

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) by Phone

Regular Attendees: Wendy Sharkey (Bennington), Deb Higgins (Rutland), Chris Bloomfield (Springfield), Jill Chase (Waterbury), Greg Tischer (So. Royalton), Holly Hall (Jericho/DRawson), Mary Lemieux (Morrisville/MCentennial) *Denotes by phone

Not Present: Greg Tischer, Jill Chase, Mary Lemieux, Holly Hall

CLN Board Meeting May 21, 2015 @ Ludlow town hall conference room, Ludlow, VT.

Called to Order by President Russ: 9:45 am

Additions to the agenda: N/A

Public comment(s):

- Lynne conveyed what a wonderful job Jill C. did with Ainsworth training
- Mary shared that Jeremiah will be incorporating suggestions into the training manual
- Not many CLN brochures were picked up at the VLA conference

Minutes:

Motion by Lynne and seconded by Mary to accept the Catamount Library Network Minutes of April 16, 2015 as amended. Unanimous vote.

Treasurer's Report: Jerry

- Not much April activity
- Monthly Basecamp fee is \$20, Russ will check on auto pay directly from our account
- Membership fees received from West Rutland, Bakersfield, and Ainsworth
- Expenditures include de-duping, Ebsco and OCLC – all anticipated and covered
- Our next installment to By Water will be due before June 30, 2015

VTLib Support & System Transition to CLN responsibility:

- Russ – we are pretty much transitioned
- Support Tix process in place – need to clearly state and define the problem and indicate High, Medium or Low priority. System down is high!
- Deb – Good email communication with Sheila with any questions she has and guidance on how best to phrase questions for best use of weekly call time
- Jerry and Jill will set-up email for Jill via Gmail so questions and interest from libraries will be directed to Jill and not VTLib. (Done)
- Jerry will research and sign-up CLN for Go To meeting via Tech Soup (Done)
- Russ – how do we expand participation from all member libraries? We want input from all and we are a member run organization.
- Russ – is it time to expand our board of directors?

New Member Update:

Mary mad a motion that upon a new library's "Go Live", they will have a 6 day grace period of "no holds" being processed, seconded by Lynne. Unanimous vote

- Dates available with Bywater for next Go Live
- Guilford next? (Trained on Cat Express by Leslie) or West Rutland??
- Russ will contact Bakersfield as we have had no contact after receiving their signed agreement. We would like them to visit a CLN library (Waterbury offered) and attend a board meeting
- Russ had a call from a Reading Library Trustee. He visited Springfield, Reading is anxious to automate, deciding between Vokal and CLN
- Jerry received an email from Vernon Library inquiring about CLN pricing. They are a Vokal library and CLN pricing does not work for them

Suggestions from the Ainsworth training –

- Have a day in-between new training sessions so that the library may practice and develop questions for the next step
- Issue library cards first to the staff attending circ training
- Bring a barcode scanner to the training
- Best if training is able to happen at the new library
- Take Admin module out of training
- Need a minimum of 2 trainers per Go Live instruction
- Facilitator from Loans (Deb) and Catalogers (Wendy) will be sure teams are ready to go
- Admin module is a work in progress
- A reports tab will be set-up with the basics for each new library

Misc. Info:

- **FYI – we all need to clean out our reports tab and discard what is not used**
- By Water weekly calls – discuss open tix, holds issues, and home library catalog pix size (should be part of the set-up of new library)
- Wendy – Overdrive – It is complicated in a consortia, will try on test server with 1 library and then add 1 by 1, By Water is working on this with CLN
- Sheila will be dropping out of CLN by July 1, 2015, Jeremiah will remain as the needed for migration preparedness for a new non-automated library
- By Water only wants 2 people (Wendy and Deb) as point of contact and weekly calls

Loans Group (Deb):

The group requests that the fine limit be changed from \$50 to \$10

Jerry made a motion to lower the CLN fine limit from \$50 to \$10 therefor blocking patrons at the new lower limit from placing holds until their account is paid. Seconded by Mary. Unanimous vote.

Catalog Group (Wendy): No May Meeting

- Empty record script was successfully run by By Water
- Need to review "how not to create an empty record"

Next Meeting: No Russ

- ✓ Work on budget 2016
- ✓ By-law review – increase board members?
- ✓ Nominating committee – need to fill vacancies on the 2016 CLN board. Jerry and Russ retiring
- ✓ By-law changes to require 1 member from CLN library to attend the board meetings (in person or join by Go To?)
- ✓ Spread the word to member libraries that they need to attend the annual meeting – chance to speak up
- ✓ Do we need to change location?

Next Meeting: Thursday, June 25th 9:30 am @ Fletcher Memorial Library, Ludlow

2:05pm: *Motion to adjourn Lynne and seconded by Jill T. Unanimous vote.*