica, Vice President (Brattleboro)

**Attendees:** Sarah Snow (Ainsworth), Lynne Fonteneau-McCann, (Bennington), Erica Shott (Dorset), Jill Tofferi (Ludlow/Fletcher), Bridget Stone-Allard (Georgia), Leah Gessner (Guilford), Kendra Aber-Ferri (Morristown), Emily Zervas(Putney), Sarah Wiles (Putney School), Janet Clapp and Karen McDonnell (Rutland), Tammy Gould and Tracy Obremski (Springfield), Rachel Muse and Michelle Willey (Waterbury), Lise Cavanaugh (Westminster West), Rene Cressy (West Rutland), Virginia Morgan (Whitehall), Kathy Beaird (Woodstock), Guests: Deborah Hansen and Ed Surjan from Manchester.

**Libraries Not Present:** Brigham, Reading (excused), Royalton, Starksboro

**CLN Annual Meeting: October 25, 2022 via Go to Meeting**

**Called to Order by President Jennie Rozycki: 10:08 am.**

**Additions to the agenda:**

\*Structure of Loans and Cataloging Groups, with option to combine groups into a single "Working Group" to troubleshoot problems.
\*Cost of GoToMeeting vs Zoom or other virtual meeting platforms.
\*List of Volunteer Opportunities for library staff who need to/ want to get more involved with CLN. \*Patron History in Aspen.
\*Meeting schedule for the year ahead.

Bridget Stone-Allard requested that we take roll of libraries attending. Attendance is reflected above.

**Public comment(s):** Jennie Rozycki expressed her gratitude for the ingenuity, time and commitment that was required of the membership to bring Aspen on board.

**Minutes:**

Motion made by Sue Dowdell to accept the Catamount Library Network Minutes of October 26, 2021 Annual Meeting as written. Bridget Stone-Allard seconded. Motion passed unanimous.

**Treasurer’s Report: Sue Dowdell**

Monthly Treasurer’s summaries and reports are posted on Basecamp. December 31st is the end of the fiscal year.

**Nominating committee report: Starr LaTronica**

The nominating committee (Starr, Janet Clapp and Erica Shott) recommended Jennie Rozycki be elected to the Board of Directors for a second term, from 1/1/23-12/31/25.

**Election of Directors**

Jill Tofferi volunteered to stand for election to the Board, in addition to Jennie’s candidacy. The election was conducted in private chat to Starr. *Jennie was re-elected by a majority vote of libraries present, (1 library = 1 vote.)*

**Ratify Membership agreement 2022**

The current agreement has been edited to strengthen the importance of member library commitment. Janet asked if this document supersedes any prior agreements and is in place from this time forward. Jennie confirmed that it does and is a reaffirmation of each library’s commitment to one another and this group.

Jennie highlighted the proposed changes that emphasize the expectations of member participation and responsibility for reporting statistics to the Department of Libraries on an annual basis. An earnest discussion of requirements, expectations, enforcement, accountability and sustainability ensued. There was agreement that attendance At CLN meetings and training is in the best interest of individual libraries and the consortium as this is the very best forum for member libraries to stay informed of changes, issues, developments, problems, etc. Libraries that miss a meeting are expected to watch the recording or at least read the minutes on Basecamp, which admittedly does not equal live participation at a meeting or training. However, scheduling issues of many libraries and the staffing challenges of very small libraries can sometimes be a barrier to live attendance and monitoring the review of recordings is not realistic and enforcement of such a requirement is therefore, not tenable.

There was further discussion of whether member library staff should be encouraged or required to volunteer for support roles in the organization. Bridgit has prepared a detailed list which would provide enough opportunities for every library to participate.

Jennie put forth a motion on behalf of the group that the word “expected” be changed to “required” in the first line of the third item under *Terms and Conditions*. “Member libraries are *expected* (change to *required*) to attend Loans and Cataloging group meetings…” *Jill seconded. Motion failed 13-4.*

Jennie put forth a motion on behalf of the group that the word “urged” be changed to “required” in the first line of the forth item under *Terms and Conditions*. “Member libraries are *urged* (change to *required*) to volunteer for leadership positions…” *Lynn seconded. Motion passed 11-6.*

Lynn reaffirmed her conviction that all members should be required to attend Cataloging trainings. *Jennie proposed inserting as item # 2 that “Member libraries are required to attend all training meetings.” Seconded by Bridget.* Emily expressed concern that events can intervene and inhibit attendance at times. Lynn stressed that trainings should be scheduled far enough in advance that arrangements can be made to accommodate schedules. She underscored that staying current with training is critical to the ongoing operation and success of the organization. *Motion passed 12-4 with one abstention.*

Sue motioned to accept the Membership agreement as amended. Janet seconded. *Motion passed 17-1 with 1 abstention.*

Jennie will send fresh copies of the agreement to each of the member libraries, which must be signed and returned to Holly for filing in the Secretary’s binder.

