

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), Greg Tischer (So. Royalton), Holly Hall (Jericho/DRawson) *Denotes by phone

New Attendees: Jill Chase (Waterbury*)

Not Present: Greg Tisher, Mary Kasamatsu,

CLN Board Meeting September 22, 2015 @ Rutland Free Library, Rutland, VT

Called to Order by President Russ: 9:42 am

Additions to the agenda: N/A

Public comment(s):

Minutes:

Motion by Jerry and seconded by Lynne to accept the Catamount Library Network Minutes of August 25th as amended. Unanimous

Treasurer's Report: Jerry

- No unanticipated expenses
- Regular budgeted expense of de-duplication
- Surplus going into 2016
- All members incur a slight 2016 increase
- Shall surplus be used to off-set increase
- We have \$3000 contingency fund
- Russ will repost the updated proposed 2016 budget for our October Annual meeting along with all other necessary documents

Motion to accept the proposed 2016 budget as amended for presentation at the October Annual meeting by Lynne and seconded by Jerry. Unanimous

New Member Update:

Non-automated Libraries: Will VTLib continue to assist with this as stated in the transition documents CLN received? We still need Jeremiah's completed training manual. Russ will contact

Davies – no offer of membership at this time as they do not meet our New Membership requirements. Davies is invited to join if they are able to meet all CLN requirements. Jill will contact
Bakersfield – Russ contacted and they are on track. Waiting to know next steps, their membership is accepted, they are a non-automated library

Brigham – waiting for how to proceed, they are currently weeding

West Rutland – Deb will work with them to add patrons, they need to give us a target date for completion of all records to add into CLN, they are looking for more volunteer help to expedite process

Guilford – is LIVE! All went well and they are not part of active Holds

Ainsworth – suspended from all CLN Hold activity, do we charge for additional training, mileage? Russ will contact

Reading – Russ spoke with Tony Pikramenos (director). CLN accepts their application, and looks forward to their membership in CLN. Tony is aware of our new membership fee structure 2017. Deposit is forthcoming.

Membership Agreement:

- Need to eliminate all reference to VT Lib
- Section W & X to be revised as follows:

~~w) Participate in the activities of the Council by providing staff representation and service to various CLN committees, task forces, and forums sponsored by the Council, the Board.~~ **Regular attendance by a library representative is required for board and committee meetings.**

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.

Motion to accept the Membership Agreement as revised by Jill T. and seconded by Lynne. Unanimous

By Water Updates (weekly call/and misc.): Wendy (reported) and Deb are CLN reps and lead discussion

- Amy is our new contact replacing Melissa
- Discussed current tickets and the progress to date
- Focus on the Guilford OPAC
- CLN OPAC logo tweaked and placed at the bottom of the homepage
- CLN would like to retain the last borrower (bug?) Chris will follow-up on this with Bywater
- **Limit Item Type by Branch** development, Wendy will follow-up with this for clarification
- **No Cover Image** is believed to have something to do with added content. Jerry will contact EBSCO to see if they are able to assist
- There are no developments that would be useful to CLN at this time
- Wendy is working on Listen Up with Bywater

Loans Group (Deb):

- Working on a Training Manual
- Wendy is organizing Basecamp documents
- The Loans Group would like the board to approve a change - books being marked “Lost” at 30 days and patron billed, changed to “Long Overdue” with same billing. After 60 days the “Long Overdue” to become “Lost” item.
- Springfield requested that we all remember, if using staples, to please tape over the sharp points

Motion made by Lynne to change affirm books being marked “Lost” at 30 days and patron billed, changed to “Long Overdue” with same billing. After 60 days the “Long Overdue” to become “Lost” item seconded by Jill T. Unanimous

Catalog Group (Jill C.):

- Organizing Basecamp documents and may be found under the CLN Handbook heading
- Wendy showed the group how to merge records
- Be aware that once an item is deleted, so too is its circ history. Make a note of those stats before deletion
- Policies draft was posted to the Management Group
- Where do we stand on the aggressive ISBN matching and Bywater?
- Working towards setting a regular meeting date and time

Motion to accept the Cataloging Policies as drafted and presented by the Cat. Group made by Jill T. seconded by Lynne. Unanimous and adopted

Courier Service:

Green Mountain Library Consortium (GMLC) in discussions with VTLib about a courier service open to GMLC members with as a fee for service program. This is in the beginning stages of concept.

- The fee structure would be \$15 per stop per library (each library pays for their home library stop)
- Hopefully have this up and running January 2016
- VTLib is assisting with support for this, not clear in what form
- CLN needs more info and Jerry will invite Lisa (GMLC chair) to our next meeting

Next Meeting:

- The Annual meeting of the Catamount Library Network board of directors will be Thursday, October 22nd at Fletcher Memorial Library, Ludlow 9:30 AM. This meeting will be followed by the monthly meeting of the same board.
- Our November 24th meeting will be at the Rutland Free Library, Rutland @ 9:30 AM

2:25 pm: *Motion to adjourn Lynne and seconded by Jerry. Unanimous*