

Catamount Cataloging Group
Minutes
November 17, 2015
via GoToMeeting

Present: Jill Chase (Waterbury), Janet Clapp (Rutland), Ginger Palmer (Fletcher, Ludlow), Mary Lemieux (Morristown), Wendy Sharkey (Bennington)

October minutes: Motion made and seconded to accept October minutes. Approved unanimously.

Handbook: No progress has been made since the last meeting. Those who volunteered to do sections can post on Basecamp once drafts are completed. Then we can all review and comment on the drafts.

Cursor: In the cataloging module the cursor will once again return to the search box after the cataloger hits the save button when adding an item.

Facilitator and recorder: The facilitator sets up a Doodle poll regarding meeting times, assembles the agenda, emails it to Mary K for the CLN website, and then facilitates the actual meeting. Jill C has been our facilitator but her term is expiring so anyone who is interested in stepping into that position is encouraged to speak up. The recorder types up notes of the meetings, posts the draft minutes to Basecamp and emails them to Mary K for the CLN website. Janet has been the recorder but her term is expiring. Ginger will consider stepping up. Jill C will post another appeal on Basecamp for people to fill the positions.

Next meeting: We will skip a December meeting. Jill C will not be available to facilitate a January meeting so she will ask if Constance will facilitate it. At the next meeting we will elect a facilitator and a recorder.