

Cataloging Committee Zoom Meeting
Minutes
October 30, 2025
1:00-2:30
Scribe: Sara

<https://zoom.us/j/91571202667?pwd=BCyTbi79EGDQ5aTVA3Mxnbt2kMJOfN.1>

- 1. Call meeting to order: 1:05 pm**
- 2. Roll call:** Absent: Amber Newell
Guests: Judi Boyce, Des Saunders
Chair / Region 3: Sara Kuhbacher (2027) - sara.kuhbacher@campbellcountywy.gov
Region 1: Susan Centrella (2028) - scentrella@tclib.org
Region 2: Leslie Tribble (2028) - ltribble@parkcountylibrary.org
Region 4: Libby Ngo (2025) - libbyngo@caspercollege.edu
Region 5: Kennedy Penn-O'Toole (2026) - kpennotoole@acplwy.org
Region 6: Amber Newell (2026) - anewell@sweetwaterlibraries.com
WSL Representative: Stephanie Gertken - stephanie.gertken2@wyo.gov
- 3. Motion to approve meeting minutes from July 17, 2025.** Leslie made a motion to approve the minutes and Susan seconded.
- 4. Vote on Cataloging Templates.** Libby made a motion to approve the LOT and DVD templates, and Leslie seconded. The committee voted to approve the templates. Kennedy will offer Zoom trainings on how to use the templates. Sara will email the listserv with the date.
- 5. Review Cataloging Standards: 6-8.2.4** The committee discussed adding Freshdesk articles when available to the appropriate sections to maintain the document as standards versus a training document.
- 6. Confirm future assignments.** The committee will comment relevant Freshdesk articles in the standards for the November meeting.
- 7. Confirm next meeting:** The last Thursday of the month falls on the holiday, so the committee moved the meeting dates to: November 20, 2025 and December 18, 2025
- 8. Adjourn Meeting.** Kennedy made a motion to adjourn the meeting, Leslie seconded. Meeting adjourned at 1:55 pm.

