

## **Catamount Library Network (CLN):**

**Board of Directors:** Russ Moore, President (Springfield), Lynne Fonteneau-McCann, Vice-President (Bennington) Jerry Carbone, Treasurer (Brattleboro/Brooks), Jill Tofferi, Secretary (Ludlow/Fletcher), Mary Kasamatsu, Director (Waterbury) by Phone

**Regular Attendees:** Wendy Sharkey (Bennington), Deb Higgins (Rutland), Chris Bloomfield (Springfield), Jill Chase (Waterbury), Greg Tischer (So. Royalton), Holly Hall (Jericho/DRowson), Mary Lemieux (Morrisville/MCentennial) & Sheila Kearns/Jeremiah Kellogg/Tom McMurdo (VTLib)

*\*Denotes by phone*

**Not Present:** Greg Tischer, Jill Chase, Mary Lemieux, Holly Hall, VTLib

**CLN Board Meeting April 16, 2015 @ Fletcher Memorial Library, Ludlow, VT.**

**Called to Order by President Russ: 9:43 am**

**Additions to the agenda:** New Members

**Public comment(s):**

### **Minutes:**

*Motion by Jerry and seconded by Lynne to accept the Catamount Library Network Minutes of April 16, 2015 as presented. Unanimous vote.*

### **Treasurer's Report: Jerry**

- Add the cost of OCLC to next year's budget
- We are being assessed a .20 bank fee per check – will be waived
- \$27,799.59 account balance as of 3/31/2015
- Ainsworth calculated pro-rated fee will be \$497.58
- Bills due in June include; By Water, Ebsco, OCLC

Motion by Lynne and seconded by Jill to accept the treasurer's report as presented. Unanimous vote

- **FYI: CLN's IRS #990 tax return is to be filed by May 15, 2015. We should be able to use the postcard format. Jerry and Russ will follow-up and file**
- **Debit card for the checking account will be held by the CLN treasurer, Jerry.**

*Motion made by Jill and seconded by Lynne to allow the treasurer to use the CLN debit card for authorized payments. Unanimous vote*

### **VTLib Support & System Transition to CLN responsibility:**

- CLN will be on our own by July 1, 2015
- Training of new libraries will be the responsibility of CLN
- VTLib will handle non-automated libraries entry into Koha as needed
- Support ticket system – Deb and Jerry will set this up using Google Forms. Up to 3 staff e-mails per library allowed to submit support tickets. These staff must have access to BC Support Group
- Basecamp is only for discussion of issues, ideas and solutions if there is one. If the problem involves System Administrator action – a ticket needs to be submitted

- Should CLN take over the responsibility and cost for Go To Meetings now or continue with VTLib setting them up for us?
- Should we investigate Google Hang-out? Randall Smathers will investigate for us (Thanks Deb!)
- Russ ran through our timeline for VTLib departure, and looks like all goals are in place
- Lynne will work on a CLN FAQ handout for the VLA conference in May.

*Motion by Jerry to accept the Support Procedures as presented and seconded by Lynne. Unanimous vote*

### **Training info:**

#### ***Ainsworth Teams –***

- ✓ May 6<sup>th</sup>, OPAC and Circ,(CLLs and Holds) – Chris, Jill C. Lynne as backup
- ✓ Mat 7<sup>th</sup>, Cataloging – Jill C. Chris, Greg and possibly Tom
- ✓ May 8<sup>th</sup>, Admin, Reports – Greg, Chris
- ✓ May 18<sup>th</sup> Go Live Ainsworth – Jerimiah, Mary and Greg

#### ***Training Guides Reviewed –***

- ✓ OPAC - Jill
- ✓ Circ – Jill C.
- ✓ Admin / Reports – Deb
- ✓ Catalog - Wendy

### **CLN New Member Updates:**

- **Bakersfield/Brigham Library** – Russ will contact
- **Davies Memorial / Waterford** – Wait and see
- **Ainsworth** - Training May 6 – 8 Go Live May 18<sup>th</sup>, VTLib heading this up with CLN assistance
- **Guilford** – per Jerry, Matching records and going pretty well in Test server. They seem comfortable with process
- **West Rutland** –per Deb, working on setting up time to work with them

### **By Water weekly calls:** Wendy and Deb –

Very responsive and are able to revisit old tickets resolved

Will run script to remove empty records next week

Will not run script to find and populate records with empty 942 fields

Koha uses the 942 field for searches and we need to fill in item type using basic “book”, “audiobook”, “Bookchild”, “High Demand”etc. Do not choose a “New” choice or Young Adult. Choose what the item will be after it comes off its special status – the permanent item status.

### **FYI & Misc.:**

#### ***Town of Residence Change:***

- This was to be tested on the Test Server not placed on Staff Client
- Drop down menu with towns populated to avoid misspellings
- No free text field – Chris is working on that
- Do we want a button to download the “Holds Queue”? Discussion ended with having it as a choice is fine
- Koha has been updated to 3.18
- All CLN members need to, if they have not, clear the Cache on all circ PC’s

- Russ would like to see consistent image showing for each library. Support will place a ticket
- Do **NOT** use “Automatic Renewal” – do **NOT** check the box!
- Claims returned in development – looks good – will become part of a dropdown status

**Cataloging Group Report:** Wendy

- Discussed the importance of filling in the 942 field as discussed above. Koha uses this in searching
- All record without items attached will be deleted

**Loans Group Report:** Deb

- Holds Queue procedure document close to being finalized
- Postage issues – Home Library patrons – can they place a hold on their library’s item to save postage?
- Courier Service – we are not a regional enough group for this to work effectively
- Transportation matrix – Wendy will investigate to be sure this is balanced
- Posting procedures by all members to BC that works for them, we can then cut & paste as desired
- Loans and Catalog meetings are an important part of CLN. A representative from each member library should participate in the meetings

**Next Meeting: Thursday, May 21<sup>st</sup> 9:30 am @ Fletcher Memorial Library, Ludlow**

3:30 pm: *Motion to adjourn Lynne and seconded by Jill T. Unanimous vote.*