

**Minutes**  
**Evergreen Indiana Executive Committee Meeting**  
**September 23, 2008**

The September 9, 2008 Executive Committee of Evergreen Indiana was called to order at 1:00 pm at the Indiana State Library, 140 N. Senate Avenue, Indianapolis, IN 46204.

Present at the meeting were the following voting members:

Kelly Ehinger (Adams Public Library)  
Judy Hemmerling (Colfax-Perry Public Library System)  
Diane Huerkamp (Mooresville Public Library)  
Mary Hougland (Jennings County Public Library)  
Kay Martin (Lebanon Public Library)  
Mary Reed (Jackson County Public Library)  
Mary Rueff (Hussey-Mayfield Memorial Public Library)  
Edra Waterman (Plainfield-Guilford Township Public Library)

Present at the meeting were the following non-voting members:

Catherine Lemmer (Indiana State Library)  
Wendy Phillips (ADOLPLI)  
Jake Speer (Indiana State Library)

The agenda was approved on a motion by Ms. Hougland/Ms. Huerkamp.

The minutes of the September 9, 2008 meeting were accepted on a motion by Ms. Reed /Ms. Rueff.

**State Library Report**

- A. Limited Access Card: After much discussion, the Executive Committee voted on a motion by Ms. Hougland/Ms. Reed to make the limited access cards limit access to R-rated videos and dvds for individuals under the age of 18. 8 in favor / 1 opposed  
A second motion by Ms. Ehinger/Ms. Hougland requests the creation of new patron types and circ modifiers to allow limitations. The patron types include: Resident-Limited Access; Non-Resident-Limited Access; Reciprocal Borrower-Limited Access; Student-Limited Access; and PLAC-Limited Access. The added circ modifiers are: video r-rated; video new r-rated; dvd r-rated; and dvd new r-rated.
- B. Rebarcoding: Ms. Lemmer and Bob Molyneau of Equinox Software, Inc. will be at the Colfax-Perry Library on Saturday, October 11, Monday and Tuesday, October 13-14 to set up and begin the rebarcoding process.
- C. Mapping of Township Contracts: Ms. Lemmer outlined thoughts regarding township patrons and how they should be mapped. Township contract cardholders have a relationship to the public library more similar to the reciprocal card in that they receive service for very little income in comparison to residents and non-residents who pay a fair share for a library card.

On a motion of Ms. Ehinger/Ms. Huerkamp, the Executive Committee unanimously recommends the mapping of township contract patrons as reciprocal. Township contract patrons will have access to their local library only.

- D. Syndetic Contract: The contract has been signed and the service will be available soon.
- E. Migration Update: Ms. Lemmer reported that the Jackson, Mooresville and Plainfield data are behaving well. The migration is progressing smoothly and the October libraries are on track.

### **Committee Reports**

- A. Cataloging Committee: This committee met on Wednesday, September 17, 2008 at the Indiana State Library. Addressed at the meeting:
  - Cataloging Policy (in draft form and on time to be finalized by November 1)
  - Cataloging Manual – a subcommittee will be working on creating a manual for cataloging staff. Its first meeting will be held on October 1 at Hussey-Mayfield.
  - OCLC contract – Ms. Lemmer has asked for a quote from OCLC including authority maintenance control.
- B. IT/Technology Committee: no meeting
- C. OPAC Committee: no meeting
- D. Serials / Acquisitions Committee: A list of potential members was distributed by Ms. Lemmer on the recommendation of Ms. Phillips. On a motion by Ms. Huerkamp/Ms. Rueff, the list was approved.
- E. Circulation: The Circulation Committee drafted the Circulation Policy and Procedures and presented that document as well as a memo to the Executive Committee addressing several issues. The Executive Committee addressed these issues with discussions below:
  - Collecting fines/fees: Ms. Lemmer reported that according to the State Board of Accounts, in order to collect a fine for materials held at another library, the fine must be at least \$10.00. The Executive Committee would like a more detailed interpretation specifically on how money should be collected, recorded and sent on to other libraries. In the interim, patrons will need to pay all fines and fees at the billing library.
  - It was announced that patrons may pay fines by credit card starting in 2009. The Executive Committee requested more information about whether each library will need a contract for this service, whether the consortium contracts for the service, how much it costs per transaction and how it works, in particular for libraries which do not yet accept credit cards.
  - On a motion by Ms. Ehinger/Ms. Huerkamp, the Executive Committee recommends not using a standard Evergreen Indiana patron application. The Circulation Policy addresses what patron information identification must be viewed during the registration process, but the application form and how long such information should be kept should be local decisions.
  - Discussion of Other Patron Types – the Executive Committee discussed the legality of having a professional non-resident card type. Mr. Speer noted that libraries cannot treat one group of non-residents (not charge for a card) different than another and that the State Library cannot condone using non-legal practices in the consortium. In addition, questions were raised about whether Evergreen

Indiana should have a temporary card or whether those cardholders are simply issued a non-resident card with a modified expiration date. No formal vote was taken on the issues, but discussion will continue at a later meeting after the State Library reviews the relevant Indiana Code sections.

- Questions & Answers:
  - i. Can we bar members of a family with repeat offenders? Yes, according to your local policies
  - ii. What type of cards will be ordered? Full size plus keycard
  - iii. How does the system handle claimed returned? It remains and counts as a claim returned on a patron record. Patrons are limited to three total. Claimed Returned items will not age to “Lost.”
  - iv. Should the consortium have a rule that all checkouts are free? The discussion considered libraries which charge a fee for checkout of dvds/videos. The Executive Committee decided that even though local user fees are a matter of local control, libraries cannot assess different fees for non-local patrons.
- Notices: On a motion by Ms. Rueff/Ms. Ehinger, the Executive Committee unanimously recommends that notices be emailed and mailed at 14 days, 28 days, and 45 days. The 28 day notice is a notice to patrons that their overdue items will be considered lost. The 45 day notice is a bill notice that those overdue materials are now lost and may be sent to collections. If the system can display the replacement costs including the processing fee, this will be listed on the 45 day notice. The pre-notice at 3 days prior to the due date and the notice on the due date are built into the system and will be emailed to patrons with a valid email address in their records.
- The Executive Committee recommended that the Circulation Policy and Procedures document is divided into two – a Circulation Policy for the public and a procedures document for staff. Ms. Lemmer will incorporate the changes suggested by the Executive Committee and send drafts of the policies and procedures to the Committee.

### **Other**

- New Libraries: Ms. Lemmer reported that 17 libraries have expressed interest in joining Evergreen Indiana and estimates that three are likely to submit applications by November 1, 2008.

**Next Meeting:** October 16, 2008 at 1:00 pm at the Indiana State Library.

The meeting was adjourned at 4:00 pm.

Respectfully submitted,  
Kelly A. Ehinger