

### **Catamount Library Network (CLN) Board of Directors January 27<sup>th</sup>, 2014 Meeting:**

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

### **Meeting called to order by Pres. Russ Moore 9:35AM:**

No public comments

### **Minutes:**

December 10<sup>th</sup>, 2013 minutes:

*Motion made by Jerry and seconded by Paula to accept the minutes as mended to read Catamount Library Network in the title. Unanimous vote.*

### **Banking:**

Russ and Jill opened our CLN bank account at the Springfield branch of the Brattleboro Savings and Loan Bank on 12/19/13. A banking resolution was signed by Russ and CLN president, and Jill as CLN secretary.

*Motion made by Paula and seconded by Jerry to ratify the banking resolution. Unanimous vote, with Russ and Jill recusing themselves.*

### **501 (c) 3:**

- Discussion led by Rob. Group went over the form as posted on Basecamp.
- CLN will have 10 member libraries in 2014. Projection of 5 more per year to join beyond 2014
- Project fee of \$1000 per library
- Jerry will work on financials for the form with Rob
- Jerry requested that a Treasurer's Report be added to our monthly agenda
- Jerry reported that two member libraries have sent in their 2014 payment of fees

### **CLN/VTLib MOU:**

Sheila informed group that our draft MOU has been sent to the VT AG's office for review. Waiting to hear from Marty Reid, state librarian or AG's office.

### **New Member Update: We are now a 6 member consortium, Bennington, Brattleboro, Ludlow, Rutland, Springfield and Waterbury.**

- We have signed agreements from the following 5 libraries. Lawrence in Bristol with a Go Live date anticipated Aug. 1, 2014, Ainsworth, Deborah Rawson, Guildford and Morristown. No Go Live dates determined.
- South Royalton is extremely likely to sign their agreement next month following board approval
- Starksboro officially asked to join CLN. They are not automated. *Motion to send a membership agreement to Starksboro made by Mary and seconded by Paula. Unanimous vote.*

- Russ will send an agreement out.
- Rob will be in contact with Rawson to determine when they will be ready to join.
- Tom has had discussion with Scott Murphy, director at Milton. He is very interested in joining CLN. Conversations will continue with Tom, Rob and Scott. Milton is a well-organized library with 55K +/- items. CLN would like Scott to put into writing an open letter to Vokal addressing Milton's move to CLN
- VTLib is interested in getting libraries not automated into CLN
- CLN board is interested in getting larger automation libraries to join us as well as small. It just makes fiscal sense
- Kellogg-Hubbard – Until there is a full-time director in place, they are on hold
- Someone in CLN needs to become the lead recruiter. The contact should be listed on our website

#### **Courier service:**

Is revenue sharing only for VALS requests? This is a question for Marty.

Would a paid courier service reduce postal costs? To be investigated

- How would this work with our members so widespread?
- Central drop-off location
- How many runs per week?
- Less packaging costs if we use marked bags or tubs

*Assignment: Post on Basecamp your library's Nov., Dec., and Jan., breakdown to include if possible the # of books mailed and the cost. This is due ASAP prior to the next meeting.*

#### **Holds and Transfers:**

- Paula – when the Home Library's copy of a title is out, the next available in CLN should be pulled.
- Jill discussed the fact that if a Home library has 4 copies all out, and the smaller just one, and the due dates from the Home library is very soon – how long do we wait to fill request?
- What is the refresh rate of the system? Sheila will check.
- Off-line circulation – Deb and Rob are working on this. Seems for now best practice is to open notepad and scan items into it. Then cut and paste into CLN. Create a shortcut on the desktop to Notepad. They will update us as they work with Bywater
- Holds on missing items – Be sure to let requesting library know the item is missing ASAP. If title is missing after 2 cycles of checking requests then mark item as missing

**New Books/ILL:** Circulate In Home Only for 6 months maximum. No holds allowed in CLN.

If a library chooses to fill an ILL request with a "New" title, then requesting library must reciprocate (this is current ILL policy) This is up to individual CLN libraries to decide.

### **Catalog Changes:**

- Who can make changes to the production server? **Sheila** makes changes per Tickets submitted.
- Test Server: may have changes made, but must document who made them and what they were. CLN is able to request a new copy of the test server from Bywater.
- Items for **In Home Only** circulation, home library may change circ rules.
- **Item Type** – there is no way to customize item type used to specific library. The Item Types have the characteristics that control item behavior.

### **Catalog Management Basecamp Group:**

With active Catalogers and Loans Groups on Basecamp, the Management Group will now be reconfigured to include all directors and their designee. VTLib will be included.

This is a forum for this group to talk about issues with the catalog, support issues and procedural issues. Representatives from any group should seek their director's assistance in requesting action by or sharing information with the Management Group. Tom will send out an e-mail requesting names from each member library to be included in the group.

### **Marcive Update:**

- Tom will send a sample of our records for a cost estimate.
- Jerry will become our contact with Marcive.
- We will run the results by the Cataloger Group for input

Long term - Tom suggests that we do this cleanup again next year. The new Bywater ISBN fix will not be implemented until 3.16 is released. (Summer 2014?) At that time we will be upgraded to 3.14. CLN is looking at @ a year's time until the Bywater fix is incorporated in Koha and usable. The fix will work ONLY going forward with libraries added after the fix. It is not retro.

### **3.12 Improvements:**

Sheila gave us an explanation and demonstration new items turned on in the Test Server.

- I Dream Books – on in test server
- Fines include "Grace Period" on
- Manual Issue Charge – Include now set
- OPAC Separate Holdings – on
- Renewal/send notices (e-mail) – on
- Separate Holding – Yes
- User Query – need more research

### **Website:**

Feedback – from Christine Friese and Michael Roche – suggestions to rearrange the FAQ page. Will do. A huge Thank You to Mary for being our webmaster. Great job!

### **2:15 PM**

A motion to adjourn the meeting seconded by Paula. Unanimous vote.

Respectfully submitted,  
Jill Tofferi, secretary

**Next Meeting: February 21, 10:30AM @ Fletcher Memorial Library, Ludlow**