Minutes
Evergreen Indiana Executive Committee Meeting
December 14, 2012

The December 14, 2012 Executive Committee Meeting, held at the Indiana State Library, was called to order by Chair Krista Ledbetter at 1:08 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)

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)
>	Steven Schmidt (Indiana State Library)

The agenda was approved as presented on a motion by Sheryl Sollars and second by Christine Sterle. All in favor.

The minutes of the October 9, 2012 meeting were approved with a corrected meeting date of October 9th on a motion by Nick Schenkel and a second by Mary Rueff. All in favor.

State Library Report – Ms. Borger
   a)	2013 Evergreen Annual Conference –
      o	Tentative date for Evergreen Annual Conference was set for Thursday, May 9th. This date will be announced in the Evergreen weekly blog.
      o	Locations and other planning items for the conference will go out for bid.
      o	Shauna Borger will put out a call for programs using the Evergreen Blog soon.

   b)	RDA toolkit
      o	34 libraries are currently signed up for the RDA toolkit. Because of the number of libraries interested, we were able to get the highest discount ALA offers. This saved consortium members approximately $1200. West Lafayette will be handling the payment to ALA. Thanks to West Lafayette for their assistance in this matter.

c) Regional Evergreen Indiana training – training policy
   o Quarterly trainings will be held at sites around the state. Many libraries volunteered to be training sites for these workshops. Classes to be offered: Basic Circulation, Basic Cataloging and Admin/Reports training.
d) New Evergreen Indiana holds class
   o The Indiana State Library now has all regional coordinator positions filled. The Regional Coordinators will be offering a Holds class in 2013. This class will cover the entire holds process from policy to patron questions and issues with holds. If anyone is interested in offering this class to their staff, they should contact their Regional Coordinator for more information.
e) Annual Report statistics
   o Shauna will again provide Evergreen Libraries with some of the statistics needed for the annual report. These stats will address the following parts: Patron Statistics, OPAC hits, Circulation, and PLAC
   o More information will be posted in the Evergreen blog updates.
   o These statistics will be sent out in a format similar to last year and will come out in the first week of January.

Committee Reports
a) Circulation Committee – Report from Shauna Borger
   o The circulation committee met on 12/13/12 in Greenwood. They worked on the Circulation Policy to be reviewed later in the Executive Committee meeting.
   o They also reworded the 45 day print notices. The notice currently states that the patron should return the items. However, some Evergreen libraries do not take item returns after they are marked LOST. So, the wording was changed to state that patrons should check with their local libraries regarding the fines.
   o Kids OPAC testing -- There is a testing OPAC site for a fun kids OPAC. A testing report form was distributed to the EC members. Shauna asks that we all take some time to use the OPAC and report bugs back to her by February 19th. Shauna indicated that a digital copy of the form could be emailed to those interested.
   o The circulation committee would like to investigate the use of Claims Never Returned. Andrea Ingmire stated that this functionality is already showing up as an option and that her library has already used this feature. Adam Bowling asked for barcode #'s so that they could track the progress of the items marked with this status for testing.

b) Cataloging Committee – Sarah Childs
   o RDA preparations are underway. The cataloging committee is rewriting procedures for RDA. All new templates will be created for RDA use. Various avenues for RDA training are available including Lyrasis. However, most are theory based and not specific on the how to use RDA.
   o A spring Cataloging Roundtable will be held and RDA will likely be the focus of this meeting.

- The cataloging manual should be updated by the end of the year.

c) IT/Technology Committee – Adam Bowling
  - Update to Bookmobile functionality allowing the ability at a branch level to turn off fines. This is a legacy script so when it is fully functional it will be announced to the EI community via the Evergreen Blog.
  - Evergreen Indiana is no longer a customer of Equinox support. A company called Emerald Data Networks now has the contract. This contract went into effect in November 2012. Adam stated that they have been responsive and there is hope that Evergreen Indiana will see more enhancements as a result of this relationship.
  - A few development requests which are in the works: catalog searchable by copy notes, shelving locations search, as well as other functionality desired by member libraries.
  - Payment Pilot scripts are not currently catching all transactions. Can't go live with this module until reporting is consistent.
  - A group of Purdue students is working on an Evergreen Indiana App. At this time it does not seem likely that this project will really provide the App that our member libraries desire. However, work is ongoing.

d) OPAC Committee – Shauna Borger
  - An update to the help page has been made. This includes screen shots for holds. This will help library staff explain to patrons some of the issues with holds.
  - OPAC design change adding more of the 'old' features: title colors and spacing.
  - It was again discussed that the OPAC committee will likely join the Circulation committee since they are discussing very similar topics.

