

CLN Loans Group Meeting Minutes (Draft) August 9, 2016

GoToMeeting

Attendees:

Greg Tisher (Royalton), Constance Murphy (Deborah Rawson), Ginger Palmer (Fletcher), Wendy Sharkey (Bennington), Tammy Gould, Jill Chase (Waterbury), Starr La Tronica (Brooks) Deb Higgins (Rutland)

The meeting began at 10:00 AM.

1. The minutes of the June 2016 were accepted.
2. Everyone agreed that the Green Mtn. Messenger courier service is going well.
3. There were no mini-upgrade problems to discuss.
4. Loans manual discussion
 - Wendy posted a list on Basecamp with procedures that have been completed and with ideas for consideration.
 - It was decided that information on handling purchase suggestions should be in the cataloging manual.
 - We should include procedures for keeping track of unfilled transfers.
 - There should be consortium-wide rules on holds awaiting pickup; i.e., how long an item is held for the requesting patron, as an addendum to the holds procedures.
 - Wendy would like there to be procedure on tracking in-house use of material.
 - We need procedure for managing patron self-edits, putting comments on patron accounts, breaking the link between patrons and items, and how to set-up and use a statistical patron.
 - It was agreed that it would be good to have a brief list of helpful circulation reports.
 - Deb Higgins said that we need to have a consistent policy on claims returned or lost that is consortium-wide.
5. It was agreed that the maximum fine limit will be reset to \$9.99. Deb will let the board know.
6. We all agreed that we should not be transferring books that are in poor condition.

The next meeting is set for Tuesday, October 11, 2016 at 10:00 am.

The meeting was adjourned at 10:55

Respectfully submitted by Constance Murphy