

Catamount Loans Group  
Meeting Minutes  
April 30, 2015

Meeting was opened at 10 a.m.

Present were: Jill Chase (Waterbury); Tammy Gould (Springfield); Deb Higgins (Rutland); Mary Lemieux (Morristown); Therese Marcy (Brattleboro); Wendy Sharkey (Bennington); Greg Tisher (Royalton); Jill Tofferi (Ludlow).

- Meeting minutes from the March 26, 2015, Catamount Loans Group meeting were discussed and approved by consensus.
- Town of residence on the registration form was discussed. Therese expressed concerns with the town of residence field now residing in a drop-down menu rather than an open field as was the case in the past. Therese indicated that Brattleboro is losing out-of-town information with the new drop-down menu.
- Deb discussed a possible holds queue download button, which is currently on the test server. The button allows the holds queue to be downloaded as an Excel file. Consensus was that the button should only be added to the production server if and only if it supplemented and did not replace the existing arrangement.
- Therese presented a revised holds procedure. Consensus agreement was to approve procedure as presented and to host procedure on Basecamp.
- Wendy will post interlibrary loan procedures to Basecamp.
- Consensus was to work on a basic check-in/check-out procedure intended for new staff, substitutes, and volunteers. Deb volunteered to write the procedure.
- Wendy discussed the new Catamount Library Network-based support/ticketing system, which takes over from a system provided through the Vermont Department of Libraries. Each library is to provide Wendy up to three email addresses that would have ability to submit a ticket. Wendy stressed that a post on Basecamp does not constitute a ticket.
- Discussion about decreasing patron overdue fine amount from \$50 to \$10 to trigger suspension of patron ability to place holds. Consensus was to recommend that change to the Catamount Library Network Board of Directors for approval.
- Meeting adjourned at 11:30 a.m.

Respectfully submitted by Greg Tisher.