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Minutes
Evergreen Indiana Executive Committee Meeting
February 12, 2013

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I.   Call Meeting to Order

The February 12, 2013 Executive Committee Meeting, held at the Hussey-Mayfield Memorial Public Library, was called to order by Chair Krista Ledbetter at **1:06 pm**.

Present at the meeting were the following voting members:
        Andrea Ingmire (Greensburg – Decatur County Public Library)
        Karen Kahl (Union County Public Library)
        Krista Ledbetter (Morgan County Public Library)
        Montie Manning (Alexandria-Monroe Public Library)
        Mary Rueff (Hussey-Mayfield Memorial Public Library)
        Nick Schenkel (West Lafayette Public Library)
        Sheryl Sollars (Westfield Public Library)
        Christine Sterle (Thorntown Public Library)
        Janet Wallace (Shelby County Public Library)

Non-Voting members present:
        Shauna Borger (Indiana State Library)

Guests present:

        Adam Bowling (Indiana State Library)
        Jason Boyer (Jackson County Public Library)
        Shawn Heaton (Alexandria-Monroe Public Library)
        Wendy Knapp (Indiana State Library)
        Mike Peters (Indiana State Library)
        Jill Stange (Indiana State Library)
        Judi Terpening (Switzerland County PL)
        Karen Ainsle (Indiana State Library)
        Sarah Childs (Hussey-Mayfield Public Library)
        Jake Speer (Hussey-Mayfield Public Library)
        Alexis Caudell (Mitchell Public Library)

The agenda was approved as presented on a motion by Janet Wallace and second by Mary Rueff. All in favor.

The minutes of the December 14, 2012 meeting were approved with the following correction: Sarah Childs was also present as a visitor. The minutes were approved as edited on a motion by Montie Manning and a second by Sheryl Sollars. All in favor.

Indiana State Library report – Ms. Borger
a) RDA toolkit update: participation has closed and payments have been made. As soon as all the payments are finalized use of software can begin. Libraries should have received a welcome email regarding this.
b) Evergreen International LSTA grant is due this Friday, 2/15/2013
c) Evergreen Annual conference programs are being collected. Program applications are due on Friday, February 15, 2013.
d) Evergreen Holds class is going to be offered by the regional coordinators. This class may also be offered to new libraries before they go live. This class will be made available for new libraries so they can better understand holds.

Committee reports
a) Circulation Committee – Judi Terpening
    a. This was Judi's first meeting as Circulation Committee Chair. March 19th will be the next circulation committee meeting.
    b. New members to the Circulation committee: Laura Hull (Peabody Public Library – Class B) and Walter Warren (Vermillion County Public Library – Class C).
    c. The Kids OPAC testing results to be discussed at the March meeting of the circulation committee.
    d. The Spring Roundtable will be held on March 12th – Topic: Billing
    e. Train the circulation trainer class was held on Jan 22, 2013. This was a full class. This will hopefully help with training new libraries as they join EI
    f. Claims never checked out – The circulation committee is discussing whether this is best handled by transaction or date of checkouts.
b) Cataloging Committee – Sarah Childs
    a. No meeting since last Executive committee meeting. Next meeting will be held the first week of March.
    b. RDA taking a lot of cataloging committee time, rewriting the procedures and cataloging manuals.
    c. RDA training at the Spring Roundtable in April.
    d. RDA training with Lyrasis for copy catalogers training which would be more applicable to the EI consortium… rather than original cataloging
c) OPAC Committee – Alexis Caudell
    a. Alexis brought up the overwhelming desire for a mobile OPAC app. She stated that the OPAC is the face of Evergreen to our patrons. Not having a mobile app is very problematic for many of our patrons.

b. Mike and Adam both had input into this issue. Apparently the mobile app is something which must be developed locally and cannot be developed at an international level and then sent out to all EI users. They also said that an evergreen developer says the base templates are not flexible and therefore are difficult to customize for a mobile app. Many evergreen libraries want this capability, however, it seems to be difficult and costly to implement.

c. Krista suggested that we need to know how much this will cost and then take it to the community to see if we can get funded.

d. Mike suggested that we must have a fleshed out development request in order to get an accurate quote. They will need to know exactly what features the app will need to have. He suggested we create a Task Force to take on this request. Shauna Borger will put this call out in an upcoming weekly blog.

d) IT Committee – Mike Peters

a. A fix to display public copy notes should begin this evening.

b. In the event of those quirky evergreen issues… Sending patron barcodes or item barcodes and a time of event is better than nothing. The IT staff can check log details to see what they can dig up.

c. Some library boundaries are not showing up correctly on the find a library near me for Evergreen. Mike and Adam will look into this. This information is held by Indiana University. Wendy will also look into this issue.

d. A development que is in the works. This will be used by the EI coordinator and MIS tech crew to list the development priorities and progress with those development requests.

e. Text message holds alert has been shortened to accommodate libraries with very long names.

