

Catamount Library Network (CLN):

Board of Directors: Amy Howlett, President, Holly Hall, Secretary (Jericho/DRawson) Janet Clapp (Rutland),

Attendees:* Wendy Sharkey (Bennington)- Proxy for Lynne Fonteneau-McCann, Chris Bloomfield (Springfield),* Gizelle Guyette (Morristown),* Jill Tofferi (Ludlow/Fletcher), *Rene Cressy (West Rutland), *Sarah Snow (Ainsworth), *Jennie Rozycki (No. Bennington), Starr LaTronica(Brooks), Amanda Merk(Norman Williams), *Jill Chase (Waterbury) – Proxy for Mary Kasamatsu, Emily Zervas(Putney), Meg Brazil(Norman Williams),* Catherine Goldsmith (Starksboro),

***Denotes by GoTo meeting**

By Phone:

Not Present Marianne Pysarchyte (Royalton), Tony Pikramenos (Reading), Cathi Wilkens (Guilford), Cheryll DeRue (Brigham/Bakersfield) Mary Kasamatsu, Vice-President (Waterbury), Lynne Fonteneau-McCann, Treasurer (Bennington),

CLN Board Meeting May 1, 2018 – In person and GoTo Meeting, Norman Williams Library in Woodstock VT.

Called to Order by President Amy: 10:05 am

Introductions: Everyone in the room and on the GoToMeeting introduced themselves.

Additions to the agenda: Chris would like to revisit text messaging, Amy would like to vote on Putney Free Library joining Catamount and Wendy noted the need for a temporary Treasurer.

Public comment(s): Amy stated that the Catamount Board voluntarily follows Vermont open meeting laws. As a non-profit organization Catamount is not required to.

Minutes:

Corrections to the minutes of 1-23-18, Cheryll's name was misspelled in the corrections. *Motion by Janet and seconded by Wendy to accept the Catamount Library Network Minutes of January 23, 2018 as corrected. Motion passed unanimous.*

Treasurer's Report: No report at this time

- Lynne Fonteneau-McCann is currently not able to fulfill the duties of the Treasurer on Catamount Board of Trustees. Wendy suggests that someone on the board temporarily fill the position. Janet Clapp volunteered to be Treasurer until Lynne returns.

Motion by Holly and seconded by Jill C. to appoint Janet Clapp as temporary Treasurer. Motion passed unanimous.

New Member Update: Amy

- Putney Free Library would like to join Catamount. After a short discussion it was decided to approve the Membership Standards document before accepting Putney.
- Following approval of the membership Standards, *Motion by Janet and seconded by Wendy to accept Putney Free Library as a Catamount member contingent upon submission of a completed application. Motion passed unanimous.*

Membership Standards document: Amy

- A voluntary group of Catamount librarians put together a draft document on membership standards. *Janet made a motion to accept the membership standards document and Holly seconded.* Discussion followed. Those present agreed to the following changes; under Catamount loans heading the 4th bullet point the wording should be changed to *Libraries should be prepared for an expediential workload increase of consortium loans and have the space to accommodate the increase.*
Under general heading the 6th bullet point the wording should be changed to *a library must be open a minimum of 3 days or 15 hours per week and be staffed by trained non-volunteer personnel.*

Motion passed unanimous with the changes.

The document creator should make the changes on the draft copy and post a final copy on base camp, then board members will all have an up to date document.

- Chris suggested that sometime in the future the document might be sorted into guidelines and requirements.

Website Update: Amy

- Mary will be retiring in July and we will need someone to take over managing the Weebly website. Delia from Waterbury, contingent upon approval from Mary and the new director, and Meg from Woodstock as a backup, volunteered to take over. The most important piece is to make sure that the email gets checked for inquires. It was also suggested that the current board be listed as well as contact information.

Member use of GoToMeeting: Amy

- Amy asked how people felt about member libraries using GoToMeeting for individual library use other than Catamount meetings. Catamount meetings would take precedent. It was suggested that a tab be added on Basecamp projects for GTM scheduling. Jennie was able to add that. Gizelle volunteered to put together guidelines for use of GTM. Catherine and Starr will help as needed. The board will vote on GTM use at the next board meeting.

ByWater Call Updates : Wendy

- Calls continue to go well.
- There is an upgrade scheduled for some time in June. The test server has been upgraded if you want to see what the changes look like. There are also webinars available.
- **Reminder – Wendy will make changes on the test server. Preferences are not set until the board approves them so make note if you see something on the test server you like!** There is a possibility of a more graphic children's OPAC coming. More information coming at a later date.
- None of the outstanding tickets have been closed yet.
- The pay button issue has some suggested fixes that needs to be discussed at the next loans group meeting.

Loans Group : Jennie

- A meeting is set for 5-22-18 at 10 AM. There is a call out for agenda items. People can attend either in person in No. Bennington or via GoToMeeting.

Text Messaging: Chris

- It looks fairly simple. Chris had it set up on the test server to try out. It can send out messages for holds, pre-due, checkout and in. It cannot send overdue messages because it is limited to 160 characters. The patron chooses to turn it on or not. Each provider must be entered by the member library. There was a question about where do bounced messages go? Who gets the bounced message? It seems to be split between member libraries as to those in favor and those not ready to add it yet. No decision was made.

Catalog Group : Janet

- Wendy hosted an unconference in Bennington on April 3rd for tech services. It was a VLA sponsored event.
- The next meeting is June 5th.
- The De-dup plug in is available.
- **Reminder: it is important to have clean records. Fill in those required fields and avoid attaching to On Order records.**

Other Business:

- Brooks is going to be getting rid of fines.
- Woodstock is considering using fines.
- Rutland is looking into making children's cards fine free. However fines are not based on the type of patron card.

Next Meeting:

The next meeting will be Tuesday July 10th at a place yet to be determined, possibly Waterbury. GoToMeeting will be available for those that can't attend in person.

Motion to adjourn Janet and seconded by Holly. Unanimous

Adjourned 12:13