

Catamount Library Network (CLN): Joined by Marty Reid, State Librarian

Board of Directors: Russ Moore, President (Springfield), Lynne Fonteneau-McCann, Vice-President (Bennington) Jerry Carbone, Treasurer (Brattleboro/Brooks), Jill Tofferi, Secretary (Ludlow/Fletcher), Mary Kasamatsu, Director (Waterbury)

Regular Attendees: Wendy Sharkey (Bennington), Abby Nolan/Deb Higgins (Rutland), Chris Bloomfield (Springfield), Greg Tischer (So. Royalton), Holly Hall (Jericho/DRowson), Mary Lemieux (Morrisville/MCentennial) & Sheila Kearns*/Jeremiah Kellogg/Tom McMurdo*(VTLib) *Denotes by phone

Not Present: Abby Nolan, Mary Lemieux

CLN Board Meeting February 12, 2015 via GoTo meeting via on-line and phone.

Called to Order by President Russ: 9:38 am

Additions to the agenda: N/A

Public comment(s): N/A

Catamount and VTLib Support Changes: Marty

Marty opened our meeting with congratulations to CLN stating that it was a pleasure watching the organization grow and become a professionally operating consortium. This is a new phase for VTLib as the pilot program was successful.

- How to transition in the most timely and efficient way for CLN to take over sole management and coordination of the Catamount Library Network consortium
- The timeline for this transition has been hastened due to budget and personnel changes at VTLib.
- CLN will take on their new roles in a graduated way – not all at once and VTLib is there to support

Steps for Success –

- Good communication
- VTLib & CLN share ideas and CLN input is welcomed
- Hopefully the CLN tasks will be shared amongst members – there will be a learning curve
- VTLib will work with CLN to transition

Russ – This is what was planned, down the road. CLN needs to take control. Sheila's plan is well thought-out. Timeline is just sooner than expected.

Jerry – “Thank You” Marty for your vision that began with a phone call. We appreciate VTLib's commitment to Catamount professionally and the financial resources provided.

VTLib Support: Sheila

- The hope is to establish concrete next steps for VTLib and CLN. The “Proposal” I shared is less a plan and more an outline of the process
- Hope to have the CLN “Project Manager” work with VTLib to implement the transition
- VTLib will provide documentation for New Member Training, Go Live procedures, procedures for managing and reviewing support requests, and what/how to send support tickets to Bywater. All to be completed by VTLib staff prior to the reigns being 100% turned over to CLN

Russ – Great outline including critical elements. The “System Administrator” duties CLN will be critical to learn and implement

General Discussion support change: Sheila

- CLN will need to select a new system for support. Discussion followed about some programs. We need a program capable of providing tickets and a knowledge base. Jerry will look into a few ideas including g-mail/Google integration. Sheila will look on Tech Soup.
- When CLN chooses a program, VTLib support team will integrate CLN into the VTLib support process
- VTLib will integrate CLN Support Team into the Bywater calls
- When we choose our support tool (program) VTLib will transition to it and learn the program
- VTLib is not going away, will be here to assist with migrating non-automated libraries as this is a goal of the Department of Libraries. CLN will take over the Go Live training.

GOAL: *For the next New Member training, Ainsworth, CLN with VTLib guides in hand will lead the Go Live. VTLib will assist as needed.*

Questions:

Deb – may we have a breakdown of time spent on tasks? Sheila – spreadsheets posted on BC - @ 20 hours per week split between Sheila, Tom and Jeremiah

Jeremiah – Shared he is creating a good document for us to follow for Go Live

Sheila - CLN any other ideas for assistance with transition?

Russ – Good list of needs, Sheila, very helpful

Wendy – What happens with Base Camp and Go To meetings provided by VTLib? Tom: CLN will need to pick-up the cost of BC @ \$20 per month. Go To will continue to be provided by VTLib and VTLib will participate when available/needed. Tom is happy to continue on as facilitator of the management meetings for the near future.

