

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), 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, Greg Tischer, Mary Lemieux, Jeremiah Kellogg

CLN Board Meeting January 5th, 2015 @ Fletcher Memorial Library, Ludlow, VT
Called to Order by President Russ: 9:40 am

Additions to the agenda: Mary will give an update on Waterbury's temporary housing
Executive Session needed for discussion of personnel

Public comment(s): Russ shared that a member of Springfield's budget advisory committee is very happy with CLN's "Hold" service.

Minutes October 28, 2014 CLN Monthly Board Meeting:

Discussion of Draft minutes of the October 28, 2014 Annual Membership Council meeting discussed. Jill believes she has the correct amended minutes per basecamp comments, but did not re-post on BC. Moving forward, amended minutes will be posted on BC prior to our meeting date. Russ and Jill will clear up the elections of officers and appointments to board positions. The vote was tabled until the next monthly Board of Directors meeting.

Minutes December 1, 2015 Go To meeting:

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

Treasurer's Report: Report filed in CLN Notebook

- Report through December 31, 2014
- Jerry will contact Bywater and request an invoice in the amount of CLN's yearly fee
- Russ wondered where we stand with the signature card for a third signer on the account
- Lynne has received the card and sent it back to Russ. Russ will check.
- Discussion about 1099 for Jess Weitz and the filing of our 990 IRS card – all set. 990 due to IRS by May 15, 2015

Deborah Rawson Migration:

- Holly inquired as to when their migration would be re-run
- All but Fletcher needed to adjust some records with errors because of DR's initial migration
- All libraries have completed this task

Motion to move into executive session for reason of personnel discussion by Lynne. Seconded by Mary. 10:20am

Motion to end executive session by Lynne. Seconded by Mary. 11:04am

The CLN Board of Director's have adopted the following Base Camp Resolution:

“Resolve that participants of Basecamp recognize that it is a public forum and all communications are to be used for the exchange of information. Discourse should at all times remain professional and courteous. If a particular issue becomes contentious the appropriate response is for the parties involved to resolve the issue privately between themselves.

If the issue remains unresolved, the next step will be to involve the individual directors who will address the issue with the CLN board for further discussion and resolution”

Motion made by Jill to accept and adopt immediately the Base Camp Resolution as written. Seconded by Jerry. Unanimous vote. January 5, 2015

New Members: Tom and Sheila joined conversation by phone 1:15 for this topic only

- *Starksboro* – going well, Go Live 1/12/15 with training this week. Jill Chase will assist VTLib
- Jeremiah will train staff in OPAC and Tom in Cataloging
- *West Rutland* – Deb and Paula Baker, retired, followed-up, with a presentation to West Rutland's board. There was much excitement. Their board meets this week and will hopefully decide to join CLN. West Rutland is not automated
- Russ – we need an emergency plan for when the Koha system is down
 - 1) Make sure it is not YOUR libraries Internet service
 - 2) Call By Water 888-900-8994
 - 3) Post outage on Base Camp
 - 4) Reporting library is to begin the phone tree to ensure that all CLN libraries are called

Russ will post procedure to Base Camp

- Sheila – Did By Water call back to say all systems up after the outage a week ago? Sheila will follow-up to be sure CLN receives a report/service response from By Water
- Russ – weekly By Water call in by VTLib. Should a CLN member be joining in now? Sheila said yes, someone that will work into the CLN Support person in 2016. It would be good to have 2 people join with only one the responsible for active submissions
- Deb to Sheila – Deb has changed a system preference that Deborah Rawson needs for their Homecard users. She has enabled “Allow hold” for Homecard users

General discussion:

- Russ – CLN board needs to move forward with the responsibility of Koha
- Jerry – maybe we start with tech support, ticket system within CLN?
- We need to outline a schedule for CLN training and support by 2016 when VTLib withdraws
- Russ – maybe we will need to hire a part-time support person, how funded, do any of us have time to be the go to person
- What do we (CLN board members) need to learn for Training new Members and Tech Support
- By Water on-site training is by request, outside of our contract.
- VTLib has a training syllabus – seems like we could implement this
- Can VTLib provide us with a breakdown of their time spent on CLN – tech support time vs. migration training

Code of Ethics:

Tabled until February meeting

CLN **Loans Group:** There was no Loans meeting

- Deb explained the Homecard issue with Deborah Rawson staff not able to place patron holds. System preference needs to be changed to "Allow Holds". It is a multiple step process, all with warnings. Staff really needs to know what they are doing to be able to do this.

Motion made by Lynne to change System Preference to "Allow Holds" policy override. Seconded by Jill. Unanimous vote. Deb will make the change and notify VTLib

- A uniform invoice template for lost or damaged items is in the works
- Please protect the boxes of books that are mailed by placing cardboard on top of the top book to alleviate sharp objects used in slicing the package open

Catalogers Report:

Wendy – discussed the de-duping program Nick Clemens is developing. It is not perfected at this time

Next Date: February 12, 2015 Fletcher Memorial Library @ 9:30 AM

Adjourned: 3:10 PM