

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/DRowson, Deb Higgins (Rutland)

Attendees: Wendy Sharkey (Bennington), Starr LaTronica (Brooks), Gizelle Guyette (Morristown), Amy Howlett (Springfield), Greg Tisher (Royalton), Rene Cressy (West Rutland), Dave Sullivan (Norman Williams/Woodstock), Chris Bloomfield (Springfield)

Not Present: Cheryl LaRue (Bakersfield), Sarah Snow (Ainsworth), Tony Pikramenos (Reading), Catherine Goldsmith (Starksboro), Cathi Wilkens (Guilford), North Bennington

CLN Board GoToMeeting April 25, 2017

Called to Order by President Lynne: 10:17 AM

Additions to the agenda: None

Public comment(s): None

Minutes:

The minutes from the Annual meeting held on October 27th, 2016 were reviewed. *Motion by Deb and seconded by Amy to accept the Catamount Library Network Minutes of the Annual meeting October 27th, 2016 as written. Motion passed unanimous.*

The minutes from the Catamount Board meeting held on October 27th, 2016 were reviewed. *Motion by Jill and seconded by Deb to accept the Catamount Library Network Minutes Board meeting October 27th, 2016 as written. Motion passed unanimous.*

Treasurer's Report: Jill T.

- Balance reported is 11,870.00
- Coming up soon is the OCLC payment. It is expected to go up 3% from last year. Springfield, Brooks, Rutland and Bennington share the cost.

New Member Update:

- **Brigham** – Wendy – They have about ¼ of their collection entered. No predicted Go Live date yet.
- **Reading** – Wendy – They have about half of their collection entered. They should be ready for a Go Live date probably in late summer of 2017.
- **Norman Williams** – Dave – Their Go Live went well. During migration about 1,000 records attached to the wrong record. It appears that the 01 field was the cause.

- **McCullough** – It seemed to go well. We need to reach out to them about attending board meetings though.
- Mary had a conversation with a trustee from the West Windsor library. The trustee had a lot of questions and said they were interested in Catamount. They are unautomated and have a collection of about 5,000 items.

Proposals for Changes to the Membership Agreement

- The board revisited the GoToMeeting schedule. Several Catamount members feel the face to face meetings are important. The board will try a new quarterly meeting schedule. January will be a GoToMeeting only, April, July and October will be face to face meetings with a call in GoToMeeting also available at those meetings. All member libraries should have a representative at all meetings and attendance at the Annual meeting held in October is required to have at least one representative from each member library present. The date for the October Annual and Board meetings was changed to Thursday October 26, 2017 because of the New England Library Association meeting conflict.

ByWater Call Updates : Wendy and Deb reported

- The dedup contract is expected to be ready to test by the end of July. It will be on the test server first. About 200 duplicate records every month are still be added. It was suggested that additional cataloging training might still be needed. The catalogers at their next meeting can talk about setting a date for that training.
- The new ByWater contact is working well.
- Jill is having invoice challenges with ByWater but continues to work with them on correcting invoices.

Loans Group : Wendy and Deb reported

- A discussion was held about claims returned procedures. Everyone has a different procedure and at this time it will stay that way. Member libraries did share their procedures so that everyone could see them.
- A discussion was held about issuing a library card to a patron that has outstanding fines at another library. Due to different levels of permission that staff has they can't always see that information. At this time it is up to each member library to have a procedure for issuing library cards.
- Upgrade System preferences – with the new upgrade the Loans group has recommended the following changes:
 - A. The new upgrade has a quick patron add feature. The loans group would like the add birthdate and email address to be part of the quick add.
 - B. Patrons can put multiple holds on items in the same record – for example a DVD that is one season but each episode is listed as an item on that record. The regular limits will apply of only 4 holds on DVDs, 10 on Books and periodicals.

- C. The last borrower will be stored on an item until that item is checked out again. It will not be on the patron's record but on the item's record. Only if the patron has chosen to save checkout history will it be on the patron's record.
- D. The patron can reset their own password, after an authentication process, if they can't remember the password to get into their account.

Motion made by Jill to accept the recommendations of the Loan Group for the system preferences changes. Deb seconded. Motion passed unanimous

- Dave asked about the ability to use the SMS notices. Dave will research it and Deb and Wendy will discuss it with ByWater on the next call to see what is needed to make it available.
- System preferences allow searches by fields. We will discuss this at the next meeting so if people can look at it before the meeting that will be helpful.

Catalog Group : Wendy

- Everyone is keeping track of all the dedups they do.

Other Business: none

Next Meeting:

➤ Tuesday July 25 Rutland at 10 AM.

➤

Motion to adjourn Holly and seconded by Jill. Unanimous

Adjourned 11:57 AM