

## **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), Deb Higgins (Rutland), Chris Bloomfield (Springfield), Jill Chase (Waterbury), Greg Tischer (So. Royalton), Holly Hall (Jericho/DRowson), Mary Lemieux (Morrisville/MCentennial) & Sheila Kearns/Jeremiah Kellogg/Tom McMurdo (VTLib)

*\*Denotes by phone*

**Not Present:** Greg Tischer, Jill Chase, Mary Lemieux, Holly Hall, VTLib(Sheila joined by phone)

**CLN Board Meeting March 16, 2015 @ Fletcher Memorial Library, Ludlow, VT.**

**Called to Order by President Russ: 9:42 am**

**Additions to the agenda:** Treasurer's report

**Public comment(s):** Deb Higgins will be the official CLN representative for Rutland.

### **Minutes:**

*Motion by Jerry and seconded by Lynne to accept the Catamount Library Network Minutes of February 20, 2015 as amended. Unanimous vote.*

### **Treasurer's Report:**

- Claremont Savings Bank will retain our account. Only real inconvenience is making deposits, perhaps this may be done with a mobile app. Jerry will follow-up
- We are on target with revenue and expenditures
- Ainsworth and Guilford membership will be received once they Go Live
- In June we will have our Bywater contract payment and Ebsco renewal, both anticipated and budgeted

### **FAQ's Sheet – update for web site:**

Jill T. will work on wording for costs to be anticipated by all members and post to BC for review

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

- Russ has posted some dates for our CLN timeline with VTLib on BC calendar and will update
- CLN needs to choose support ticket system. Jerry, Deb and Sheila will review Google for Non-profit and see if this will work for us.
- Jeremiah will have New Member Training & Migration guides ready for the Ainsworth May Go Live
- Sheila has a System Administrator guide in the works
- Transfer of BC responsibility and cost to CLN – Tom will prepare this
- VTLib will continue to provide the Go Live service to CLN until January 2016. CLN will need to let VTLib know our needs, they will sign us in and then hand over presenter control to CLN member

- Sheila – “Deb and Wendy have been have been working hard to get up to speed with CLN and have a great start on what to do. With thanks and appreciation.”
- Tom – Deborah Rawson data clean-up was completed on 3/11/15
- CLN Support Team is now included on the By Water weekly call and will be able to submit tickets soon

### **Koha 3.18 Update:**

- Default setting for reading history will be – not keeping history. Patron may choose to change their setting
- Auto Renew Function – we do not want this turned on
- Advanced Search – New Item Search is more powerful
- Test server will be upgraded to 3.18 end of March
- By Water is working on inserting a drop down menu for the required Town of Residence field and a free text box
- There will be the ability to get our CLN stats as a consortium to compare to other consortia or do we want to compare by individual libraries? Consortium seems to make the most sense

### **CLN New Member Updates:**

- **Bakersfield/Brigham Library** – Russ spoke with them and they are anxious to join. A membership application was sent and not yet returned
- **VSAC** – per Russ, no further inquiry
- **Davies Memorial / Waterford** – Per Deb, their board is holding off on the self-check system so on hold for now. Still interested is seeing CLN
- **Ainsworth** - Training May 6 – 8 Go Live May 18<sup>th</sup>, VTLib heading this up with CLN assistance
- **Guilford** - Jerry and his staff are working with Guilford with migration using Tom’s instructions to match records and work has begun in the test server. Records will be entered and masked in the production server soon
- **West Rutland** –per Deb, have ordered their barcodes and the process begins

### **New member in General discussion:**

- We need to add wording informing all new members that they will 1) be required to participate actively in the maintenance of CLN i.e. training, PR, web updating, in sub-committees etc. 2) required to be represented at the Annual CLN meeting
- Initial process for interested new members; 1) visit a CLN library and see Koha in action, 2) Attend a CLN board meeting, 3) Offer the interested library a Membership Agreement

### **Time contributions:** Deb

- It is suggested that all members keep track of time spent on special duties or projects in CLN as well as listing the tasks
- This may be valuable information at some point and supports that CLN is supported and managed by its members

**Standard Agenda Items:** Russ

Additions

Public Comments

Minutes

Treasurer Report

New Member Update

Cataloger Group Update

Loans Group Update

By Water Weekly Call Update

**CLN Cataloger Group:** No February meeting

**CLN Loans Group:** Deb

- Loans procedures manual is in process with a special discussion topic in Loans Group on BC
- Holds process – a work in progress
- Overdue billing- complete
- Setting of “Confirm Future Holds” does not function as anticipated
- Setting of “Local Holds Priority” turned on - functions to give priority to patron whose Home Library matches the Holding Library
- 942 field is required in the Z39.5 and Fast Cataloging framework (as it should be.) This is not true of the Default Framework, 942 is not required and we would like corrected. Bug?? Wendy and Deb will address this in the weekly By Water call
- Overdrive records may not be imported into CLN. This option will not work for a consortium only a stand-alone library. There are Overdrive records in CLN

**System Down:**

Jill will request Tom to make the below agreed upon changes, if possible, in BC

The Support Group will be renamed System Down with the below noted:

ByWater phone #

- 1) Posting person’s Name and #
- 2) Call By Water
- 3) Begin Phone Tree as needed

*It is the hope that this will simplify the process of what to do and where to find information when there is an occurrence of the system being down.*

Mary will complete a member library directory and post to our website as another source of information. The phone directory will also be posted to the System Down group

**KOHA North America Conference August 4-7:**

Russ may consider going. Discussion to be continued

**Next Meeting: Thursday, April 16<sup>th</sup> 9:30 am @ Fletcher Memorial Library, Ludlow**

2:03 pm: Motion to adjourn Lynne and seconded by Jill T. Unanimous vote.