

Catamount Library Network (CLN):

Board of Directors: Russ Moore, President (Springfield), Jerry Carbone, Treasurer (Brattleboro), Jill Tofferi, Secretary (Ludlow), Abby Nolan (Rutland), Mary Kasamatsu (Waterbury)

Regular Attendees: Wendy Sharkey & Lynne Fonteneau McCann (Bennington), Abby Nolan & Deb Higgins (Rutland), Chris Bloomfield (Springfield) and one member of VT Department of Libraries(VTLib) either – Sheila Kearns, Jeremiah Kellogg or Tom McMurdo.

Meeting attendee adjustments: Abby Nolan was absent; Tom joined us by phone in the morning and Sheila joined us by phone in the afternoon (VTLib representatives), Jeremiah was absent

CLN Board of Directors September 22, 2014 @ Fletcher Memorial Library, Ludlow, VT 9:30 am

Meeting called to order by Pres. Russ Moore 9:50 am:

Additions to the agenda called for

No public comments

Minutes:

August 26th, 2014 – Motion made by Jerry to accept the minutes as amended in T-report with addition of VTLib added and seconded by Lynne. Unanimous vote

Treasurer's Report:

- First Quarter of the OCLC contract in which four CLN members participate was paid for
- De-duping paid
- Yearly fee for web hosting to Weebly paid by Jerry and reimbursed by CLN
- Account Balance to date: \$8339.40

Bywater Contract Draft Discussed: Tom joined us by phone / general discussion

- Shall document be called “Contract for Services” – yes
- “Catamount Library Network” needs to be substituted for “VTLib” where appropriate because CLN is now the owner of the contract
- Attachment A,B,C, will be modified as needed
- Numbering needs adjusting
- Clean-up of document will be done by Russ

Motions made by Jerry to adopt the contract with Russ signing it and sending to Bywater for their signature. Seconded by Lynne. Unanimous vote

New Members: General Discussion

- 10 “Live” libraries by February 2015. Excludes Guilford, Ainsworth and West Rutland
- Shall we lower the incoming 2015 fee to make CLN more attractive?
- What about the Ebsco cost?
- Leave New Library rates as determined, but pro-rate new libraries from their “Go Live” date through the end of the current year. Make it clear to the new library that their payment was pro-rated

- New members will be required to furnish a non-refundable deposit of \$350 with their application to CLN. This fee will be applied to the new member's fee due upon "Go Live". If the member with a signed CLN agreement withdraws, the fee will be used by CLN to off-set costs for the preparation of the new member.

New Member Agreement and General Discussion :

- With the CLN Fiscal year beginning on January 1, 20XX, yearly fee notices will be sent out mid-December and due in full no later than January 15, 20XX
- Morristown will be pro-rated for 14 weeks in 2014 according to their "Go Live". January 1, 2015, they will be billed for the full 2015 fees as per CLN agreement
- Russ and Jerry will update this document to reflect these changes and to be presented for a vote at the Annual Meeting in October
- Post on Basecamp for review

***Motion by Mary** to adopt the 2015 Membership agreement as amended to be presented for a vote at the annual meeting in October. Seconded by Jerry. Unanimous vote*

New Member Update: Sheila by phone

- Starksboro will begin creating items and adding records. Some records are posted and can be found using advanced search and limit to Starksboro
- Deborah-Rawson Go Live October 20th
- Royalton Go Live December 8th
- VTLib would like to have CLN members involved in all new member training. Sheila will touch base with Jeremiah for details and share
- West Rutland has requested to be considered for CLN membership, no migration cost to Bywater, only OPAC set-up paid directly to Bywater. Yearly fee per member agreement
- CLN will offer West Rutland the revised 2015 Membership Agreement

***Motion made by Lynn** to extend to West Rutland membership into CLN based upon our 2015 Membership Agreement. Seconded by Mary. Unanimous vote.*

Bylaws:

- Need to be updated to reflect the same wording as in the New Member Agreement – Russ will do
- "2/3 of council members" needs to be changed to "2/3 of council members present" to change Bylaws
- CLN members need to receive notification of the proposed Bylaw changes 60 days prior to the vote
- Post on Basecamp for review

***Motion by Lynne** to warn for a vote by the Council membership the proposed Bylaw changes at a "Go To" meeting on December 1, 2014 at 9:30 AM. Seconded by Jerry. Unanimous vote*

Meeting dates:

- ***Tuesday, October 28th @ 9:30am Fletcher Memorial Library – This is the CLN Annual Meeting. This will be followed by a regular monthly meeting.***

Budget 2015 Discussion: Tom by phone / general discussion

- TTL funds needed (projected) \$31,735.00 – 2417.00 = \$29.318.00
This amount will be divided amongst the initial 10 libraries based on percentages using the same formula as we now do, incorporating population served, number of items and circulation as reported annually to VTLib
- First year libraries, if join later than January 1. 20XX, will have prorated fees assessed and due in full on their “Go Live” date.
- Tom will run figures and post to Basecamp for review

Motion made by Lynne to present the drafted proposed budget amount for 2015 at the annual CLN meeting for a vote. Seconded by Mary. Unanimous vote

Loans Group: Reported by Deb

- Working on how to handle “Lost” items, protocol and a form for use
- ILL Loan period – after group discussion – best to leave as is with no change in CLN
- It was suggested that perhaps it may be requested of VALS to establish a uniform loan period for all ILL participating libraries
- The loans group fully supports the CLN Board’s efforts to maintain consistency and uniformity in all aspects of CLN
- No recommended preferences in Koha 3.16 upgrade

Catalogers Group: Reported by Wendy

- Putting together policy and procedure document for catalogers at member libraries
- Will present the finished document to the CLN board for approval

Annual Meeting October 28th, 2014:

- Items to include report from the nominating committee of a slate of officers to be voted upon
- Vote to adopt the CLN 2015 budget
- Treasurer’s report
- Vote on changes to Bylaws and the 2015 Membership Agreement as posted on basecamp
- Russ will post a warning for the meeting on Basecamp and finalize the agenda and post as well

Nominating Committee:

- Russ appointed Jerry, Mary, and Lynn to join him on this committee. Mary is the chair of this committee
- There are two available seats both were 1 year expired terms and now become 3 year per our Bylaws
- Lynne nominated Jill to fill one seat – 3 year term
- Russ nominated Lynne to fill one seat – 3 year term
- Russ will post on Basecamp

Motion made by Jerry at 3:15 to adjourn. Seconded by Jill. Unanimous vote.