

**DRAFT**

**Catamount Library Network (CLN):**

**Board of Directors:** Amy Howlett, President (Springfield), Mary Kasamatsu, Vice-President (Waterbury), Holly Hall, Secretary (Jericho/DRawson) Janet Clapp, interim Treasurer (Rutland), \* Lynne Fonteneau-McCann, Treasurer on leave (Bennington),

**Attendees:**\* Wendy Sharkey (Bennington), \*Chris Bloomfield (Springfield),Gizelle Guyette (Morristown),\* Jill Tofferi (Ludlow/Fletcher), \*Sarah Snow (Ainsworth), \*Jennie Rozycki (No. Bennington), \*Starr LaTronica(Brooks),\* Amanda Merk(Norman Williams), Jill Chase (Waterbury) , \*Emily Zervas(Putney), \*Meg Brazil(Norman Williams), Delia Gillen(Waterbury)

**\*Denotes by GoTo meeting**

**By Phone:**

**Not Present** Marianne Pysarchyte (Royalton), Tony Pikramenos (Reading), Cathi Wilkens (Guilford), Cheryll DeRue (Brigham/Bakersfield), Rene Cressy (West Rutland), Catherine Goldsmith (Starksboro

**CLN Board Meeting July 10, 2018 – In person and GoTo Meeting, Waterbury Public Library, Waterbury VT.**

**Called to Order by President Amy: 10:05 am**

**Additions to the agenda:** 18/19 Budget under President’s report, Max holds per patron under loans group.

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

**Public comment(s):** None

**Minutes:**

Corrections to the minutes of 5-1-18, **Under website update** “Delia from **Waterbury, contingent upon approval from Mary and the new director** and Meg from Woodstock as a backup volunteered to take over. **Under ByWater call** “There is a scheduled upgrade for **June**” also under Reminder line added “Wendy will make changes to the test server”. *Motion by Janet and seconded by Amy to accept the Catamount Library Network Minutes of May 1, 2018 as corrected. Motion passed unanimous.*

**Treasurer’s Report: Janet**

- Monthly balance sheets were posted on Basecamp for the months of Jan, Feb, March, April and May. June was not available yet.
- At the end of May the balance was 34,940.77. The Novelist bill was paid in June and that will be on the June balance sheet.
- Janet asked about the bylaws stating that “All checks shall be signed by two authorized Board Members per the CLN Banking Resolution”. Members present determined that the phrase “Banking Resolution” refers to the bank form that the authorized signers complete. Two signers on the checks are needed and the treasurer cannot be one of the signers. This is a very cumbersome arrangement and it was suggested that at the annual meeting the bylaws be changed to two signers one of which is the treasurer. Amy will work on the wording.

### **President's Report: Amy**

- The 990N form has been filed with the IRS.
- New signatures and authorization has been completed on the People's bank account.
- The ByWater contract is up for negotiation. Once a contract is agreed upon and a cost set Amy will work up a budget for discussion at the next board meeting in preparation for the October Annual Catamount Meeting of the membership. Discussion was held about the formula used for each member libraries share of the Catamount cost. The formula is based on statistics submitted to VTLIB, however we now have libraries that do not submit those statistics. Amy will be very transparent on where the numbers used to calculate each members costs come from.

### **New Member Update:**

- Putney Free Library has a Go Live date of December 10<sup>th</sup>. Training will take place in November/early December.
- No more has been heard from Kellogg-Hubbard since the previous inquiry.
- Holly will follow up with Jane Ramos at the Sherburne Library in Killington.

### **Website Update: Mary**

- Mary presented a revised FAQ document. Suggestions were given for minor changes. The FAQ language should match the membership standards document. Also make the document shorter.
- The Membership Standards document will also be on the website.
- The minutes will be moved into folders by year.
- The cost will be updated to a general formula. The cost of being a member of Catamount is based on holdings, circulation and population.
- Catamount Board contact information will be listed.
- The webmaster will check for questions submitted and forward them on to the person with the knowledge to answer the question. Amy will work with Delia and Meg on this.

### **Member Use of GoTo Meeting: Gizelle**

- Gizelle presented a draft document for discussion. CLN meetings will have priority; any other use is limited to member libraries for library business only. Number 5 needs to be simpler in wording. Gizelle will post a revision on Basecamp using suggestions given at the meeting.

### **ByWater Call Updates : Wendy**

- Email bounces seem to be fixed. ByWater is looking at a dedicated server for email. Please be sure to tell patrons to check their Spam folder.
- Items marked lost disappearing from patron accounts now fixed.
- Items on accounts changed status would take item off but fines would stay. A micro update on the test server will hopefully fix this.
- The side scroll bar issue is being worked on.
- Also being worked on is the owning library being listed when an item is at another library.
- After the upgrade bugs reported are worked on so it is important to put in a ticket to Catamount when something is found.

### **Loans Group : Jennie**

- A meeting was held on 6/22/18.
- Upgrade issues were voiced and tickets submitted. Questions are asked on Basecamp and sometimes solutions or work arounds are helpful but tickets are needed for unresolved issues.
- Starr asked about the maximum holds being set at 10. She has a patron that claims this is new however but Wendy stated it is not new.
- The next Loans meeting is 8-21-17 at 10 am. GoTo meeting will be used and a reminder to all libraries a representative should attend.

### **Catalog Group : Janet**

- The Unconference that Wendy hosted was discussed.
- Discussion is still ongoing about the “owning” tab on OPAC. VOKAL and Catamount opacs were compared.
- Empty Bib records continue to be a problem. When you see one please remove it.
- The next meeting is July 24 at 10:30.

### **Other Business:**

- **Texting-** Wendy said that undelivered texts do not bounce back to the sending library; they just disappear so libraries won't be dealing with undelivered messages about texts.
- It will be up to each member library if they want to turn on the text capability or not.
- Text messages have to be very brief. Your hold has arrived or your items are due check your email for details. Overdue items list will not be sent out by text. The message is sent out by ByWater the library will not have to text.
- Once providers are in the system they will be in a drop down list to choose from.
- The SMS (text message) is at the bottom of the patron page and will not be obvious.

*Motion made by Holly to make text messaging available to CLN member libraries. Amy seconded. Vote: 3 yes, 1 sustain, 1 not present. Motion passed.*

- Chris did a great job setting up text messaging on the test server so he will be asked to set it up on the production server.
- **Thank you!** Mary is retiring. She has been a part of Catamount since the beginning. Her involvement is very much appreciated!

### **Next Meeting:**

The next meeting will be Tuesday August 7<sup>th</sup> at 10 AM. It will be a GoTo only meeting.

*Motion to adjourn Janet and seconded by Mary. Unanimous*

Adjourned 12:17