

**Draft minutes of the Catamount Library Network Board Meeting August 25, 2015
Rutland Free Library, Rutland, Vermont**

Board of Directors: Russ Moore, President (Springfield), Lynne Fonteneau McCann, Vice-President (Bennington), Jerry Carbone, Treasurer (Brattleboro), Mary Kasamatsu, Director (Waterbury)*

Also present: Deb Higgins (Rutland), Holly Hall (Deborah Rawson), Chris Bloomfield (Springfield) Wendy Sharkey (Bennington)

*Via Go-To-Meeting

President Moore called the meeting to order at 9:52

Additions to the agenda: # 9: Discussion of Bywater Privacy Survey

Public Comments:

- Deb Higgins welcomed everyone to our first board meeting in the new location: Rutland Free Library

Minutes of the July 30th Board Meeting:

- Jerry moved to accept minutes as amended, seconded by Lynne. Unanimous approval.

Treasurer's Report: Accepted as presented by Jerry.

2016 Budget Discussion:

- 2016 Budget draft prepared by Russ Moore reviewed.
- Membership fees were recalculated based on graded formula and existing signed member contracts.
- DeDup budget increased by \$200 to \$9,200.
- Contingency line reduced by \$15 to \$3,000.
- There is concern that member libraries should be required to pay the full amount Bywater has assessed for CLN members. A motion was entered that the minimum yearly fee for (new) incoming libraries would correspond to Bywater's fee for additional libraries (currently \$700 per year) and that current libraries with signed member agreements paying less (Guildford, Starksboro) would pay based on the current "graded" formula for 2016. Beginning in 2017, libraries currently paying less than the minimum assessment would see their membership fee increased over the graded fee by an additional \$100 each year until the minimum charge per year assessed by Bywater is achieved.
- Motion made by Lynne, seconded by Mary Kasamatsu. Unanimous approval

ByLaw Revision Proposal:

- Directors voted to keep number of directors at 5 instead of increasing the number to 7 as proposed.
- Section VI (D): The number of sitting Board Directors required to remove another Director from the board was reduced from 5 to 3. Proposed change to be voted on at the Annual Meeting.

Membership Agreement:

- Russ recommended that all references to VTLIB be removed from the following sections of the membership agreement as they are no longer participating in the network:
- Section III: (c), (t), (w) remove all references to VTLIB, the Department of Libraries or the Vermont Department of Libraries
- Section V: Deleted “VTLIB provides additional technical support services in conjunction with Bywater” and “and the agreement with VTLIB.”
- It was further recommended that a representative from each member library be required to attend the annual meeting. Additions to Section III are as follows:
Section III (x): Attendance by a minimum of one representative for each member library is mandatory at the Annual Meeting. Attendance may be in person or via remote meeting software.

Annual Meeting Planning, Nominating Committee:

- The Annual Meeting will be held at the Fletcher Memorial Library on October 22nd.
- Holly Hall and Deborah Higgins were nominated to serve on the board of directors beginning with the January 2016 term to replace retiring board members Russell Moore and Jerry Carbone.
- Regular board meeting to be held immediately following the annual meeting.

Weekly Bywater Phone Conferences:

- Wendy reported on Bywater issues. Weekly calls now scheduled on Wednesday, and a number of tickets are being “worked on.” In general she felt Bywater was responsive when issues arise. Meetings are very efficient. “Melissa” is being replaced by “Amy.”
- Patron Privacy Survey: Wendy to follow up with Bywater re: anonymous patron. Will request a callback and complete survey. Deb will cover meeting this week and Wendy next week.

New Member Updates:

- Training at Guilford scheduled for Aug 26 and 27. On Wednesday the 26th Lynne and Wendy will introduce Guilford staff and volunteers to the mysteries of the circ system. Therese from Brattleboro will attend in the afternoon.
- On Thursday August 27, Wendy will cover cataloging and administrator’s training. Jerry and/or Chris will participate.
- Guilford’s Go Live Date is 9/15/2015.
- Due to VTLIB restructuring Jeremiah Kellogg is no longer providing support for “Go Live.”
- Davies Memorial Library: After board discussion it was agreed to suspend consideration of their membership pending further discussion by the board regarding their ability to meet minimal requirements. Russ will ask Jill to contact Davies.

Catalogers Group Report:

- Wendy demonstrated how to merge records at the catalogers meeting.
- Recommended that we include Fletcher Free Library’s catalog as a new Z39.50 target as it will greatly increase access to cataloging records, particularly Vermont records.
- LFM made motion to accept cataloger’s recommendations. Seconded by Jerry. Unanimously approved.

Loans Group Report:

- Deb reported that the group is developing a procedures manual for training. Therese (Brattleboro) has been very helpful.

Other Business:

- Jerry inquired if the Go-To-Meeting program could be available for member libraries' use when not required for official CLN business. Board agreed that it should be available to all CLN libraries with priority given to board and committee meetings. Access information will be made available to all meeting facilitators.
- Wendy provided a chart detailing loans provided and received from CLN libraries over the past year. She has also reviewed related materials from the 2015 conference and is confident that our transportation matrix is correctly configured.

Meeting was adjourned at 3:15.

Minutes submitted by Lynne Fonteneau McCann in Jill Tofferi's absence.