e) OverDrive Committee – Jake Speer

a. Overdrive committee would like to broaden their focus to all eContent. The size of our consortium opens doors for more quantity purchasing opportunities. The committee is discussing offering Freegal.

b. There is currently $19,000 in unexpended funds from Overdrive members. A decision was made to spend the money for those libraries. One additional outreach will be made, after May 1st then the Overdrive consortium will spend these funds.

c. In the future libraries that join Overdrive will have 14 months to spend their funds. There are some libraries that just want to belong to the consortium but don't really want to participate in the selection of materials. The committee doesn't have an issue with this, except that then the money that they have already paid, is not going into materials. And, it should.

d. The committee would like to add this policy to the eIndiana new member's document. Motion made by Montie Manning and seconded by Andrea Ingmire.

e. Checkout limits will increase from 3 to 5 items. The community will be alerted by email and this change will be effective by 2/15/2013.

f. Connie Bruder and Mary Glaser will conduct an Overdrive webinar at the end of March. Another callout for new eIndiana members will be sent soon. This will likely include information about Freegal.

Old Business

    a) Transit issues – Appendix A

        a. Transit times at Lebanon PL have decreased. However, it appears that their transit times are still about twice as long as other evergreen libraries of similar size.

        b. Contact and offers of assistance has been offered to the Lebanon Library. None of these offers have been accepted.

        c. The committee decided to draft another letter to Lebanon, with a copy to their Board. It will inform the library and the board that transit times are still well above average. The letter will ask them to do two things: Have staff attend the Evergreen Holds Training, and partner up with another Evergreen Library to evaluate their process. Chair Krista Ledbetter will send this letter.

    b) Cap fines at item price

        a. Sheryl Sollars and Nick Schenkel both tested this function. They both indicated that it seemed to work well.

        b. Overdue fine will cap at item cost or $10 whichever is <u>less</u>. Default item price is set at $10.

        c. A motion to turn on this feature was made by Janet Wallace and seconded by Montie Manning. All in favor.

        d. It will be effective as soon as Shauna can get it in the weekly blog.

    c) Merging patrons – Appendix B

        a. No one at the local library level (even those with admin logins) have the permissions to merge patron records from two library systems. They can merge two patron records from the same library system. Those who need to have duplicate patron records from two library systems; they should use the standard form for mergers and submit them to the helpdesk.

        b. Shauna will send out clarification on this issue.

    d) Marking a patron exempt from collections

        a. Montie Manning and Andrea Ingmire are both testing this function. Since it is a long-term process no results are ready to report.

II.   New Business

    a) OPAC credit card payment option –

        a. The Evergreen Consortium will need to enter into agreement for credit card payment. There are a number of issues to be finalized. The consortium could choose between a Merchant Funded Model (where the fee is paid by the library) or a Convenience Fee funded model (where patrons will pay the fee.)

        b. Many questions about how payments will be distributed and broken out by library will still need to be addressed as we get closer to implementation.

    b) Committee changes

        a. OverDrive Committee shifts to an eContent Committee.

            1. This change is due to the desire for more consortium discounted digital services such as Freegal. The committee will investigate other options in the future.

            2. Change to bylaws at membership meeting

        b.   Circulation Committee and OPAC Committee merge into a Patron Services Committee

            1.   There seemed to be a good deal of overlap in content between these committees.

            2.   Bylaw changes to be approved at membership meeting

c)   Membership fee structure

        a.   The executive committee has started to discuss how to structure membership fees for EI. This fee structure would be used to support enhancement requests and (if needed) pay for EI staff and equipment. If EI would ever lose LSTA funding, we would know in April prior to the year that the funds would be needed. That would give libraries enough time to work the costs into their budgets.

        b.   A sample structure was presented by Shauna Borger and feedback was presented. Additional revisions will be made and sent to EI executive committee members before presentation to the entire membership.

d)   Participating in EI committees electronically

        a.   This will allow committee members to participate in meetings electronically should that be needed.

        b.   Shauna reported that she shared this document with the legal consultant at ISL.

        c.   Bylaws to be changed for the annual business meeting

e)   Evergreen Indiana Annual Meeting

        a.   Date is set for May 9th, Location in central Indiana – not yet confirmed

f)   Nominating committee was established: Nick Schenkel, Krista Ledbetter and Montie Manning. They will fill the following positions:

            1.   Karen Kahl (Class C library),

            2.   Nick Schenkel (Class B library)

            3.   Krista Ledbetter (Class A library)

        a.   A slate will be presented for approval at May meeting.

        b.   April 2nd the nominating committee should present a slate to Shauna containing two nominations in each library classification.

III.   Announcements

a)   New libraries

        a.   Peru Public Library – February 26, 2013

        b.   Covington Veedersburg Public Library – April 30, 2013

b)   Next executive committee meeting – April 9th at Hussey-Mayfield Memorial Public Library

Chair Ms. Ledbetter called for a motion to adjourn. On a motion by Mary Rueff and second by Montie Manning, the meeting was adjourned at 3:19pm.

Respectfully submitted,
Andrea Ingmire