



## MINUTES

Evergreen Indiana Executive Committee Meeting  
Tuesday, February 14, 2017, 1:00 p.m.  
Indiana State Library

Members Present: Montie Manning, Monica Casanova, Scott Tracey, Nancy Disbro, Jennifer McKinley, Janet Wallace, and Mary Glazer

Absent: Krista Ledbetter and Sherri Risse

Non-Voting Members Present: Anna Goben, Jacob Speer, Wendy Knapp

Guests Present: Vanessa Martin and Courtney Allison

- I. Chair Scott Tracey called the meeting to order at 1:01 p.m.
- II. On a motion made by Janet and a second by Montie, the Agenda was approved.
- III. On a motion made by Jennifer and a second by Janet the December 13, 2016 Minutes were approved.
- IV. Indiana State Library Report
  - a. Migration Schedule
    - i. Washington Carnegie Public Library
      - i. March 8, 2017 go-live
        - a. Slow migration, approved last fall
    - ii. New Castle-Henry County Public Library
      - i. Data testing. Previous vendor is holding their information. Waiting on patron data. Very enthusiastic
    - iii. Knightstown Public Library
      - i. Currently re-cataloging. Putting parties together
    - iv. Spiceland Public Library
      - i. Currently re-cataloging. Waiting for weather
  - b. Upgrade 2016
    - i. Completed on time, even early
    - ii. Email notice feature unavailable
    - iii. 2017 upgrade schedule



- i. Boopsie
    - iii. Committee nominations, 4 of the 5 returned nomination info. A lot of space to fill due to attrition.
  - c. Patron Services
    - i. Met after the last ec meeting
    - ii. Circ refresher course. Britta is working on training video. Proposed pest policy. We need training so that people locally recognize that this is a problem. Jen from Mooresville is heading that. Negative renewals. Checking one item in and then back out. Recommendations to consortium on negative renewals. Chapter 10 of the manual was approved.
- VI. Unfinished Business
- VII. 2017 EVGILS Scholarships
  - a. \$5000 budgeted
  - b. 8 applicants requested \$4700, Nancy motioned, Monica second. Motion carried.
- VIII. DVD Pilot
  - a. Request for ruling
    - i. Can libraries charge rental fees on transited DVDs/Blu-rays? Jennifer makes a motion not to charge a rental fee. Janet seconds. Motion carried.
  - b. 87K media items committed
  - c. Requesting increase in budget for shipping cases (\$5100 for 10 K cases). Double thickness cardboard. Intended as media shipping cases. No tape. Monica makes a motion to move \$2600 from equipment to promotional material. Janet seconded. Motion carried. Not permanent solution. Start with 10K. They will fit in the bags. Consortium label. Not in violation to use B&T boxes. Company based out of Indianapolis. Brown&Pratt. 48 hours to deliver. What will take the longest is putting the promotional labels. Circ modifier done by ISL if doing whole collection. EI can transition materials.
- IX. Bylaws amendment
  - a. Removed “and private” from membership eligibility listing. Have not admitted private entities prior.
  - b. Added break term for rejoining consortium
  - c. Revised language about rates charged to existing libraries
  - d. Added language about migration fees for OOS and rejoining libraries.
    - i. If somebody is not in standards there is a process. They have two years to get back into standards before they’re removed. They have to show effort.
      - i. Jennifer makes a motion to accept proposed amendment, Monica seconded. Motion carried.
- X. New Business
  - a. Swayzee Public Library
    - i. 1779 Residents (Class C)
    - ii. Out of standards,
    - iii. Grant County

- iv. Dana Melton, Director
- v. Currently unautomated
- vi. Joining bringing library into standards
  - i. Montie makes motion to accept Swayzee, Nancy seconded. Motion carries.
- b. 2017 Membership Fee Table
  - i. We're looking at \$230,000 in the budget for 2018. Everyone else will be at 100% for 2018. New members are phased in for 100% rate. Nancy makes a motion to accept fees as they are, Jennifer seconds. Motion carries.
- c. Breach insurance
  - i. Proposed by Mary Hartman, PBPL
    - i. We don't keep SSNs or credit cards
    - ii. Monica makes a motion to accept insurance options, Janet seconds. Motion carries.
- d. Development for 2017
  - i. Budget line item for app development
  - ii. Equinox looking for serial contributors. Montie made a motion to say no to serial module, Jennifer seconded. Motion carried.
  - iii. Roundtable requests:
    - i. CKI interface update (Tracey). Without having to go to mending.
    - ii. Reader history options (homebound support)
    - ~~iii. SMS/texting courtesy notices. Can be done quickly~~
    - iv. Auto-renewals
    - v. Improved copy note workflow
    - vi. Integrate numeric searching in advanced search interface
    - vii. Cancel payment during annotation step
    - viii. Multi-copy holds/multi-part holds. Ability to place holds on multiple copies. Patrons cannot request multiple holds on same title. Should be a priority per Sarah.
      - a. Will send to committee to prioritize
  - iv. Fine free juvenile profile
    - i. Montie, Jennifer, and Monica interested in pursuing this. Will provide language to update policy
  - v. Sets program update
    - i. Make "set" circ mod available to Outreach profile
    - ii. Remove "set" user profile and use outreach profile instead. Avoid confusion, so that patrons don't get 15. It's for nursing homes and book clubs. These are sets. Committee wants to check membership to make sure it doesn't negatively impact libraries. Make them available now and then explore. Janet made a motion to make them available for outreach, Nancy second. Motion carries. (Holds & Circ)
  - vi. 2017 Ethics Audit

- i. 3 years since last audit
- ii. Initially proposed to repeat every three years to accommodate for staff turnover. Janet makes a motion to do the ethics audit, Mary seconded. Motion carried.

XI. Announcements

- a. The next meeting will be on Friday, March 31, 2017 at the Evergreen Indiana Annual Conference.
- b. Following a motion made by Jennifer and seconded by Janet, the meeting was adjourned at 2:53 p.m.

Respectfully Submitted,  
Monica Casanova, Secretary