

Catamount Loans Meeting Minutes  
March 26, 2015

Meeting was opened at 10:10 AM. Present were; Deb Higgins and Karen McDonnell (Rutland), Jill Tofferi (Ludlow), Wendy (Bennington), Jill Chase (Waterbury), Linda Hartin (Morrisville), Greg Tisher (Royalton), Constance Murphy (Deborah Rawson), Therese Marcy (Brooks), Lisa Daudon

- Minutes from February were discussed and approved
- The high cost of postage was discussed. We discussed options to reduce our postage costs such as; making sure we use “bound printed matter” and “library rate”, mailing out larger number of items in one box, asking patrons if they can wait for the home library item to come in, or do they need the item right away, placing item specific holds on home library items, waiting to check in the morning book return before printing the holds queue.
- A suggestion was made that libraries not charging fines might want to think about charging fines or asking for donations to offset the cost of postage
- Constance had a question about item status; lost or missing vs. in repair or damaged. The damaged statuses are holdable, whereas the lost, missing statuses are not. If an item is in the damaged status it is assumed it will be repaired and therefore a hold may be place on it. Any items that are damaged beyond repair should be marked withdrawn, awaiting either replacement or discard.
- Constance asked if changes that to circulation rules for borrowers unique to Deborah Rawson Library ( homecard users) would have an effect on other CLN libraries. Because the circulation rules had to do only with their specific patron, other CLN libraries would not be effected.
- Procedures and policies for printing the holds queue and preparing CLN holds were discussed and fine tuned. Therese said she would write these up and post them for review. We decided to try to post them on Basecamp where they could be edited online.
- In an effort to save time by not reinventing the wheel, we agreed to post any procedures each of us are using that we think work well so that they could possibly be used by all.
- Meeting was adjourned at 12:15 PM

Respectfully submitted by Deb Higgins 4/8/15

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