

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

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

**Regular Attendees:** Wendy Sharkey (Bennington), Abby Nolan & Deb Higgins (Rutland), Chris Bloomfield (Springfield) and VT Department of Libraries (VTLib) – Sheila Kearns, Jeremiah Kellogg and Tom McMurdo.

**Meeting attendee adjustments:**

**Visitor:** Amy Grasmick, (Kimball library/Randolph)

**CLN Board Meeting October 28th, 2014 @ Fletcher Memorial Library, Ludlow, VT**

**Additions to the agenda: Code of Ethics policy review, Host proposals for Koha North America Meeting**

**Public comment(s):**

### **Election of 2015 Officers:**

**Motion made by Jill** to accept slate of officers as presented by the nominating committee for 2015 as below. *Seconded by Abby. Unanimous vote.*

Russ Moore	President	12/31/15
Jerry Carbone	Treasurer	12/31/15
Jill Tofferi	Secretary	12/31/15
Lynne Fonteneau-McCann	Vice-president	12/31/15

### **Minutes September 22, 2014:**

**Motion by Jerry** to accept the minutes of September 22, 2013 as presented. *Seconded by Mary. Unanimous vote.*

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

- Need a third signer on our bank account just in case someone is not available. The checks require two signatures. **Motion made by Abby** to nominate Lynne as the third signatory. *Seconded by Jerry. Unanimous vote.*
- Jeff White, Esquire, the attorney who handled CLN becoming an IRS 501 (c) 3, has donated his services in-kind. Russ will send a "Thank You".
- We need to file an IRS #990. \$50k or less may file via the postcard method. Jerry and Russ will take care of this
- We need to provide Jess Weitz with an IRS #1099. Jerry will do.

### **Bywater Contract:**

- Jill has the signed and dated copy between Bywater and Catamount Library Network on file
- Effective date, February 1, 2015 – January 31, 2017
- Russ will post final copy on Basecamp
- There will be one payment made to Bywater due the end of January XXXX.
- Russ will investigate if we need to send amended Bylaws to the

### **VTLib:**

Sheila - discussed support policy/procedures:

- State expectation for time spent trouble shooting CLN is .25% FTE
- Felt policy/procedure would have led to more empowered CLN members to assist
- Proposed that CLN draft support policy/procedures and present them to VTLib and then to be approved by all parties

Russ –

- It should be the goal of the CLN board to have more knowledge of the operating of Koha and a larger role in its support

Tom –

- CLN members need to step up and assist with the training of new members
- States role in CLN is to end their status as gatekeepers and with Bywater by February 2016, at which time CLN takes over
- The onus for training new libraries in on CLN members
- More commitment from CLN staff regionally is needed

General conversation -

- VTLib are not the daily users of Koha – CLN members have more expertise
- Perhaps make Koha “How To” videos and post to our webpage
- Abby & Deb will design a flow chart for the support point of contact / tickets
- Think about how CLN moves forward with a plan for weekly Bywater call-ins. Who is the point of contact?

### **Code of Ethics:**

Russ & Abby will revise for review and adoption for our November meeting.

### **Membership Agreement:**

Revise fee schedule to reflect a new member’s fee of \$800 will be prorated for the year they join.

Subsequent annual fees will be based upon the % method for all libraries. Russ will re-work and post

### **New Members:** Jeremiah

- *Morristown* – assume everything is good. Mary is contact with the director and is happy to follow-up
- *Deborah Rawson* – migration went smoothly, new patron category “Home Card” user/patron
- *Starksboro* – will not have all of their records in CLN for their Go Live date 1/12/15, their records are currently shadowed in the CLN catalog
- *So. Royalton* – Training Nov. 17 – 19, Go Live 12/8/14
- *Guilford* – Not started barcoding
- *Ainsworth* – in the process of re-barcoding, they need a migration schedule
- *West Rutland* – Deb will follow-up

### **Catalogers Report:**

- Jill will post to the management group the catalogers draft policy for review
- After discussion -  
Jerry will submit a ticket to reinstate the tabbing in the framework  
Russ will submit a ticket to change the color of the font in Add/Edit line #3 in Add Item

- The catalog group would like a quick and easy way to access member library cataloger contact information. The best solution was felt to be to create an Excel spreadsheet which individual libraries may update as needed. This will be posted on our CLN webpage with a link on the homepage of Koha. Mary and Jill will work to get this done.
- We should all change our names to reflect the following: Sheila will post how to on BC Line #1 Library name, Line #2 personal name, and Line #3 position/group representing

**Loans Group:** Deb

- A policy was drafted for CLN Loans Group stating that after an item is 60 days overdue and status lost/damaged, owning library will send an invoice for payment by borrowing library. ***Motion by Jerry to accept*** the CLL loans policy as presented. Seconded by Mary. Unanimous vote.
- The Use of item type High Demand was discussed and decided to leave it as is. The item type works correctly
- Upgrade issues were discussed by the loans group

**Koha North American 2015:** Conference was discussed. Virgil Fuller, Vokal, has reached out to Tom to inquire if CLN may be interested in joining in talks to with Vokal and VLA to bring this meeting to VT. Tom will represent CLN in this discussion.

**Next Date:** Go To Meeting December 1<sup>st</sup> @ 9:30 AM  
No November meeting

**Adjourned: 3:00 PM**