

**Catamount Library Network (CLN) Board of Directors March 27<sup>th</sup> @ Fletcher Memorial Library:**

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 (Bennington), Tom McMurdo, Sheila Kearns, Rob Geiszler and Jeremiah Kellogg (VT Lib)

**Meeting called to order by Pres. Russ Moore 9:45 AM:**

No public comments – no requests from public for access to join the meeting

**Minutes:**

February 21<sup>st</sup>, 2014 minutes:

The draft minutes were posted to the web within a week of the meeting.

*Motion made by Jerry and seconded by Paula to accept the minutes with minor corrections amended. Unanimous vote.*

**Treasurer's Report:**

- Jerry is waiting to finalize access to on-line banking
- Our bills are paid to date. Upcoming include 9K to VTLib for 2<sup>nd</sup> 6 months Bywater contract
- Ebsco for enhanced content will be due @ June
- De-duping costs – Marcive or live person
- OCLC when current contract is up
- It was suggested that Jerry post to our webpage an annual treasurer's report
- Tom – once our IRS status is in place, all billing will be moved to CLN

**IRS 501 (c) 3:**

- Russ – a bit more work is needed to clean-up document i.e. delete highlighted area
- General discussion followed including cost to file, attorney fees
- Paula will hand deliver our completed documents to the attorney

*Motion by Mary to adopt the IRS Conflict Resolution Policy as amended and seconded by Jerry. Unanimous vote*

We still need a brief history of CLN that should be brief to include our purpose; to develop and share via membership, a unified union catalog and meetings held regularly and where, we do have vendor contracts and we are publicly supported.

**De-duplication discussion:**

*From our Cataloger Group: As follows*

Given the choices we have reviewed so far for de-duping our shared catalog, the catalogers think hiring someone to do it manually might be our best option.

- It would be a slow and steady process thereby preserving the integrity of the catalog, assuring human accuracy and preserving holds.
- The catalog would not have to be “frozen” or inaccessible for any period of time.
- The consortium can spend as much or as little as we want on the project, depending on finances and/or how quickly we want this initial push to be accomplished

*Management discussion:*

- **Marcive** is expensive, new libraries will be added shortly therefor if we invest now, we will need to do this again.
- **Bywater's** free de-duping still needs to be refined. CLN not happy with the way in which the 10 to 13 ISBN conversion was explained. This process only capture's 10%-30% of dups, good records would probably be deleted, process sounds experimental.
- **ISBN Bywater patch** did not pass Quality Control and so for now is off the table.
- **Employee.** On recommendation of the Catalogers Group and after the management discussion, this was seen as the best option. Slow and steady with human intervention choosing the best record. This person could work from home and perhaps up to eight hours a week. This allows CLN to begin to address the de-dup problem while Bywater/Koha is perhaps working on new developments. Is there a way to prioritize areas of the collection such as New Fiction? Details need to be worked out. This would likely be a contracted service and perhaps use our contingency fund of \$3800 to get started.

*Motion by Paula to accept the recommendation of the Cataloger Group and hire a person to perform the de-duplication of our catalog, seconded by Jerry. Unanimous vote*

- Jess Weitz, is a cataloger at Brooks and her name has been suggested as a person for CLN to contract with for this work.
- Jerry will speak with Jess about this as a contracted position for which she will receive a 1099.
- Russ will post our decision on Basecamp (BC) for all groups to see

**OCLC vs. Cat Express:**

- With our OCLC contract up in June, CLN needs to plan moving forwards. This will now be our cost. The cost is about \$1000 per library. Do we all need this service? Tom will be able to provide usage data to us.
- Options include some of the larger libraries continue with OCLC and others use Cat Express via VTLib (no charge), the libraries with OCLC would be able to create a record that others cannot find.
- Tom will speak with the Cataloger Group and discuss further the above
- Wendy volunteered to be the contact for OCLC and will try to get figures for us

**New Member Update:** Jeremiah and Tom

- No new requests to join since last we met
- Russ will check on agreements having been sent to Starksboro and So. Royalton
- We need to speak with Bywater now about the expansion of CLN beyond 10 members (in 2015)

*Migration Dates as follows:*

Morrisville	September 15 <sup>th</sup>
Deborah Rawson	October 20 <sup>th</sup>
Bristol	December 8 <sup>th</sup>
So Royalton	January 2015 ??

