

CLN Loans Group Minutes

June 14, 2016

10:00 AM

Present : Rene Meyer, Deb Higgins, Therese Marcy, Greg Tisher, Wendy Sharkey, Linda Hartin, Constance Murphy, Tammy Gould

First order of business was to welcome Rene Meyer and West Rutland to CLN. Deb Higgins is helping to support West Rutland and says things are going well.

The next item of discussion was the question of how often the Loans Group should meet. It was decided that we will try meeting every other month on the second Tuesday unless something special comes up that needs addressing sooner. Meanwhile we should be working on the manual. The next meeting, therefore, was set for August 9, 2016.

Everyone is doing well with the GMM courier. Deborah Rawson ran out of bags for the first time since the inception of the service. It was discussed whether we could use other bags or a box if we run out of the courier bags. It was also discussed whether we should simply mail the items that we don't have a bag for. Wendy pointed out that we are still in a test mode with the service and should not skew the results by using other methods. If there is a problem, we can make a comment on the monthly report of the courier service.

Discussion of loans manual: Wendy agreed to look at the list of instructions that we already have and see what we still need to work on. Therese and Tammy pointed out that due to upgrades, instructions in the manual can change and we should be sure to date the instructions and the applicable KOHA edition. The question of items the patron has claimed returned was discussed and should this be in the loans manual. We should always follow the rules of the lending library with regards to billing patrons. When you borrow a book through CLN the borrower is responsible.

New upgrade issues: Therese was having a problem with the action buttons for holds; confirm, confirm & print, or cancel. The 500? Error is still a small problem but does not seem to be affecting everyone. Also, the reports schedule is off. This is a bug that is being worked on.

Meeting adjourned 11:00 AM