

**Catamount Library Network  
Loans Group  
October 29, 2015  
Meeting Minutes**

**Present:** Jill Chase (Waterbury), Tammy Gould (Springfield), Deb Higgins (Rutland), Sacha Krawczyk (Fletcher/Ludlow), Therese Marcy (Brooks/Brattleboro), Karen McDonnell (Rutland), Greg Tisher (Royalton), Roberta Tracy (Ainsworth/Williamstown)

**Call to order.** Deb Higgins called the meeting to order via online GoTo Meeting at 10:00 a.m.

**1. Review of September minutes.** Therese moved to approve the minutes as presented. Jill seconded the motion. Motion passed with unanimous consent.

**2. Additions to the agenda.** Therese noted that a recent system-down call reached Bywater's voice mail, not a live tech support representative. Deb will follow up with Bywater in her regular weekly call.

**3. Ainsworth CLN loans.** Regular staffing has resumed at Ainsworth. After talking with Russ Moore (Springfield), Jeremiah Kellogg (VT-LIB), and Jill Chase, Roberta feels ready to have Ainsworth resume CLN loans. Russ approved Ainsworth's resumption. Wendy Sharkey (Bennington) will restart Ainsworth's ability to lend and borrow CLN items. Deb will follow up with Roberta on additional training.

**4. Discuss changing fines threshold (from \$10 to \$5) that triggers patron block.** Deb said that the issue was brought up at the October CLN board meeting and that the board decided to send the idea to the loans group for detailed consideration. Tammy indicated that such a change would result in many patrons being blocked in Springfield. Therese said that, for Brooks, such a change was not worth the potential ill-will and thus Brooks is not in favor of the idea. Therese proposed, with general consent, tabling the idea.

**5. Update on ILL courier service.** Lisa von Kann (Green Mountain Library Consortium) discussed the new ILL courier service at the October CLN board meeting. Deb discussed the basic mechanics of the service, including the use of bins and bags, how libraries will be able to choose the number of stops per week, and that the first year (calendar year 2016) is a pilot. Not all CLN libraries will necessarily participate in the courier service.

**6. Collection agency for CLN.** Therese said that Brooks is interested in seeking to collect revenue for missing items. A collection agency approach is not feasible for Brooks on an individual library basis, but that an intra-CLN-group collaboration may be a viable approach. Deb indicated that Rutland is also interested in pursuing a collection agency. Therese proposed, to general consent, referring the collection agency idea to the CLN board for further discussion.

**7. Evaluation of system-down procedure.** Deb discussed the current system-down procedure, which involves posting on the BaseCamp "system down" section, waiting 15 minutes before

calling Bywater, and then initiating the phone tree. Therese suggested eliminating the phone tree portion of the procedure. Deb will bring Therese's suggestion to the CLN board.

**8. Check-in procedure for manual.** The draft procedure was discussed, including suggestions from Wendy. Therese will make changes suggested by the group and bring an edited draft to the next loans group meeting.

**9. Suggestions for next procedure.** Suggested procedures included fast cataloging and interlibrary loan. \*\*\*Greg left the meeting at this point for another appointment\*\*\*

Respectfully submitted,  
Greg Tisher  
Royalton Memorial Library