Next Steps: Sheila

- CLN to select Support Team members ASAP. Need at least 1 lead and a back-up two would be better
- To monitor Koha e-mail listservs and be aware of major developments that may impact CLN, bug fixes and release dates
- CLN needs to select training team to have in place for the Ainsworth Go Live in May. VTLib will be present
- By June 1st to have our support program selected and functioning. VTLib will turnover their managing of tickets and Bywater support (VTLib available if we really get stuck)
- January 1, 2016, VTLib will turnover full responsibility of Koha to CLN
- Sheila and Tom will transition out of their roles in CLN Cataloger and Loans groups

- CLN will be doing all new recruitment and migration etc.
- CLN needs to discuss talents, and availability within our membership able to fulfill support/training roles

Minutes January 5th, 2015:

Motion made by Jerry to accept the minutes as amended. Seconded by Lynne. Unanimous vote.

Please note our October minutes will be reposted on our website and voted upon at our next meeting.

Treasurer's Report: Report filed in CLN Notebook

- 1st month of our new year – January 2015. Carry-over in the amount of \$6171.74
- Income anticipated from new members Ainsworth, Guilford and West Rutland (all prorated)
- We will have new support expenses for Basecamp projected at \$20 p/m and maybe a ticket system program
- 1099 sent to Jess Weitz
- OCLC invoice mailed to participating member
- Banking Resolution to be discussed at Feb. 20th meeting

Deborah Rawson Migration:

- Still waiting for another attempt by Bywater matching Brooks and Bennington records only
- Sheila will update the ticket to move the migration along and confirm that Holly is to be kept in the loop of communication

New Members:

- Payment and signed membership agreement received from West Rutland. Rob will be working with Kim on the Barcoding process. Sheila will contact Jeremiah to get migration information to them
- Jerry will be in touch with Amy @ Randolph to follow-up with their interest in CLN

VTLib Support Summation: Jerry

- May 1st CLN Support Team, a CLN Project Manager to assure the transition is on target, and a CLN System Administrator needs to be in place
- Need to begin transition into a CLN ticket system
- Need facilitators for the CLN Catalog and Loans group
- New Member recruitment – ALL members responsible for this. VTLib has reserved a migration date in the summer 2015 and one in the fall 2015 for us – may be cancelled if no need for these spots
- Keep in mind that this time next year Jerry and Russ will be retired. Their terms expire 12/31/15.

General

In-House Equipment Item Type: Jerry

Jerry will be using High Demand which is an "In House" only item type changing as needed for the circulation of items by the hour with the ability to place holds

Advanced Search Icons:

Jerry- Could we perhaps hide the icons and just have a list – less busy. Wendy-Bennington would like to keep this feature as their youth use this to search. No Change to Advanced Search

PC Patron Type is enabled to place holds. Jerry will work with this in the test system

KOHA North America Conference – should CLN send people? To be discussed next meeting

Overdrive Integration discussion –Sheila's sense is that as presently designed will only work for a single library, not consortium. Perhaps put this out to other consortia and see if there is interest

Loans Group Report: Deb

- Working on CLL circ procedure manual
- System preferences changed for holds waiting from 2 days to 4 in hopes that more items will be filled by the owning library. Will be monitored
- Springfield had an issue with a hold being filled by another library when their copy was on the shelf. These anomalies need to be replicated and documented.
- Unrequited Holds – all libraries need to monitor their Long Overdue items. Reports # 85 and #399 may be helpful. Deb will discuss and walk through this process with the Loans group at the next meeting
- Movie circ periods were discussed and will remain as is for now with a revisit in the future

Catalogers Report: Wendy

- Discussed the 942 field (Item Type)
- Discussed Deborah Rawson migration
- Tom discussed the New England Technical Service Librarians (NETSL) meeting as something of interest for the group on April 10th, 2015

Adjourned: Motion by Lynn and second by Mary K to adjourn @ 1: PM

Next Date:

- **February 20, 2015 Fletcher Memorial Library @ 9:30 AM**
- **BAD travel alternative: Meeting still on February 20th, but as a Go To meeting to begin at 9: AM**