

**Minutes**  
**Evergreen Indiana Executive Committee Meeting**  
**August 14, 2012**

The August 14, 2012 Executive Committee Meeting, held at the Indiana State Library, was called to order by Chair Krista Ledbetter at 1:05 pm.

Present at the meeting were the following voting members:

Andrea Ingmire (Greensburg-Decatur County Contractual 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)  
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)  
Sarah Childs (Hussey-Mayfield Memorial Public Library)  
Robin Crumrin (IUPUI)  
Merle Gruesser (Education Networks of America)  
Shawn Heaton (Alexandria-Monroe Public Library)  
Wendy Knapp (Indiana State Library)  
Mike Peters (Indiana State Library)

The agenda was approved as presented on a motion by Mr. Manning and second by Ms. Sollars. All in favor.

The minutes of the June 12, 2012 meeting were approved as amended on a motion by Mr. Manning and second by Ms. Wallace. All in favor.

State Library Report – Ms. Borger

- The Acquisitions Pilot project is at about the same place it was at the last Executive Committee meeting. Plans are to reinvigorate the pilot in the fall.
- For the Payment Pilot, there will be quarterly reporting and payments; for example the reports will go out the first week of April for the first quarter (January – March), the first week in July for the 2<sup>nd</sup> quarter (April – June), etc. The Pilot will end and the full program will begin once all member libraries have passed the resolution to establish the Evergreen Indiana Pass-through Fund. Ms. Borger stated that most of the libraries had been contacted by EC members since the last EC meeting although only 7 libraries had sent her copies of their resolutions. EC members reported on their successes and challenges with contacting member libraries and asked that the

contact names & phone numbers be updated to ensure that correct parties were being contacted. Ms. Borger stated that she would place a link to the Payment Program on the Weekly Blog, rather than send out invoices. PDFs of the invoices would be available at the link. This will begin with the pilot libraries in October 2012.

- Ms. Borger stated that the damaged item issue that was brought up by Ms. Rueff at the last Executive Committee meeting has some history in damaged audiovisual item packaging at that member library. The Executive Committee discussed whether any procedures should be changed regarding the packaging of AV items or identification of damage on received transited items from other libraries. The Executive Committee decided to not institute further guidelines or procedures but to emphasize the adequate packaging of AV items in bubble wrap prior to transiting. Each library should examine received materials for damage and if a member library believes that an item has been received damaged from another library to contact that library to discuss the damage prior to taking any action regarding the charging of patrons for damage. Communication among member libraries is important and should be conducted proactively. A letter from the Executive Committee to member libraries will be written encouraging communication among member libraries on this issue, as well as fines & fees.
- Ms. Kahl asked if other member libraries had been asked to give Info Express any extra tubs as her library had been asked. Other EC members reported that they had not, or if they had, they had kept extras in their storage area for future use.

#### Committee Reports:

- Overdrive Committee – Ms. Bruder: The Committee met at 10:00 am April 14<sup>th</sup> at the Indiana State Library.
  - o There are currently 65 libraries that are live in the consortium and 6 more will go live later in August, making a total of 71.
  - o The Overdrive Committee reiterated that the use of a PIN at login is optional and that it is a local decision whether to use one.
  - o The Overdrive Committee is in the process of developing rules for governance of the committee.
  - o The new updated website went live yesterday, August 13<sup>th</sup>, and includes such upgrades as a new color scheme, more browse-able headings separated out by format (ebook vs. audiobook), banner ads and WIN promotion ads, auto-complete of a library name upon signing into My Account, new searching options: search by format, search in Library Collection or Available Now for titles available right now in eIndiana Digital Collection, search in Additional Titles to find titles not in the eIndiana Digital Collection and recommend them to the library.
  - o The Overdrive Committee is researching promotional materials for the WIN program.
- Circulation Committee – Mr. Heaton:
  - o One member library reported that when patron records have been merged, some libraries are deleting the birth dates and this field is very important to keep in order to differentiate among patrons with identical names. The Circulation Committee requests that this practice be stopped and that the birth date field be a required field.

