



MINUTES

Evergreen Indiana Executive Committee Meeting
Tuesday, August 8, 2017, 1 pm
Indiana State Library, Room 401

Members Present:

Nancy Disbro, Andrews-Dallas Township, Secretary
Ruth Frasur, Hagerstown-Jefferson Township
Montie Manning, Alexandria-Monroe
Vanessa Martin, Greensburg-Decatur County
Mandy Mawhorter, Noble County
Jennifer McKinley, Morgan County, Chair
Sheryl Sollars, Westfield-Washington
Scott Tracey, West Lafayette
Janet Wallace, Shelby County, Chair-elect

Non-Voting Members Present:

Jason Boyer, ISL
Wendy Knapp, ISL
Anna Goben, ISL

Guests Present:

Courtney Allison, ISL
Kyle Quarazzo, Shelby County
Britta Dorsey, Thorntown, Patron Services Chair
Sarah Childs, Hussey-Mayfield, Cataloging Chair
Judy Terpenning, Jefferson County Public Library

- I. Chair Jennifer McKinley called the meeting to order at 1:00 p.m.
- II. Introductions
- III. On a motion made by Janet and a second by Ruth, the Agenda was approved.
- IV. On a motion made by Scott and a second by Montie, the June minutes were approved.
- V. **Indiana State Library Report**

- A. **Migrations**—currently working on several; Knightstown, Spiceland, Swayzee, and Walkerton-Lincoln Township are cataloging in and have 14,076 items cataloged; Ohio Twp in data mapping and testing phase
- B. **Acquisitions**—pilot libraries NBLCO and WLAFY configured for basic use; on hold during summer
- C. **Transiting videodisc pilot**--104/113 libraries have received transit (including 2 schools and ISL); very few damaged items and usually because box wasn't used; over 17,500 items transited; Anna planning statistics analysis in September (6 months); Top lenders: Jackson, NC-Henry, Zionsville, Lebanon, Kendallville
- D. **Development projects**—searchable reports and hold suspension are in testing, probably not in use until 3.0 upgrade; simultaneous multiple hold placement; ability to retrieve multiple patrons; projects in spec phase include OPAC search batch actions, retaining multiple patron names in individual account, and improved printing and email options from the catalog
- E. **Library Visits**—22 library systems visited with 23 systems (43 locations) scheduled; communication has been positive regarding Evergreen as a resource, allows libraries to focus on patrons and community; some common frustrations shared across system; visit cards can be found on an interactive map; album will be available at the end of the year

<https://www.evergreenindiana.org/2017tour.html>
- F. **Ethics audit**—Closed; following up with some libraries and filing
- G. **Upgrades and the Webclient**—multiple upgrades have been integrated smoothly without downtime; staff client no longer being updated and all development is going into webclient; FULCO and WFLDW are extensively testing the webclient; EI will actively move to webclient with upcoming 3.0 upgrade and strongly encourage its use; staff client will be gone with subsequent 3.2 upgrade; webinars are being planned for this winter

VI. Committee Reports

- A. **Cataloging**—has not met since last EC meeting; advanced cataloging sessions planned for August
- B. **eContent**—reviewed Advantage Plus options with Overdrive, will offer restriction similar to age protection; Anna will be drafting revision to policy regarding participation in OverDrive Advantage accounts
- C. **Patron Services**—training manuals being updated; videos have been updated; have approved minimum processing standards and forwarded to cataloging committee; welcomed new members and held officer elections; will meet Sept. 19

VII. Unfinished Business

- A. **Equipment circulation modifier**—On a motion made by Ruth and a second by Janet, the equipment circulation modifier updates were approved.
- B. **Hourly circulation modifier**—discussion of potential
- C. **Auto/Delete of long lost/missing items**—On a motion made by Vanessa and a second by Scott, the auto-delete of long lost/missing items proposal was approved. The protocol will begin November 15, allowing libraries 3 months to locate errant items before the auto-deletion cycle begins.

VIII. **New Business**

- A. **EC membership**—On a motion made by Ruth and a second by Sheryl, the committee voted to retain Montie Manning as a Class C library representative on the Executive Committee after he starts his new position as director of the Plainfield-Guilford Township Public Library.
- B. **Regional Support**—EC members were assigned to regional support areas as follows:
 - Region 1-Northwest: Sheryl
 - Region 2-North Central: Mandy
 - Region 3-North East: Nancy
 - Region 4-West Central: Scott
 - Region 5-Central: Montie
 - Region 6-East Central: Ruth
 - Region 7-Southwest-Vanessa Martin
 - Region 8-South Central: Jennifer McKinley
 - Region 9-Southeast: Janet Wallace

Members' duties to regions including being known as a contact point and calling libraries regarding major issues.

- C. **Online patron registration**—discussed option and agreed it is worth exploring. ISL team will research some concerns and report back.
- D. **Popularity adjusted relevance**—discussed. Results have improved due to new parameters set by ISL team. Nancy asked EC members to watch search results and evaluate. Jason said examples of searches that don't return desired results can be sent to him.
- E. **Reports interface**—Scott requested research into costs for creating new WYSIWYG reports interface. Anna reported the issue gets debated at an international level with little consensus. The cost is prohibitive. MassLNC has announced a 3 year development strategy focusing on searches which may have some impact.
- F. **El Payment Program**—Delayed quarterly payments have become extremely problematic as income cannot be distributed until all funds from all libraries are received. Anna requested disciplinary action to expedite libraries' payments. On a motion by Montie and a second by Ruth, the committee approved a plan for restricting consortium borrowing privileges of libraries delinquent at the end of the second month after payment due date. Members will call libraries in their regions to promote awareness and to hopefully reduce the need to implement this discipline.

IX. **Announcements**

- a. The next meeting will be on Oct. 10 at 1 p.m. at the Indiana State Library.
- b. Following a motion made by Janet and seconded by Scott, the meeting was adjourned at 2:36.

Respectfully Submitted,
Nancy Disbro, Secretary