Old Business:
a) Bookmobile Working Group
  - First Bookmobile working group was held. Many bookmobiles have the same issues: connectivity, checkout periods etc.
  - Working group excited about the ability to turn off fines at a branch level.
  - This group will likely convene at the Evergreen Annual Meeting.
b) Allowing Driver's License if library card is forgotten
  - The circulation committee recommended that as a consortium we say 'no' to accepting a driver's license in place of library card. Much discussion was held. The Executive Committee was as polarized on this issue.
  - The Executive Committee decided to state that the standard practice of Evergreen Indiana libraries should be to require library cards. However, local control and the discretion of library directors should be allowed.
  - A statement would be added to the circulation policy which reflects this sentiment. A motion was made by Nick Schenkel and seconded by Sheryl Sollars, all in favor.
c) Cap Fines at cost of item

- o The ability of this function is limited by the cataloging. There are many items which do not have a replacement price attached.
- o The setting which sets a minimum if no price is available does not carry over into this functionality – therefore requiring development in order for this to function properly.
- o Adam stated that they would have more information at the February 2013 meeting.
d) Transit Issues
- o The issue of Lebanon Public Library and transit times was recapped. In general the transit times at Lebanon have improved and the hope is that with the new courier services it will continue to get faster.

New Business:
a) Regional Training Policy
- o This policy was presented to the Executive Committee by Shauna Borger. The trainings would include: Basic Circulation, Basic Cataloging, and Admin training.
- o Nick Schenkel made a motion to approve this policy; seconded by Montie Manning. All in favor.
b) SMS text notification parameters
- o Some libraries with long names were experiencing trimmed text notifications. Often deleting part of the library's name in amusing fashions. Text messages have a 160 character limit so Adam Bowling stated that standard abbreviations could be made to shorten the messages. One example is replacing Public Library with PL
c) Payment pilot $5 minimum
- o The $5 minimum balance for payout in the payment pilot has proved problematic. When there are balances which must be carried over, ensuring accuracy is difficult for the State Library.
- o Shauna Borger recommended that we remove this minimum balance and pay out to all libraries regardless of balance amount at the end of a quarter.
- o Montie Manning made a motion to accept Shauna's recommendation; seconded by Christine Sterle. All in favor
d) Claims never checked out setting
- o This was addressed in the Circulation Committee report. Further information about this feature will be forthcoming in February 2013.
e) Circulation matrix audit
- o Shauna Borger presented the Executive Committee with a revised circulation matrix. This matrix adds information not formerly on this document. It will be addressed at our next meeting.
f) Staff permissions audit
- o The issue of staff permissions was discussed.
- o Adam Bowling stated that he felt that the local admin settings contained all functionality that the IT staff was comfortable with.
- o Other staff permissions might need to be discussed further. Sarah Childs recommended this as a potential topic for Annual Evergreen Meeting.

g) Holds notification update
   o Shauna Borger showed the updated holds help page. It should go live in a couple of weeks.
h) Merging Patrons
   o Andrea Ingmire brought up the issue of merging patron records. Her library would like to create local 'agreements' to allow merging of patron records. The issue being most of the merge requests are from libraries very close by. Barring patron accounts with large fines, mergers could just be agreed upon by library, instead of each individual patron merge request.
   o Montie Manning made the motion that this be added to the Circulation Policy, seconded by Sheryl Sollars. All in favor
i) New Library
   o Covington – Veedersburg Library has submitted paperwork to join the Evergreen Indiana consortium.
   o Nick Schenkel made a motion to approve their application, seconded by Montie Manning. All in favor.
j) Circulation Policy revisions
   o Revisions to the manual were presented by Shauna Borger and reviewed by the Executive Committee.
   o Montie Manning made a motion to approve these revisions, seconded by Christine Sterle. All in favor.
k) Cataloging Policy revisions
   o Revisions to the cataloging policy were presented by Sarah Childs and reviewed by the Executive Committee.
   o Mary Rueff made a motion to approve these revisions, seconded by Montie Manning. All in favor.

Announcements
- Migrating libraries: Westville – New Durham Township Public Library, Peru Public Library
- 2013 Meetings: February 12, April 9, June 11, August 13, October 8, December 10.
- Steve Schmidt from the Indiana State Library also gave an update on the new courier service.

Chair Ms. Ledbetter called for a motion to adjourn. On a motion Mary Rueff and seconded by Montie Manning the meeting was adjourned at 3:56 PM.

Respectfully submitted,
Andrea Ingmire