



MINUTES

Executive Committee

February 13, 2018

Plainfield-Guilford Township Public Library, 1:00 PM

VOTING MEMBERS PRESENT:

- Vanessa Martin, Greensburg-Decatur County
- Ruth Frasure, Hagerstown-Jefferson Township
- Mandy Mawhorter, Noble County
- Scott Tracey, West Lafayette
- Montie Manning, Plainfield-Guilford Township
- Jennifer McKinley, Morgan County, Chair
- Janet Wallace, Shelby County
- Nancy Disbro, Andrews-Dallas Township

NON-VOTING MEMBERS:

- Jason Boyer, Indiana State Library
- Anna Gobin, Indiana State Library

GUESTS:

- Wendy Knapp, Indiana State Library
- Kerry Green, Westfield-Washington
- Trista Smith, Ohio Township
- Michelle Reisinger, Hartford City
- Nick Stephan, Garrett
- Mindy Tuceryan, Danville, Patron Services and eContent committees
- Winnie Logan, New Castle-Henry County
- Courtney Brown, ISL
- Mary Glaser, Plainfield-Guilford Township
- Sandra Osborne, Plainfield-Guilford Township

- I. Executive Session, 1:03-1:22
- II. Introductions
- III. On a motion from Montie and a 2nd from Scott, the agenda was approved with addition of reopening discussion of minimum non-resident fee.

- IV. On a motion from Vanessa and a 2nd from Janet, the December meeting minutes were approved.
- V. Indiana State Library Report
 - A. Migrations—Knightstown now live, 11,000 items cataloged in with cataloging parties, 8% original cataloging to be finished; Spiceland still conducting director search, no updates; Swayzee will be holding another cataloging party; Walkerton-Lincoln under construction, want to plan go live with grand opening, maybe spring; Whiting will go live March 14
 - B. Acquisitions pilot—training complete for pilot libraries (JCKSN, NBLCO, OHTWP, WLAFY), JCKSN and OHTWP are live, actively using, formal introduction course planned for summer 2018 some hang-ups with permissions, planning formal introduction course for summer 2018
 - C. Transiting Videodisc—113 systems received DVDs, 46 systems shipped out, ½ of EI libraries have collections available, January was highest month yet, 63,042 remote circulations from 3/16/17 – 2/12/18, transiting videodisc is small portion of millions of nontransiting videodisc circulations system wide, concern that local shelves would be empty/depleted has been unfounded, will revisit pilot policy at 1 year mark
 - D. 2017/18 Active development projects—placing multiple holds simultaneously; retrieving multiple patron accounts at once; batch actions in OPAC search; retaining multiple patron names in account info-specs received from 1 vendor-looking for alternate vendors; improved email and print options from the catalog—contracted, probably see in 3.3 update
 - E. 2018 Projects (via MassLNC)
 - 1. Items with specs in final review: auto-retargeting holds and auto-notification of orphaned holds; adding test notification method to patron account screen; inventory module
 - 2. Editable patrons notes/consolidation of patron alerts, messages, and notes
 - 3. Improved spine label printing-specs list in committee
 - 4. Editable copy notes-in place now as result of other development
 - 5. Deleting an issuance removing associated copy records-spec list ready
 - 6. Ability to sort or limit search results and holdings by geographic distance
 - F. Multi-lingual search—via Linn-Benton Community College (OR); partners are Albany PL (OR), C/W/MARS (Massachusetts), Sage Library System (OR); final testing; slated for 3.1
 - G. Upgrades and the webclient—feature review class was taught 3 times, video available; 187 participants; 125+ views of video; community and ISL staff very actively involved with bug reporting and tracking
 - H. Trainings—all 5 classes being rewritten; offering basic webinars again this quarter; almost 400 participants; prioritizing asynchronous trainings
 - I. 2018 elections—nominations open; high need in patron services; slate should be finalized March 16 with ballots out the following Monday
- VI. Committee Reports
 - A. Cataloging—have not met, but working hard on manual; hoping to have ready for March meeting
 - B. Econtent—funds spent; reviewing possible vendors from Gale books; summer reading vendors expensive and not much interest; discussed auto weeding of

- Overdrive - expired metered access titles with 0 active holds will be weeded, can be "unweeded," going to send out info discouraging cost per circ model
- C. Patron Services—conducting work day to finalize training materials for webclient training; plan to have ready for summer as people transition; will release refresher for staff client; meeting March 20
- VII. Unfinished Business
- A. Revision of patron privacy policy to enumerate agencies eligible for disclosures—On ISL counsel list for research
 - B. Transit service requirements—On a motion from Scott and a 2nd from Janet, the committee voted in favor of amending bylaws to mandate 2 days of courier service for member libraries starting July 1, 2019.
 - C. Packing materials update for transiting nonprint materials—referred to patron services committee to determine language for procedure that libraries may not require packing materials to be returned with items
 - D. Packing materials purchase of smaller boxes—Anna will purchase single case boxes for transiting videodiscs
 - E. Retention of holdings after payment—On a motion from Scott and a 2nd from Ruth, the committee approved the paid-for items policy submitted by the patron services committee. The committee also recommended photo documentation before destroying damaged items.
 - F. 2018 EVGILS Scholarship Awards—On a motion from Ruth and a 2nd from Vanessa, the committee approved full funding for all scholarship applicants.
- VIII. New Business
- A. Disciplinary action—tabled for legal review
 - B. New Member Application—On a motion from Nancy and a 2nd from Ruth, the committee approved member applications from Parke County Public Library and Ridgeville Public Library.
 - C. 2019 Membership Fee Rate—Ruth made a motion to increase the 2019 membership fee by 5%. Montie seconded. Nancy voted nay. Janet and Jennifer abstained. Motion passed.
 - D. Patron Privilege Renewal Policy—New language requiring patron account renewals be made only at home libraries was rejected and current policy retained
 - E. Circ Matrix: Hourly Circ Mod—Sent to patron services
 - F. Popularity-Relevance Sort—On a motion from Nancy and a 2nd from Ruth, the committee approved removing popularity adjusted relevance as a default sort.
 - G. Strategic Plan—Nancy, Ruth, and Scott volunteered for subcommittee to develop a strategic plan for the consortium to include strategies for growth, maintenance, and disaster
 - H. Web Client—Staff client potentially to be dropped with 3.2 upgrade; for webclient questions—if procedural, as in, how are you doing xyz, then ask the community; if issue is a bug, as in can this be changed or fixed, then send it to the helpdesk; community at large can check Launchpad for reported bugs and click it affects me in order to help prioritize issues
 - I. Development Partnership Opportunity
 - 1. On a motion from Ruth and a 2nd from Scott, the committee voted to commit \$5,000.00 to development in the acquisitions regarding the patron requests interface.
 - 2. Alternate Names Project—will be revisited with alternate vendor quote

- J. Ohio Township's Genre Breakouts—Montie, Ruth, Trista, Mandy, and Mindy volunteered for a subcommittee to review shelving locations and potentially produce a community style guide, recommendations, or controlled vocabulary. An additional member from the cataloging committee will be added.
- K. Consortium Minimum Non-Resident Fee—Committee requested more info
- IX. Announcements—Next meeting will be April 10, 2018 at 1:15 p.m. at the Plainfield-Guilford Township Public Library.
- X. On a motion from Montie and a 2nd from Ruth, the meeting adjourned at 3:53 p.m.

*Respectfully submitted,
Nancy Disbro, Secretary*