

Catamount Library Network (CLN) Board of Directors December 10th, 2013 Meeting:

Present: Paula Baker & Deb Higgins (Rutland), Russ Moore & Chris Bloomfield (Springfield), Mary Kasamatsu (Waterbury), Jerry Carbone (Brattleboro), Jill Tofferi (Ludlow), VT Lib – Tom McMurdo, Sheila Kearns, Rob Geiszler and Jeremiah Kellogg

Meeting called to order by Pres. Russ Moore 9:42AM:

No public comments

Minutes:

August 28th, 2013: *Motion made to accept minutes as written by Mary, seconded by Paula – unanimous*

September 13th, 2016: *Motion made to accept minutes as written by Paula, seconded by Mary – unanimous*

November 21st, 2013: *Motion made to accept minutes per changes by Jerry, seconded by Paula – unanimous (Changes 10 libs joining not 14, 3.12 upgrade date 11/23)*

Election of slate of CLN Officers:

President	Russ Moore, Springfield
Vice President	Paula Baker, Rutland
Treasurer	Jerry Carbone, Brattleboro
Secretary	Jill Tofferi, Ludlow

Motion to accept the slate of officers as presented above by Mary, seconded by Paula – unanimous. Terms expire at our Annual Meeting in October of any given year.

MOU between Catamount (CLN) and VTLib:

- *What will happen with cost of OCLC after June?*

Tom: Up in air right now, there are alternate scenarios.

- 1) Bennington will be the last library in CLN added to OCLC. The current contract ends in June 2014. Tom will look at stats and see who and how much use of this service. These stats will facilitate driving the decision. Perhaps only one or two libraries remain with the account. Others could request cataloging via them. This is a great resource, but expensive.
 - 2) Those CLN libraries not on OCLC sign-up for Cat Express. The limits are probably not reinforced on number of records allowed to be requested. We will look at this again @ March and decide in April as to what path to take.
- *Part B – add List of libraries*
 - *Financial Support: CLN needs a mechanism for billing & payments as well as a schedule and invoice.*
 - *Arbitrator – VTLib will re-word*
 - *Should CLN send MOU to an attorney?*
 - *Tom- AG office feels that and MOU is not appropriate and we need to have a contract with VT lib. Wait and see.*
 - *VTLib will clean-up the draft as presented and after our discussion.*

Tech Support Procedures:

The goal of this document is for CLN members to build up expertise in resolving issues and gain knowledge of KOHA. Ultimately, KOHA members will take a larger role in training new libraries as they join CLN. Keeping support down with VTLib makes our partnership with VTLib more viable.

Checklist - The checklist is not attached as it is a working document. The draft is posted on Basecamp (BC). CLN members feel we do not know enough about the Log, Bugzilla or even the List Serve at this point.

Banking Resolution:

CLN has received our Employee Identification Number (EIN)

Jill and Russ will meet in Springfield to open a CLN checking account at the Brattleboro Savings and Loan.

Potential Members:

- Russ has received signed agreements from Debra Rawson and Guilford libraries.
- Forms have not been received to date from Morrisville and Ainsworth. Tom will follow-up and Sheila and Jeremiah will follow-up on schedule for migration of new members
- Bristol timeline – we have their agreement and they will need to provide payment 1 month before they go live which date is August 1, 2014. Rob and Jeremiah will work with Bristol.

Impact Fees:

Guilford could pose a negative impact on Brattleboro, as much as 4K. Brattleboro has 67 active Guilford patrons at \$58 per person.

Question – Guilford has signed a membership agreement, how can we access fees now?

Russ – we cannot.

Guilford has to do manual data entry as they are not automated therefore looking at 2015 as a go live date.

New library interest:

- Starksboro - interested in joining CLN. They are a small not automated library. Library World vs. CLN. Gradual process and they want to look at CLN. Their collection is @ 5K
- South Royalton – Greg Tischer new director. He is on top of things and would be a good addition to CLN. Collection size @ 10K. Paula and Tom will attend their next meeting.
- Kellogg-Hubbard - Director has left. CLN should lay groundwork, VTLib will do this.

*Our web page should have a “Request more info” tab. Tom will field for now

Authorized Values & other KOHA topics:

- Deb sent out a form via Goggle docs for members to adjust. Sheila will implement.
- Russ: requests add collection codes Kits, Museum Passes and Electronic Devices.
- We would like reports searchable by Item Type not Collection Code
- Would like to use "In Process" as a Shelving Location.
- Would like to have "Home Library" added into patron view OPAC. "Current Location" does not inform home library patrons that their library owns the title.

Privacy Setting:

Currently set to "Forever" for any patron now added. Discussion to rewrite "Accounts Details Notice" to let patrons know this. If they wish to not have their history saved, they need to go in and change it or ask staff for assistance. Jill will draft a replacement letter with the explanation and post to BC for comments. Then, request tech support for Sheila to upload into the CLN system as default.

Uniform Practices: *The more agreed the more robust our system*

- Fines – all on or all off
- Grace Periods – all on or all off
- Loan Periods – if item circulates only within a Home Library, the loan period may be changed.
- Default Holds Policy by Item Type – must be uniform across CLN. Items that circulate only within a Home Library may have their own hold rules applied.
- Sheila will change Staff Loan Periods, Circ Rules and Fines to follow all agreed upon Patron Rules.
- Item may remain in "New" categories as follows:
Books – 6 months
Everything else – 1 year

Ebsco: Paula

- Murky pricing, cost going up a bit, cost based on Baker & Taylor pricing for Content Café. Cost of Novelist content?
- \$600 per site plus \$1656 includes Content Café.
- Paula is waiting for a call back from Ebsco to define costs.
- 1 License Key = 1 Consortium????

Website Update: Mary

- Updating New Member Libraries, Board Officers
- FAQ's updated
- Perhaps add link to excel spreadsheet for cost of CLN current budget year for interested libraries.

Hold:

Courier Service - Green Mountain Messenger – serves the southern portion of Vermont.
Generally \$15 per stop for 50lbs.

Suggestion – each member keep track of CLN costs until our next meeting and # of books shipped. Good if we can figure a price on our supplies used as well.

ISBN Match in Koha/ De-duping:

- In development and will be included in 3.16 upgrade. Can be developed as a patch for 3K.
- or
- CLN pay to have Marcive de-dup following Bennington going live in January 2014.
- Tom will run scenarios by Marty.
- \$3000 will get us a quality proven software product. Still a way off.
- Russ suggest we de=dup after Bennington with Marcive

Reports:

Deb suggested we have a reports workshop.

Rob prefers to visit each library and define their specific needs.

Rob suggests –

- Sort by report # (top left of table)
- Search in filter
- He has 100+ well documented reports noting what they do for CLN members to use

Sheila wonders best way to get that knowledge out to all member libraries

Adjourn: 3:30

Respectfully submitted,
Jill Tofferi, secretary

Next Meeting: January 27th , 9:30AM @ Fletcher Memorial Library, Ludlow