

Minutes
Evergreen Indiana Executive Committee Meeting
July 14, 2009

The July 14, 2009 Executive Committee of Evergreen Indiana was called to order by Chair Mary Hougland at 1:05 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)
Mary Hougland (Jennings County Public Library)
Kay Martin (Lebanon Public Library)
Karen Niemeyer (Thorntown 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)
David Lewis (IUPUI, representing academic libraries)

Present at the meeting were the following guests:

Jessica Barnes (Indiana State Library)
Jason Boyer (Jackson County Public Library)
Rick Deuschle (Hussey-Mayfield Memorial Public Library)

The agenda was approved on a motion by Ms. Waterman and a second by Ms. Rueff.

The minutes of the May 12, 2009 meeting were accepted as amended on a motion by Ms. Waterman and a second by Ms. Martin.

State Library Report: Ms. Lemmer:

1. Current membership stands at 54 public libraries, one school library and the Indiana State Library. These 54 libraries serve over 620,000 Indiana residents
2. Current database statistics:
 - a. 292,000 registered borrowers
 - b. 1,295,843 bibliographic records
 - c. 2,357,608 item records
 - d. 97,719 transits between the libraries
 - e. At the end of this week, over 416,000 Indiana Residents will be served by the 38 libraries live with Evergreen.
3. Through the end of June, which includes 32 libraries and four non-automated libraries, the project has expended approximately \$731,000. The cost savings reported by the first 32 libraries is over \$1.2 million.
4. Upcoming migrations:

- a. July 16: Andrews Dallas Township Public Library, Loogootee Public Library, Middletown Fall Creek Public Library, Milford Public Library and Washington Township Public Library
 - b. Shoals Public Library will also go live this week. Shoals Public Library is the first non-automated library to go live on Evergreen.
 - c. September 10: Bloomfield-Eastern Greene County Public Library and Mitchell Community Public Library.
 - d. Migrations are scheduled through January 2010 at this time.
5. Staffing News – the Indiana State Library has added a full-time programmer, Ian Jackson. Ian will also be backing up Mike Peters on tech support.
 6. The telephone module development is underway, with a planned completion date of fourth quarter 2009.
 7. “Project Evergreen Indiana” was presented as part of a panel discussion at the 2009 Annual American Library Association Conference, “What Can \$930 Million Do for Library Services Nationwide? The Impact and Future Directions of LSTA.” Evergreen Indiana was very favorably received.

Election of Officers

The Executive Committee will need to elect a Chair-Elect and a Secretary for the 2009-10 year. Ms. Waterman will act as the nominating committee and will seek names from the Executive Committee to present at the next meeting for the officer elections.

Committee Reports

- A. Circulation Committee: Ms. Rose Bryan, secretary of the Circulation Committee, presented the report from the Committee. The Committee requests the following:
 - A change in the message patrons receive when an item is on hold to indicate that the item must be picked up within seven (7) days. Ms. Lemmer will check on the ease to which the message may be changed.
 - Charge for not picking up a hold – some libraries charge patrons who do not pick up an item on hold. This is a local decision and acceptable.
 - New training manuals with 1.6
 - A discussion on whether a fine follows the patron or the library. This matter is still under discussion between the Indiana State Library and the State Board of Accounts. The general practice is that payment for lost or damaged materials must be made to the library which owns the item; overdue fines, on the other hand, are collected by the library which circulated the time (*i.e.*, which the patron belongs).
 - A discussion was held on libraries following procedures in particular regarding “family cards” and temporary cards. As per Indiana Code and the Circulation Policy, a patron must present a valid individual library card at the time of check-out and all materials checked out on such card are the responsibility of the person whose name is on the card. Family cards – that is, one card to be used by every member of a family – do not follow the guidelines.
 - Procedures for the transit of materials were also discussed. It was requested that libraries do not tape the transit slip to the book covers because that can damage the material.

B. Cataloging Committee: Ms. Ehinger reported on the recent discussions of the Cataloging Committee:

- Migration cataloging freezes – the length of time catalogers are locked out of the system is becoming an issue with as many migrations as are planned. With each migration all libraries must stop adding bibliographic records for 3-5 days. Ms. Lemmer reported that this is an issue she is working on with Equinox and hopes that it will be better this fall.
- Authority Control – the Committee would like an update on the progress towards authority control. Ms. Lemmer reported that this must be done by a third party vendor, but this has not been priced at this time.
- OCLC consortium subscription – a small number of libraries subscribe to OCLC. These libraries contribute a significant percentage of new records to the Evergreen Indiana database, though many others contribute with LOC and other Z39.50 sources or by original cataloging materials. The Committee had requested looking into a consortium subscription to OCLC. Ms. Lemmer reported that the cost quoted was based on each member library and the number of items added annually (not on the estimated number of bibliographic records the consortium would add). The subscription cost was prohibitive at this time. However, an additional z39.50 option will be available with 1.6 which will help.
- The Committee continues to provide cataloging sessions for all new libraries and new staff. The Intro class is being taught by Wendy Knapp, Indiana State Library, while the advanced class is being taught by Committee members. The classes will move around the state at least quarterly to help make them more accessible to all the new libraries.
- The Executive Committee requested that Ms. Ehinger recommend to the Cataloging Committee that records for paperbacks with book discussion questions at the end of the book be merged with records for the same paperback without the questions. Ms. Ehinger will report on this discussion at the next Executive Committee meeting, though stated that the catalogers are following the correct cataloging rules and guidelines.

C. IT/Technology Committee:

- Mr. Deuschle presented the technology report. In the report, Mr. Deuschle explained that the recent down time experienced by the libraries was due to an error in the initial configuration of the servers by the vendor that installed the system. This has been corrected and the system is fully functional. The error was discovered when Evergreen Indiana MIS staff were doing planned upgrades to the hardware. Mr. Deuschle explained that as a future safeguard, all hardware and software upgrades will be done on the weekends after library hours. The Evergreen Indiana hardware is now fully functioning and ready for the consortium to take the next steps to move to Version 1.6.
- Telephony – this is under development now for calls to Evergreen libraries for downtown issues, to call patrons for holds and program reminders, and, in the future, to call overdue reminders.

- D. OPAC Committee – no meeting
- E. Serials / Acquisitions Committee– no meeting – basic serials is a part of the 1.6 release.

Old Business:

- A. Temporary Cards – the Committee discussed the status of temporary cards and determined that libraries use this profile differently. Ms. Lemmer was asked to provide a basic list of how libraries use this profile, but no change was recommended at this time.

New Business:

- A. Approval of New Members – on a motion by Ms. Waterman and second by Ms. Niemeyer, the following libraries were approved as new members:
 - Culver-Union Township Public Library
 - LaGrange County Public Library
 - Washington Township Public Library
 - Westfield Washington Public Library
 - Shoals Community School Corporation
- B. Ratification of Committee Members – on a motion by Ms. Martin and second by Ms. Reed the committee members (Circulation, Cataloging, IT/Technology, OPAC, and Acquisitions and Serials) were approved 2009-2010 year as provided.
- C. School Pilot – Shoals Community School Corporation will be the pilot school library. It is anticipated that they will go live in December.
- D. Refer to Committee:
 - Cataloging: merging records of paperbacks
 - Circulation: following transit procedures with respect to time limits on the hold shelf and not taping the transit slip on the books.

The meeting was adjourned at 2:45 pm.

Respectfully submitted,
Kelly A. Ehinger, Secretary