

**Call to Order CLN Board of Directors October 2013 Meeting: (joined by Rob)**

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 11:25AM:**

No public comments

**Website** - Mary expressed that she has had no time to work on this since our last meeting. Mary and Jill will talk. Sheila requested that all documents and minutes be posted on the site.

**IRS – Rob**

- CLN needs to do a form SS4 and a #1023. Attorney Jeff White willing to do this for us. Rob will follow up.
- We need to open a bank account
- Paula (Rutland) will pay the \$850 IRS fee for filing.
- IRS letter of recognition of CLN will turn around pretty fast
- Consensus of board for Rob to work with Jeff White

**Hold:**

- Item specific holds – only to patrons from the home/owning library
- If item is missing, leave request in queue for 2 processing cycles, in not found, contact requesting library that it is lost.
- If home library chooses to check out a book to a present, physical, patron, who has just brought a book from stacks that a hold was placed upon, then the home library must change the status of that book to next available.
- An October 9<sup>th</sup> bug fix helped to limit # of CLN transfers

\*Sheila will write-up and post on Basecamp

**Bywater/Server back-up plan:**

How long are records retained? 24 hour backup periods. Bywater is bound by our State Confidentiality law and per CLN policies

**Time Limits on New Items: (not to exceed)**

New Video 1 year  
Audio 1 year  
Books 1 year

**Misc.:**

- Jeremiah submitted a ticket to Bywater concerning Boolean search. He will monitor.
- VTLib support request form being created. Sheila will send out
- Text messaging patron – how to implement? Bywater needs to do this. Rutland will investigate

- OPAC – add message that there is no need to Log-in to search – Rob will take care of this.
- Staff borrowing limits may be set at the Home Library
- Patron receipt – not customizable per library – need to take patron name off – decided to leave partial name on the patron receipt
- Reading History – New Patron now on (default) When bug fixed will be off (default)
- New book alerts need assistance for Brooks and Spfld

Next meeting 11/21 @ 10AM Fletcher Memorial Library

***Adjourn: 3:45***

Respectfully submitted,  
Jill Tofferi, secretary