

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),

**Denotes by phone*

New Attendees:

Not Present:

CLN Board Meeting March 22, 2016 @ Rutland Free Library, Rutland, VT

Called to Order by President Lynne: 10:11 am

Additions to the agenda: Update the Catamount contact list, CLN website. Both items are to be discussed at the end of the agenda.

Public comment(s): The day was beautiful! Lynne was contacted by a library in Alabama that had questions about Koha and ByWater. ByWater had suggested the contact.

Minutes:

Motion by Jill T and seconded by Deb to accept the Catamount Library Network Minutes of Feb. 23, 2016 as corrected. Unanimous

Treasurer's Report: Jill T.

- There is a discount if Novelist is paid for all at once rather than in installments.
- In future reports it would be helpful if OCLC costs are separated from membership costs.

New Member Update:

- **Brigham** – Wendy – Has added more records to the test server and are now ready to be moved over to the production server.
- **West Rutland** – Deb – Training was held and it went well. Their go live date is March 25th and Deb will be there to support them. The transfers for them will be disabled for one week.
- **Reading** – Wendy – still needs barcodes and scanner.
- **McCullough** – Jill T – Staff visited Fletcher in Ludlow to see how Koha works and to ask questions. They would need to weed and change barcodes. Currently they are only using 6 digit barcodes. They will be in touch if they are interested and want to move forward.

Other discussion not part of the new members,

- Amy Howlett is the new director of Springfield Town Library. Discussion was held about how to add her to basecamp. It is important that posts to Basecamp by Russ remain intact for archive purposes so Amy will need to be added with a different email address than the Springfield one that Russ used.

Bi-Weekly ByWater Updates : Wendy /Deb reported

- Love the yellow box! ByWater is very responsive to requests to create reports. It usually happens in a very short time span. Let Deb know if there are any reports you would like that Catamount does not currently have.
- The transportation matrix has been switched to collection size going from biggest to smallest.
- Wendy requested a deduping process be created.

- Catamount needs to make sure that all libraries know the ticketing process and how to get support with Koha issues.

Loans Group : Deb reported

- There has not been a meeting yet but one will be held 4/12/16.
- Therese from Brooks requested on Basecamp that we reconsider going back to the “long overdue lost” model that was originally used because fines are not accruing correctly. Deborah Rawson had requested it be changed because items that are long overdue does not mean that they are lost. Items were being replaced that were thought lost when actually they were just overdue and not yet returned. Discussion was held.

Mary made a motion that we maintain the status quo with long overdue and lost being separated. Jill T seconded. Motion passed unanimous.

Catalog Group : Wendy reported

- The mandatory catalogers meeting held March 9th was great! Thank you Wendy and Jill T.
- Catamount is on the list as being ready to update to Koha 3.22 but no date has been given yet as to when that will occur.
- On June 6th 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 and VOKOL will be invited to send a limited number. Catamount would like to do more with VOKOL.
- Lynne sent Jess Weitz a letter thanking her for all the deduping work she has done for Catamount. A final bill from Jess will be submitted in May.
- Reports need to be cleaned up so that they are easier to find and use. All libraries are asked to get rid of any reports under their tab that don't work or that they do not use. Deb will clean up the reports under the *all* tab and remove any that do not work. Libraries are reminded that reports that are being tested/created should be done on the test server first and then placed on the production server once they are ready to be used.

Other Business:

- Catamount contact list was passed around to be updated and Deb posted it on base camp. Please check it to make sure it is correct and make changes if necessary.
- CLN website – Updated bylaws need to be posted and updated minutes from both the catalog and loans group. The CLN Board minutes are up to date. Lynne will send Mary the Catamount brochure to post. Mary will make the updates.
- Lynne will work on a Code of Ethics document draft to be discussed at a future meeting.

Next Meeting:

- **Next meeting is Tuesday , April 26, 2016 at Rutland Free 10:00am**

Motion to adjourn Jill T and seconded by Deb. Unanimous

Adjourned 11:55