

CLN Board Meeting November 21, 2013: Fletcher Memorial Library

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

Meeting called to order by Pres. Russ Moore 10:08AM:

No public comments

Minutes:

- October 24th Annual CLN meeting: *Motion made by Mary and seconded by Jerry to accept minutes as written. Unanimous vote*
- October 24th CLN Board meeting: *Motion made by Jerry and seconded by Paula to accept the minutes as written. Unanimous vote.*

New Member Agreement:

CLN has received signed agreements from Bennington and Bristol.

Agreements have been sent to Ainsworth (Williamstown), and Morristown Centennial Library (Morrisville)

Discussion:

- Do we need to amend contract to include more libraries?
- Only migration date set is Bennington in January
- Ainsworth may not migrate in 2014
- We may bring libraries in as members – no need to change contract until they are “live”
- If addition of more than 10 libraries will change our 2014 fees because of Bywater contract, the new libraries could join in 2015
- We had decided to stay at 14 libraries for 2014
- We may decide when a library joins CLN so that we do stay at 10 for 2014
- Should we offer an agreement to Guilford and Rawson?

Jerry - has some concern about losing fees if Guilford joins CLN. Shall we consider impact fees?

Brooks could face a \$7800 potential loss

Sheila – Acknowledge money issue and discover a way the loss may be included into membership fees to off-set impact fees in future years

Russ – Agreement we do not want to deny any library CLN membership

Motion made by Mary to send a membership agreement to Guilford and Rawson, seconded by Paula. Unanimous vote.

3.12 Upgrade:

Will happen Saturday, 11/24

Consortial upgrade impact –

Sheila will investigate customization of our OPAC.

10 patch releases have occurred since the release of 3.12.

3.14 not far behind

Everyone needs to read carefully release notes from Sheila posted to Basecamp (BC)

Sheila would like one of us to play with it and assemble a priority list

Deb will send out a document to share to select Authorized Values that may be customizable to each member library

We should also send reports needed list to Deb and she will compile for us

12:35 we are joined by Marty Reid, State Librarian by phone:

Opening remarks by Marty –

- “Congratulations to Catamount, way to go! CLN also expressed our “Thanks” to VTLIB for their support.
- VTLIB’s role in the foreseeable future (2014) is training and implementation of new libraries
- Contract managing with Bywater
- Provide tech support (which is consuming a huge amount of VTLIB staff time)
- Need to develop protocols for support to streamline system
- How to streamline support with fewer burdens on VTLIB
- The Goal of VTLIB was to have a model ILS and we have succeeded. VTLIB is interested to see where we go from here.

Tom reassured the CLN directors that VTLIB is in for the long haul and Marty agreed.

MOU Discussion: lead by Marty and VTLIB staff

The format must meet the VT State guidelines and needs to be approved by the Attorney General’s office

Page 2 Section II

- VTLIB will continue to handle the Bywater contract negotiating through February 11, 2015
- OCLC contract is in place and expires June 30, 2014. This is a trial subscription. Future of this subscription to be discussed and may be downsized. VTLIB will act as CLN fiscal agent though this period with OCLC.
- VTLIB will manage vendor relations
- VTLIB will keep assisting with implementations of new libraries in 2014

Jerry – Would VTLIB consider having 1 CLN member join in on the weekly Bywater phone meetings? Sheila and Tom will look into this.

Consultation:

VTLIB will always have someone in attendance at CLN meetings

End dates may be extended

Tech Support:

VTLIB will have a Point of Contact (POC) through 2/11/15 with weekly phone calls to Bywater

Sheila would like there to be more reliance on member staff to be able to articulate Koha issue for ease of response from VTLIB

Work is being done to create a check list for member libraries to follow before contacting VTLIB

Need to make this a more streamlined process

Currently VTLIB is the Bywater single POC to reduce CLN cost

CLN needs to assume a larger role in the implementation of new libraries

Financial:

- As of 1/2014, VTLIB will be billing CLN for contract services.
- Establish a single CLN POC for VTLIB support
- Establish an in house Koha expert (same as POC?) that will be cognizant of updates, releases and bugs
- Have one person proficient in reading the Koha log viewer
- Share info both ways CLN – VTLIB
- Super librarians to report changes to Koha modules and keep electronic record
- Follow protocol
- Adhere to resource sharing to all members of CLN. As long as VTLIB supports CLN, the boards of directors have committed to not excluding and members that wish to join CLN.

Communication:

Once we have a mutually agreeable MOU; the document needs to go to the Attorney General for approval.

Paula – Dispute Resolution, what if we have an impasse between CLN and VTLIB? Next step?

Attachment B:

- Tech support protocols – request goes to VTLIB from the designated POC. Communication will come back via the VTLIB POC (Sheila our main person)
- CLN staff POC will research problem as indicated and determine if the problem warrants submission to VTLIB (Sheila and Tom will reword this section)
- POC is to use tools available to troubleshoot before contacting VTLIB
- Use the support form to contact VTLIB

VTLIB service is at no cost to CLN therefore, CLN must follow protocol so VTLIB may continue support service

Marty in closing – the MOU outlines and protects each party's interests. VTLIB will be involved and is interested in this process with CLN

CLN board thanked Marty and extended an open invitation to attend our meetings.

Call ended 1:30 PM

Holds/Transits:

Bug fix applies in 3.12 for the library destination in Holds

Ebsco Contract:

Paula – Randall dug out what we have. No contract or order form. Rutland paid the bill and reimbursed on their CLN fees due. Paula will flesh out some more. What number does Ebsco need from us? When bib records increase does cost increase? How do we update Ebsco content?

Item types/Loan periods:

Wendy Sharkey, Bennington, concerned about these. General consensus was to wait until Bennington has training and goes live and uses Koha before we make any changes. We all had concerns before our go live date. Bennington Go Live date is 1/13/14.

ILL Catalog Records:

General gist – Brooks has a clear procedure for ILL. It is posted on BC. Consensus that we are all following that procedure.

Staff Client Log-in:

Sheila will e-mail staff client log-ins specific for each library. Apparently Bywater had Rutland and Ludlow signing in as (staff.catamount.bywatersolutions) and this may have been causing problems with holds.

Website Update: Catamountlibraries.org.

Mary is working hard to post our information about CLN, minutes, FYI and anything else we need.

Next Meeting: December 10th, 9:30 @ Fletcher Memorial Library, Ludlow

Adjourn: 3:00 PM

Respectfully submitted,
Jill Tofferi, secretary