- **Guilford** needs to use production server to barcode. Can Bywater shadow production server for them? No further information.
- **Morrisville** needs to re barcode and should be done before June, then inventory
- **Deborah Rawson** is pretty much set, purging patrons now

- **Lawrence** need to re-barcode. Jeremiah will contact them to reiterate that CLN standards need to be followed. Jill offered to follow-up with a call to see if she may offer any insight
- They are eager to begin

*Motion made by Mary to direct Jeremiah to inform Lawrence that CLN requires 14 digit standard barcodes, seconded by Jill. Unanimous vote*

- **So Royalton** uses Mandarin, should be able to run extraction reports as needed. Their goal to go live by January 2015, waiting on agreement.
- **Ainsworth** – Jeremiah is meeting with them next week. They have received funding for CLN.
- **Starksboro** in not automated. They may use Marcive to create MARC records or VUC

### **Recruiting and CLN future cost thoughts: Tom**

- Vokal libraries probably paying less than CLN libraries
- Our pricing is probably doable for some small libraries
- Increases in OCLC man not be a concern if we reconfigure the usage
- Content enhancement a cost factor
- Bywater future pricing
- All of the above play into the formula used to estimate costs for all and future new members.
- Tom suggested that as Vokal has a clause that reads to the effect that members may not cease expanding their collection upon becoming a member . . . Should CLN consider a similar clause? Tom will post the correct wording when he finds it.

### **3.14 Improvements: Deb Higgins Reviewed**

- Responsive theme adapts to mobile devices
- Sheila – new templates will be installed on Test Server to explore
- Overdrive Integration not consortium friendly
- Holds – has a new Show Options button
- Deb will line-up what improvements need to have administration approval

### **Ticket System:**

If problem cannot be solved doing Koha research and communication with other members then place ticket into CLN support. From here, if no resolution, a ticket will be placed with Bywater.

*Open ticket with Bywater –*

- Receipt Font
- Display – OPAC View to show Location and Home as in Staff client

### **Misc.:**

#### **VLA May Conference:**

Tom, Sheila, and Mary will be presenting an overview of the CLN at the Vermont Library Association annual conference in May."

#### **Inventory:** per Deb

Do not use. Will check in items a patron currently has out with no warning. Sheila has submitted a ticket.

**Sound Changes:** Sheila

- Individual libraries may silence the sounds in Firefox
- More variety of sounds available in the future

**Ebsco:** Paula will make one last attempt to speak with someone about pricing

**System Responsiveness:**

- Jerry – slow and unresponsive
- Sheila – page load issue and will check with Melissa at Bywater

**New Patron Type:**

- Jerry requested Temporary Child to be able to set child fines etc. Discussion ensued about how to accomplish this without adding another type
- Sheila will see if we are able to have a drop-down specific list for patron types member library specific
- Deb will investigate the patron types with the CLN Loans Group. Deb will facilitate this group.

**Courier System:**

Russ – Checked in again with Green Mountain Messenger. They are out of Williston and make stops along routes 89/91/7 cost \$15 per stop. All pick-ups go back to a warehouse and are sorted to go out the next trip. We would need uniform, sealed plastic tubs. Cost dependent upon number of stops and frequency. Probably affordable and makes sense for the large libraries. We are all to think about how this may work for CLN.

**Meeting adjourned 3:15 PM**

*Jerry made a motion to adjourn, seconded by Mary. Unanimous vote.*

**Next Meeting is April 14<sup>th</sup> a Go To meeting @ 9:30 – 12:30**