

Catamount Library Network (CLN):

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), Jill Chase (Waterbury), Greg Tischer (So. Royalton), Holly Hall (Jericho/DRawson), Mary Lemieux (Morrisville/MCentennial) & Sheila Kearns/Jeremiah Kellogg/Tom McMurdo (VTLib) **Denotes by phone*

Not Present: Abby Nolan, Greg Tischer, Mary Lemieux, Holly Hall, Jeremiah and Tom (VTLib)

CLN Board Meeting February 20, 2015 @ Fletcher Memorial Library, Ludlow, VT.

Called to Order by President Russ: 9:45 am

Additions to the agenda: Hold Overrides by staff

Public comment(s): N/A

Minutes:

Motion by Lynne and seconded by Mary K. to accept the Catamount Library Network Annual Meeting Minutes of October 28th, 2014 as presented. Unanimous vote.

Motion by Jerry to accept the minutes of February 12, 2015, a Go To meeting, as amended. Seconded by Lynne. Unanimous vote.

VTLib Support & System Transition to CLN responsibility – Who & What we need:

- Project Manager to oversee transition, setup tasks, dates and make sure goals are met
- CLN System Administrator and team
- Support Leader and team
- Catalog and Loan Group Facilitators
- Training team(s)
- List serve monitor(s)
- Recruitment point person
- Choose what program will be used for a support ticket system

General discussion:

- Need core group for the training team, consistency with the process. VTLib will provide manual of process which they have written.
- Training consists of 3 days – 1 Circ & OPAC, 1 Cataloging and final day Administration
- VTLib will continue to assist with all libraries becoming CLN members that are not automated. This will consist of training needed to migrate the library's collection including cataloging of new items
- After the library's Go Live day, questions will be sent to support for "How to" pertaining to normal daily operations – not true ticket items. Per Sheila, VTLib is willing to field these issues
- We should use the Base Camp calendar – Russ will add milestone dates for transition

➤ **Going forward:**

- Sheila will send call-in information to CLN System Admin for member weekly calls with ByWater
- Jerry & Sheila will test out the use of *Google for Non-profits* as our support ticket tool
- Sheila will work on finalizing the list of who has what responsibilities for support as was shared by VTLib staff and assist in developing a strategy for CLN model
- Jerry suggested we get a list of the Koha hardware specs needed by members

CLN Member Duties: (*as noted is the team leader)

- **Project Manager** – Russ
- **CLN System Administrator and team** - *Wendy, Deb & Chris
- **Support Leader and team** - *Deb, Wendy, Chris & Jerry
- **Catalog Facilitator** – Jill Chase
- **Loans Facilitator** – Deb
- **Training Team North** – Greg, Jill C., Mary K., Janet & Deb on call
- **Training Team South** – Wendy, Lynne, Chris, Jill T., Jean, Jerry, Therese & Jess on call
- **List serve monitors** - *Chris, Deb, Wendy, Jerry
- **Recruitment point person** – Jill T.

Ainsworth Training: May 6 – 8 Go Live May 18th

- North team - Greg & Jill C. with Jeremiah
- Go Live – Jeremiah, Greg, Mary K.

Guilford:

Jerry and his staff are working with Guilford with migration. Hopefully they will begin March 12th

Deborah Rawson Migration:

Tom posted that By Water is working on a new plan that will match DR records with Brooks and Bennington only.

Hold override by staff issue:

- Loans group discussion decided to leave the holds override for staff setting on. DR needs this for their Home Library card to work correctly. There are 2 warnings that ask the circ staff if they really want to override the hold. The answer in most cases is no. We need to be sure this is clear in staff training.
- Russ is noticing that when his patron places a hold on a Springfield item and it is on the shelf available, that on occasion the hold is placed on another CLN holding. Need to try and recreate this issue.

New Member Update:

- **Ainsworth** – as noted above
- **Guilford** – as noted above
- **West Rutland** – Deb will be assisting them and they are excited
- **Kimball /Randolph** – Jerry reported that at this time Amy feels CLN is enticing, but she is in a holding pattern right now and doing more research.
- **Davies Memorial / Waterford** – This is a self-service library meaning that there is no circ staff majority of open hours. This is a concern for how CLL's would be handled as it is very labor intensive. They would probably purchase a Self-check system. Deb will talk with Jennifer and invite her to see the catalog with self-check at Rutland as well as see how Koha works. We may need to fine tune a membership agreement with an addendum of some sort. Holding for further discussion.
- **H. F. Brigham Free/Bakersfield** – Russ will call and extend an invitation to them to visit a CLN member library to get a feel for the system. The next step will be to invite them to a board meeting. Holding for further discussion.
- **VSAC Collection** – Inquired about possibility of CLN membership. Russ returned call and is awaiting a call back. He will try to contact one more time. Holding for further discussion.

KOHA North America Conference August 4-7:

Should CLN send a representative? It may be a good opportunity for networking with other consortia that work with By Water. Russ may consider going.

Next Meeting: Monday, March 16th 9:30 am @ Fletcher Memorial Library, Ludlow

3:00 pm:

Motion to adjourn Wendy and seconded by Lynne. Unanimous vote.