



MINUTES

Evergreen Indiana Executive Committee Meeting
Tuesday, October 10, 2017, 1 pm
Indiana State Library, Room 401

Members Present:

Nancy Disbro, Andrews-Dallas Township, Secretary
Vanessa Martin, Greensburg-Decatur County
Montie Manning, Plainfield-Guilford Township
Ruth Frasure, Hagerstown-Jefferson Township
Jennifer McKinley, Morgan County, Chair
Mandy Mawhorter, Noble County
Sheryl Sollars, Westfield-Washington
Scott Tracey, West Lafayette

Members Absent:

Janet Wallace, Shelby County, Chair-elect

Non-Voting Members Present:

Anna Goben, ISL
Wendy Knapp, ISL
Jacob Speer, ISL

Guests Present:

Jason Boyer, ISL
Sarah Childs, Hussey-Mayfield, Cataloging Chair
Britta Dorsey, Thorntown, Patron Services

- I. Chair Jennifer McKinley called the meeting **to order** at 1:00 p.m.
- II. On a motion made by Sheryl and a second by Montie, **the Agenda was approved.**
- III. On a motion made by Ruth and a second by Sheryl, **the August minutes were approved.**

IV. **Indiana State Library Report**

- a. **Migrations**—21,379 items cataloged; Ohio Twp. using webclient exclusively, on-site training, migrating next week; Whiting PL migration date set for Feb. 2018
- b. **Acquisitions pilot**—EDI set-up for pilot libraries, training will be asap
- c. **Transiting videodisc pilot**—statistical analysis distributed with individual library information; classed libraries into more categories to show more accurate evaluations; after report 4 libraries changed to having entire collection transiting; several libraries opening collections with the new year; remote circulations are 30,000 out of 2.5 million total dvd circulations = the transiting videodisc pilot is both a successful and low impact program across the consortium

- d. **Development projects**—searchable reports and ability to suspend holds are part of 3.0; ability to place multiple holds is undergoing revision; batch actions in OPAC has been approved and in the line-up, possibly for 3.1; other projects in discussion or specs are retrieving multiple patron accounts at once, retaining multiple patron names, improving printing and email options from the catalog; MassLNC development project survey email sent out Oct. 10, many included are doable bite-size projects, input will be one factor in prioritizing projects; Executive Committee email approved contribution toward multilingual search development via Linn-Benton Community College, will have testing and sign-off ability
- e. **2017 Library Tour**—73 systems visited (over 100 sites); common themes remain the same; some new to evergreen were uncertain about it, have been happy with it
- f. **Audit**—final evaluation on hold until site visits completed; slated for completion before the end of the year
- g. **Upgrades and the Webclient**—multiple behind-the-scenes upgrades in past couple months, on 3.0 as of 10/10/17; community encouraged to report webclient problems to helpdesk because many can be fixed; webclient timeline is for community to adopt in December or January, upgrading training materials before final push, webinars planned for winter
- h. **New Circulation Modifier - Hourly**—subcommittees approved survey to determine potential use and parameters of an hourly circulation modifier
- i. **Online Registration**—on hold for review with webclient use
- j. **Disciplinary policy**—have not received negative feedback, in effect with 10/2/17 Q3 notice

V. **Committee Reports**

- a. **Cataloging**—new policies approved: approved minimum processing standard, authorities, procedure for AR; divvied up chapters in cataloging manual for upgrade to webclient; fall roundtable on Oct. 27 will be webinar focusing on parts with dedicated time for working on parts at library sites or at ISL
- b. **EContent**—Kanopy platform reviewed, compared to Hoopla but with independent films and documentaries, pay per download format with no initial buy-in, consortium encouraged to evaluate; Anna turned on Advantage accounts for OverDrive which enables 6 month age protection on econtent, hoping to change to 3 month
- c. **Patron Services**—training module completed, but needs updated to webclient; pest procedures guide completed; committee members dividing training manual chapters for update

VI. **Unfinished Business—None**

VII. **New Business**

- a. **Vacant seat on Patron Services**—Linda Shreve resigned patron Services —replacement volunteers presented; With a motion from Montie and a second from Ruth, Cheryl Lucas was approved to fill vacancy.
- b. **Updates to Proof of Residency Requirements**—policy revision for patron registration requiring secondary proof of ID was rejected; EC recommended review of renewal policy, particularly renewals at non-home libraries, or a recommended policy which retained local decision, rather than consortia wide registration policy change
- c. **Proposed: Interlocal Card Agreements**—With a motion by Ruth and a second by Mandy, the Interlocal Agreement to Issue Resident Cards proposal was approved.
- d. **Update to Patron Privacy Policy**—EC requested Anna work with Sylvia to draft a statement to include in the privacy policy that would clarify mandatory reporting and a library's authority to release information in accordance with imminent responsibility to protect children and to include Department of Child Services (DCS): Child Protective Services (CPS).

- e. **Transit subsidies**—EC determined a request for Evergreen funds for consortium libraries to increase courier days is not feasible.

VIII. Executive session

IX. Announcements

- a. Hackaway at Fort Benjamin Harrison, Nov. 7-9
- b. The next meeting will be on Dec. 12 at 1 p.m. at ISL.
- c. Following a motion made by Sheryl and seconded by Montie, the meeting was adjourned at 2:41.

Respectfully Submitted,
Nancy Disbro, Secretary