

## **Catamount Library Network (CLN):**

**Board of Directors:** Lynne Fonteneau-McCann, President (Bennington) Mary Kasamatsu, Vice-President (Waterbury) Jill Tofferi, Treasurer (Ludlow/Fletcher), Holly Hall, Secretary (Jericho/DRawson) Deb Higgins (Rutland),

**Regular Attendees:** Wendy Sharkey (Bennington), Chris Bloomfield (Springfield), \*Cathi Wilken(Guilford)

*\*Denotes by phone*

**New Attendees:** Amy Howlett(Springfield) \*Starr LaTronica(Brooks)

**Not Present:**

**CLN Board Meeting April 26, 2016 @ Rutland Free Library, Rutland, VT**

**Called to Order by President Lynne: 10:15 am**

**Additions to the agenda:** Ainsworth training (under member libraries), adoption of the update FAQs (at the end of the agenda).

**Public comment(s):** Welcome Amy Howlett to her first Catamount meeting. Thank you Jill T. for the FAQ update, Deb the contact sheet and Mary the web site update.

### **Minutes:**

*Motion by Deb and seconded by Jill T. to accept the Catamount Library Network Minutes of March 22, 2016 as corrected. Motion passed unanimous.*

### **Treasurer's Report: Jill T.**

- Banking is using the email [accounts@catamount.org](mailto:accounts@catamount.org) and it is working well.
- The Dept. of Labor contacted Jill T about taxes for Jess Weitz. There was some confusion about Jess being employed as a subcontractor not as an employee of Fletcher Memorial Library. Jill has filed the appropriate paperwork to take care of taxes.

### **Member Update:**

- **Ainsworth** – Holly – The new director was a bit confused about the process for checking books requested out to other libraries. Constance Murphy was able to help her over the phone but board feels more training is needed. Wendy will contact her. This will be additional training for this library so the board will ask that Ainsworth pay mileage to the trainers.
- **Brigham** – Wendy – Now on the production serve and has so far entered 17 records. Thanks to Constance Murphy at DRML for providing the training.
- **West Rutland** – Chris – They had a question about running the holds queue which Chris was able to help them with.
- **Reading** – Wendy – Cataloging training will take place 4/29/16. Jill Chase and Wendy will be the trainers. Jill Chase has some good documents for training and she will be asked to post them on Basecamp.
- **McCullough** – Jill T –Nothing more. They will contact us if/when they are interested in joining.

### **Other discussion not part of the new members,**

- To avoid confusion as new libraries are added, current consortium libraries are asked to remove from the patron database ILL accounts they may have created for any library that is now a Catamount member.

**Bi-Weekly ByWater Updates :** Wendy /Deb reported

- Catamount has been having an issue with frequently being down, running slow and having a 404 error message. ByWater said the server that Catamount is housed on is at 90% and might be the problem. ByWater will move Catamount up the list of libraries waiting to be upgraded to the 3.22 version. Catamount should be on the test server soon and the upgrade will put us on a larger server hopefully fixing the problems. Until that happens please continue to use the “Systems Down” on Basecamp.
- There might be a solution to deduping. It looks like there is a choice of two options.

**Option one** – run an automated script for best record match using item type. The cost to develop the script is 1500.00 and there is no control over the records selected.

**Option two** – a plug in that develops a report to find duplicates. They can then be looked at before merging with an opt-out choice to exclude any records that shouldn’t be merged. This is more flexible. The cost would be 3,000.

Catamount does have the funds for either of these because Money was budgeted for deduping. It could also be put out on ByWater for crowdfunding but that might take a while and it would be developed to fit a board range of libraries and their needs.

The board is requesting that ByWater give a more detail proposal and no money will be given until it is proven to work correctly.

- A question about default pricing was discussed. If no price is in the record then it lists zero. Replacement pricing is sometimes different.
- The anonymous patron issue is listed on crowdfunding seeking funds to be resolved.

**Loans Group:** Wendy reported

- The 3.22 upgrade was discussed. There are some system preferences that need to be decided on.

The loans group recommends that the following preferences be set:

- 1) “membership expiring soon” automated email be sent 21 days ahead of the expiration. Emails can be individualized by each library.
- 2) If patron is restricted then renewals are blocked.
- 3) If a patron has several overdues, all items can be renewed.

*Jill T. made a motion to accept the recommendations of the loans group for the system’s preferences on the 3.22 version of Koha. Mary seconded. Motion passed unanimous.*

- A manual for check in procedure has been created and will be posted on Basecamp.

**Catalog Group :** Wendy reported

- The meeting on April 19 was well attended.
- Deduping was discussed with agreement that each library will fix records as they find them.
- There was an issue with material types on the staff side showing the wrong symbol/icon for the item type. For example an audio symbol on a book. A consensus on a fix was reached.
- Sometimes a bib record that describes a book will have an audiobook or large print copy attached. Because search results are affected, items should only be attached to bib records that correctly describe the item. Audiobooks alone should not be attached to book records. If something is both audio and book, like a kit, it is up to the owning library to determine how to catalog the item. Catalogers agreed to contact the owning library if they find an audiobook attached to a book record.
- On June 6<sup>th</sup> Sevim McCutcheon will lead a workshop in Rutland on cataloging. It will be an all day workshop with the first half being basics and the second half being more in depth. All Catamount libraries can send people. Deb Roderer from Dorothy Alling in Williston will be attending and she will let the other VOKAL libraries know there are 5 spaces available if they would like to attend.

Jill T. will put together a thank you basket for Sevim of Vermont products.

**Other Business:**

- *Motion made to accept the updated Frequently Asked Questions for the webpage by Deb and seconded by Mary. Motion passed unanimous.*
- Fletcher Ludlow is going to ask the courier group to change their name to Ludlow Fletcher to try to stop the confusion with deliveries going to Fletcher Free.

**Next Meeting:**

- **Next meeting is Tuesday , May 24, 2016 at Rutland Free 10:00am**

*Motion to adjourn Holly and seconded by Deb. Unanimous*

Adjourned 12:00 PM