- The Circulation Committee wants to verify that in cases where a local policy is stricter than an Evergreen Indiana policy that the local policy “trumps” the Evergreen Indiana policy; the example given is the definition of a “patron in good standing.” The Executive Committee verified this.
  - Mr. Heaton provided 2 items on the Circulation Committee’s wish list: that photos of patrons be include on patron records and that there be a box to check for the gender of the patron. After discussion, the Executive Committee recommended that stat cats be used to identify the gender of a patron and expressed that it would not be logistically possible to have patron photos on patron records.
  - Mr. Heaton stated that, through retirements and elections to other committees, the Circulation Committee has lost 4 – 5 new members and is looking for new ones; Ms. Borger indicated that the Indiana State Library has found new members for the Circulation Committee.
- Cataloging Committee – Ms. Childs:
    - Ms. Childs advised the Executive Committee that the Cataloging Committee has not met since the last Executive Committee meeting.
    - When the Cat 2 profile was first implemented it was not with the permissions the Cataloging Committee requested. They got several of the issues straightened out, but ultimately they were told that it cannot be set up so that Cat-2 level catalogers can import records via Z39.50 but not create original records. It's both or none. That doesn't line up with the Cataloging Policy so the Committee will have to decide whether to change the policy or let it stand and hope that people won't create their own records.
    - Ms. Childs had questions about the RDA training and toolkit wondered if the Executive Committee would consider contracting with an outside trainer to do the RDA training for Evergreen Indiana catalogers.
    - Mr. Manning resigned from the Cataloging Committee. Ms. Childs will discuss with the Cataloging Committee at their next meeting whether to replace that position, as the committee took 4 new members earlier this year when they were initially looking for 3.
  - Ms. Childs will meet with the OPAC Committee to talk with them regarding limiting search results to e-resources or no e-resources and to see what they think patrons will want.
  - IT / Technology Committee – Mr. Bowling:
    - There is a consortium-wide issue with items being checked out on staff profiles, such as Circ1; no staff profiles should ever have items checked out to them. Staff who want to check out items need to have 2 accounts in Evergreen, one staff account for work and one patron account for personal use. Groups such as book clubs should get a staff card to check out items.
    - Mr. Boyer shared that version 2.1 changed the 856 \$9 field in the MARC record; rather than transcending down, it now transcends up, which has made it do exactly the opposite for what it was designed to do, especially at the Jackson County Public Library.
    - Revisiting the “Void vs. Forgive” issue, Void should never be used. It creates negative fines in patron records. At the local level “claims returned” can be used. State Library staff is in conversation with Unique Management about how to resolve this issue.
    - Regarding asking State Library IT staff to do batch changes: ISL IT staff will ask a library to do these themselves using copy buckets.

- o Mr. Peters stated that Version 2.2 will launch on September 14, 2012. He handed out a 3-page document, “Redesigned OPAC Interface” and went through the changes & updates that are included in 2.2. Some of the updates will need policies developed to guide their use.
  - o A motion was made by Mr. Manning, with second by Ms. Sollars that the SMS text alert function be turned on. All in favor.
  - o Mr. Peter stated that the age protected hold function will stay turned off while the Version 2.2 test database is being tested. Those with questions should post them to the main Evergreen Indiana listserv to encourage discussion. Ms. Ledbetter suggested that Executive Committee members play with the test database in order to help Mr. Peters with identifying and fixing bugs or clarifying functions.
- OPAC Committee – Ms. Borger:
    - o The “Anticipated Return Date” went live. There are flyers on the Members Resources webpage for libraries to use to promote and explain.

Old Business:

- Paying for Unique Management fee
  - o Ms. Ledbetter, Mr. Boyer and Ms. Ingmire agreed to do a group phone call to Unique Management to sort out this issue

New Business:

- Officer appointments include Mr. Manning as Vice Chair and Ms. Ingmire as Secretary. A motion to close the nominations was made by Ms. Rueff with a second by Ms. Wallace. A motion to approve the nominations as presented was made with all in favor.
- Ms. Borger reported that there were varying results in contacting member libraries to verify the establishment the of Evergreen Indiana Pass-through Fund; she will follow up with those who were not able to be contacted by Executive Committee members
- The contract with Syndetic Solutions / Bowker expires at the end of October. State Library staff is doing an RFQ and looking for other vendors. ISL staff is looking for feedback on the features that are currently offered beyond book jackets, such as tables of content, reviews, etc. and whether they are being used enough to warrant the thousands of dollars in cost. Executive Committee members are asked to provide feedback to the State Library staff on this topic.
- Ms. Childs stated that someone had asked of the Cataloging Committee whether a new Circ Modifier could be created for explicit content CDs. The Cataloging Committee feels that the process is working okay to this point without a separate Circ Modifier. The Executive Committee concurred.
- Revisiting the issue that Mr. Heaton brought up in his Circulation Committee report regarding requiring a date of birth be attached to a patron record, as well as an evening phone number, Ms. Ledbetter stated that in her library district there are some patrons who simply do not have a phone, so that field cannot be required. Ms. Wallace made a motion with a second by Ms. Sterle that effective with the launch of Version 2.2, a date of birth will be required for each patron registering for a card. All in favor.
- There was no decision on the RDA Toolkit. Ms. Borger will send out an email to gauge interest among member libraries and then action will be taken based on how many libraries indicate that they would like to participate.

Announcements:

- On a motion by Mr. Manning with a second by Ms. Sollars, and all in favor, the Peru Public Library was admitted to the Evergreen Indiana Consortium.

Chair Ms. Ledbetter called for a motion to adjourn. On a motion by Mr. Manning and second by Ms. Sollars, the meeting was adjourned at 3:25 pm.

The next meeting of the Executive Committee will be on Tuesday, October 9, 2012 at 1:00 pm at the Indiana State Library.

Respectfully submitted,  
Mary Z. Rueff