**Presentation of the 2022 proposed budget: Sue**

Sue presented the budget. She called attention to the columns that listed: a) last year’s fees and b) the fees as calculated for this year, based on the formula. The Board had voted to asses each member the lowest of the two numbers, as there was a surplus and libraries have had a challenging couple of years.

**Adoption of the 2023 Budget**

Lynne thanked Sue for her work and moved to approve the proposed 2022 budget. Janet seconded. *Motion passed unanimously.*

**Conflict of Interest annual statement**

Members of the Board of Directors need to sign the agreement. The agreement is on Basecamp. All Board members must read, sign, scan and send it to Holly to include in the Secretary’s board book.

**Other Business:**

**Contact List Updates**

Jill Tofferi maintains this spreadsheet on behalf of CLN. The current list is posted on Basecamp. It is the responsibility of each member library to notify her of any changes. Please send updates to her personal email, fmlibrary@comcast.net.

**Volunteer Positions**Bridget has compiled a list of opportunities to contribute to the work that will keep CLN strong and viable. It is in the beginning stages and is not comprehensive. She welcomes more additions. Emily Zervas volunteered to serve as parliamentarian, someone with in-depth knowledge of the bylaws to answer related questions during the annual meeting. Jennie asked how we should move forward with adding and filling roles. Cathi Wilkens volunteered to administer this effort, which will be posted as a new project on Basecamp.

Various options were discussed including a spreadsheet, (which cannot be edited in Basecamp), and a sign-up genius. Cathi will work out a process and a list of positions will be posted on Basecamp.

*Brief break began at 12:01. Meeting resumed 12:12.*

Jennie acknowledged the difficulty for small libraries to fulfill the participation commitment as CLN members. She will emphasize a realistic estimate of the staff time and effort required to any future/potential members before they consider joining. Active participation is crucial for keeping the system strong and up to date.

Sue noted that CLN has several Google accounts, so we could have a shared spreadsheet that can be edited for volunteer sign-ups. She will send out a link and Cathi will follow up. Holly asked that an estimated time commitment be included with the tasks listed. Jill noted that volunteerism has always been part of CLN and that the experience increases expertise in Koha.

**Long Range Planning for Consortium**The consortium has grown vigorously in the past few years and it is time to take stock and look at our present state and articulate our expectations for the future and how we can best support one another. Jennie invited member libraries to volunteer for this committee. Sue affirmed that as we add members, we need to have his discussion. Jennie noted that it will help anticipate needs. Discussion supported the need for a planning committee.

*Sue moved that we authorize a Long-Range Planning Committee for the consortium. Janet seconded.* The committee will work out the structure and details. Jill expressed concern that costs remain affordable. Emily will generate a Doodle poll to arrange for an initial meeting.

**Communication Strategies**
Jennie queried the group for preferred avenues of communication. Is Basecamp effective and efficient? Jill extoled the virtues of Basecamp and urged people to check it on a regular basis.

 Jennie addressed the added agenda item of evaluating virtual meeting platforms to this segment, as it deals with communication. The group discussed the possibility of switching from Go to Meeting to Zoom. Sue reported a saving of about $100/year if we were to change. *Sue moved to switch to Zoom when our current subscription to G2M expires. Cathi seconded. The motion passed unanimously.*

Sue asked for feedback from small libraries re: the challenges of using Basecamp.

Janet asked that people include their library name and position when posting. Profiles can be edited to include this info by clicking “me” at the top of the Basecamp screen

Jennie will post a Doodle poll to conduct a brief tutorial on using Basecamp. She will also notify opportunities for admin training in Koha to cover Reports.

**Additions to the agenda:**

**Structure of Loans and Cataloging Groups, with option to combine groups into a single "Working Group" to troubleshoot problems.**There has been a suggestion to combine the staffing and loans groups into a single meeting. The groups serve as in an advisory role to the Board. During discussion it was noted that the two groups usually cover different issues and concerns rarely overlap. It was also noted that small libraries do not have different staff assigned to each group and therefore the same person attends each, essentially doubling their meeting commitments. There was concern that combining the two groups would double the length of the meeting. There was agreement that Aspen increased the need for more meetings, but if there were a regular schedule of meetings on alternating months, it may make attendance more manageable. It was decided to let the two groups discuss and decide if this is their preference.

Jennie transferred the remaining agenda items: Patron Privacy in Aspen; 2023 Meeting Schedule; Review of ticketing procedure, to the subsequent Board meeting to be held this afternoon.

**Next Meeting:**

**Next Annual meeting of the Catamount Library Network, Inc. will be Tuesday, October 17, 2023 in Waterbury. We hope to meet in person so meeting will start at 11 AM.**

*Jill made a motion to adjourn. Janet seconded. Motion passed unanimously.*

Adjourned at 1:20 PM.