

## **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)

**Regular Attendees:** Wendy Sharkey (Bennington), Deb Higgins (Rutland), Chris Bloomfield (Springfield), Holly Hall (Jericho/DRowson) \*Denotes by phone

**New Attendees:** Starr LaTronica (incoming director @ Brooks)

**Not Present:**

**CLN Board Meeting November 24th, 2015 @ Rutland Free Library, Rutland, VT**

**Called to Order by President Russ: 10:00 am**

**Additions to the agenda:** N/A

**Public comment(s):** Welcome to Starr, Brooks new library director

### **Minutes:**

*Motion by Lynne and seconded by Jerry to accept the Catamount Library Network Minutes of October 22, 2015. Unanimous*

*Motion by Jerry and Seconded by Mary to accept the Catamount Library Network minutes from the October 22, 2015 annual council meeting. Unanimous*

### **Treasurer's Report: Jerry (to date of October 22, 2016) See Attached**

- We are still waiting for an invoice from By Water for the 3 new libraries.
- No revenues to report
- Balance as of 11/21/15 \$10,166.45
- Surplus projected will be rolled into next fiscal year
- THANKS, Jerry, for your stellar treasurer reports!

Discussion followed as to who would be new signers on the checking account – Lynne and Holly. Lynne will investigate account options from other banks.

### **New Member Update:**

- **Brigham** – Wendy is setting them up on the test server. Next step will be for them to order barcodes and scanner, then training and finally move onto production server. They have @ 8,000 items
- **West Rutland** – Deb – All patrons added, working on items. Go Live anticipated in Feb. 2016
- **Ainsworth** – Up and running. Holds seem to be working OK. Jill C. had followed-up with Roberta Tracy (director)
- **Reading** – Russ sent welcome letter. Wendy will contact.

### **Misc.:**

- Wendy and Deb developed a questionnaire for all new libraries to complete. It will be included with all welcome letters. Thanks!!

- Jill T. will look at our FAQ's for next meeting for discussion/updating
- Base Camp – who is the administrator? Deb volunteered – THANKS!
- Mary passed out a form for Board members to update key personnel contact info for their libraries. She will send the same form to other CLN directors and will create a spreadsheet with all contact info and post on Basecamp.

**By Water Updates (weekly call/and misc.):** Wendy /Deb reported

- Meetings no longer weekly – every two weeks or as needed
- 3.22 is next new upgrade and a big upgrade
- 3.22 will include email notification of patron card exp. Customizable by library
- Perhaps included will be aggressive ISBN match within catalog will be included
- Deb will investigate Item/anonymous to assist is finding out what patron had the item last

**Loans Group (Deb): No October Meeting: (notes from their Sept. mtg)**

- Working on Handbook/Policies/Procedures
- Need better plan for System Down. Phone tree does not work. Discussion ensued.
- The group discussed the use of a collection agency (*The CLN Board stated this is up to individual libraries to pursue*)
- Fines will remain at \$10. However, it was discussed that it would be a good policy to have patrons clear up their account before they are allowed to renew for another year.
- Courier service to begin January 16<sup>th</sup>. Each library will be given 2 bins and misc. bags. More of each may be ordered via GMLC. Only these bins and bags will be accepted in the system.

**Agreed upon New SYSTEM DOWN Procedure: (1<sup>st</sup> step for all is to try to surf outside of Koha)**

- **First Person to find Koha down is to post such in the System Down group on Basecamp**
- **This person is to monitor their PC and the thread to see if system is back up within 15 min**
- **If not up – this person is responsible for contacting By Water 888-900-8944**

**Catalog Group (Wendy):**

- Manual in progress
- Poor member library attendance at Catalog Group mtgs. discussed
- Change in Koha leaves cursor in Search Box
- The group would like to have the facilitator and secretary be rotating positions amongst members

***A motion was made by Lynne and seconded by Jerry to Thank Russ and Jerry for bringing Catamount Library Network to fruition! Happy retirement and congratulations to Jerry!! Unanimous***

**Next Meeting:**

- **No December meeting**
- **Next meeting is Thursday, January 28<sup>th</sup> (4<sup>th</sup> Thursday) at Rutland Free 9:30am**

1:50 pm: *Motion to adjourn Lynn and seconded by Jerry. Unanimous*