



MINUTES

Evergreen Indiana Executive Committee Meeting
Friday, March 31, 2017, 1:00 p.m.
Fort Benjamin Harrison State Park

Members Present: Scott Tracey, Monica Casanova, Mary Glaser, Montie Manning, Jennifer McKinley, Krista Ledbetter, Sherri Risse, and Janet Wallace

Absent: Nancy Disbro

Non-Voting Members Present: Jason Boyer, Anna Goben, Mindy Tuceryan, and Sarah Childs

Guests Present: Monica Boyer (CC), Kerry Green (eC), Judi Terpening, April Gross, Susan Jones (CC), Jocelyn Lewis (CC), Jennifer Steffey (CC), Wendy Paige (CC), Ruth Frasure, Vanessa Martin, and Sheryl Sollars

- I. Chair Scott Tracey called the meeting to order at 9:06 a.m.
- II. On a motion made by Janet and a second by Jennifer, the Agenda was approved.
- III. On a motion made by Montie and a second by Janet, the February Minutes were approved.
- IV. Indiana State Library Report
 - a. New Member Applicant
 - i. Ohio Township Public Library
 - i. Anna completed on-site training which all staff was able to attend. Deduplication done the next weekend. 67% match rate. Most of their records merged.
 - b. Migration Schedule
 - i. New Castle Henry County Public Library
 - i. Data testing
 - ii. Knightstown Public Library
 - i. Currently re-cataloging
 - iii. Ohio Township Public Library
 - i. Initial data pull
 - iv. Spiceland Public Library
 - i. Currently re-cataloging
 - v. Walkerton Lincoln Twp Pl
 - i. Currently re-cataloging.
 - c. Ongoing Development Projects
 - i. Authority Browse
 - i. Testing completed; preparing for integration
 - ii. User Buckets

- i. tech specs reviewed and approved
 - ii. ****currently testing*** Timing not great since it's conference time. Change expiration dates all at once. Batch editing
 - iii. All current development is going toward a web client
 - d. Active Implementations
 - i. Acquisitions
 - i. Worksheets to pilot libraries (Jan)
 - e. Membership Fee Update
 - i. 2017 funds all received
 - ii. 2018 notices sent out this week
 - f. EVGILS 2017
 - i. April 5-8, Covington, Kentucky
 - ii. Anna will be presenting as well as Ruth's staff. They will have a dedicated session
 - g. Transiting Videodisc Pilot
 - i. Majority of pilots have received case
 - ii. Increased number of lenders opting for sharing full collection. 50% have made their entire collections fully available. Jennings county sent out 150 DVDs their first full week
 - iii. Additional "new" circ mods developed to simplify management
 - iv. More libraries joining the pilot. It is expanding rapidly. By the last count, 65,000 DVDs are available, not quite 15% in EI are available. At any time we can move this by changing the CIRC modifier. No tape, no glue adhesive in packaging DVDs allowed.
 - h. Governance Election
 - i. Open for next six weeks, ballot released to community 2017-03-22
 - i. Bylaws Amendment
 - j. 2017 Ethics Audit
 - i. Released to community 2017-03-22
 - ii. Active through August 1, 2017
 - k. Upgrade #1 2017
 - i. Minor upgrade to 2.12. Fully ready to go. Will go all day without any problems. Feel back to go back to the old clients if it doesn't work. Introductory video? If Anna can get it done by May yes. Jason says it's mostly similar. In a way this could be easier for folks. Toolbar option. Using web browser. Circ toolbar built into your web browser. Should be easier. Not optimized for IE or Edge. Chrome and Firefox is preferable. Safari works too. Technically it works on your phone too. Menus are weird on phone.
 - ii. No expected downtime during business hours
 - iii. No software downloads
 - vi. Committee Reports
 - a. Cataloging
 - i. Sarah Childs reported that they have established a regional point person system. All libraries by now should have been contacted who's going to be their regional person. Sarah will call after conference season
 - ii. Spring roundtable well attended. Anna is still working on LEUs. Recertification is going slowly. Will happen by the end of the year. Training possibilities for the web client. Sarah's plan is after Easter she's going to start redoing the cataloging manual so that they can move forward with the web client . They talked a lot about materials

management. Profile permissions. They talked about Cat3. The committee just needs to bone up training. Low key meeting.

- b. eContent
 - i. Nothing to report
- c. Patron Services
 - i. Mindy Tuceryan reported that the committee met March 21st. went through a lot of things. They approved chapter 10 of the training manual. Anna is working on chapter 6. One of the things they talked about was some of the libraries are not fully processing their material. All they have is a barcode. One of the things discussed was about transits. Some of the transits are in disrepair. Mindy sent out an email, making sure we do not transit materials that really need to go to mending. What happens if a library has the only copy and the patron really wants it? Contact the borrowing library. Send it with the slip saying it's not in the greatest of condition. Ask if the patron really wants it. Just call, chit chat talk to them about it. Virginia finished the pest policy. Sent it out to the patron services committee. Pest policy explains that there are particular dogs who can detect this. Recommend chemical way of treating, ovens, and dogs. Is there mention of cooking other library's materials? We do not want to transit materials that are affected. It should be treated before they leave. Anna says we can recommend strongly that transit bags be cooked. Montie raised concern that there is not enough time to cook all transiting materials. Some just cook bags. Look for insects before you transit. In the procedure it explains where you should look for bed bugs (in the spine).
- vii. Unfinished Business
 - a. Breach Insurance
 - i. Proposed by Mary Hartman, PBPL. Nancy Disbro has gotten quotes. Should have something ready to present by June
 - b. Fine-free Juvenile Profile
 - i. Monica will email Anna a draft of the policy
 - c. Development Projects
 - i. Survey out to EC. Will follow to community
- viii. New Business
 - a. Transiting Videodisc Policy update request
 - i. Request: create a long option (21 says) circ duration to be used with non-fiction/education videodisc materials; tabled until community survey can be completed.
 - b. Global audience stat cat
 - i. Required field for cataloged materials
 - ii. Mass Conversion offered by shelving location
 - iii. Will simplify reporting; ISL will assist to do the entire conversion. Discussion was held to determine if the Cataloging Committee needed to vote formally on the issue. Attending Cataloging Committee representatives (6) noted they were all in favor without needed a formal vote. Krista made a motion to accept the change; Montie seconded. Motion carried.
 - c. 2018 Budget
 - i. What entries would you like to see planned into the budget?
 1. DVD cases
 2. Insurance

3. Will need more flexibility with budget due to inopportune federal proposed cuts in funding for IMLS which funds 50% of EI.
- d. 2018 Annual Meeting
 - i. 10 year anniversary of consortium
 - ii. Anna suggests a Party+Council meeting. Rather than a conference, a gala is proposed. More low key. More party type space or at ISL. Anna will be looking for a more reasonable price. Bylaws say we need an annual meeting. Anna will put out a call for more help for planning
- ix. Announcements
 - a. Next meeting- June 13, 2016, 10 a.m.
- x. Adjournment
 - a. Following a motion made by Montie and seconded by Janet, the meeting was adjourned at 9:49 a.m.

Respectfully Submitted,
Monica Casanova, Secretary