



MINUTES

Executive Committee

April 10, 2018

Plainfield-Guilford Township Public Library, 1:00 PM

Present

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

Non-Voting Members Present

Jason Boyer, ISL
Anna Gobin, ISL
Jacob Speer, ISL

Guests

Sarah Childs, Hussey-Mayfield, Cataloging
Britta Dorsey, Thorntown, Patron Services
Mindy Tuceryan, Danville-Center Township, Patron Services
Courtney Brown, ISL
Neal Starkey, Alexandria-Monroe

- I. **Meeting called to order** at 1pm by Jennifer.
- II. **Roll Call**
- III. **Approval of Agenda**--On a motion from Janet and a second from Montie, the agenda was approved.
- IV. **Approval of the Minutes**—On a motion from Vanessa and a second from Mandy, the February 13, 2018 minutes were approved.
- V. **Indiana State Library Report**
 - A. **Migrations**--Whiting PL scheduled for March 14, 2018; Parke County scheduled for April 24, 2018; Ridgeville supplies ordered, non-cataloged collection; Spiceland continues new director search; Swayzee ongoing; Walkerton-Lincoln Township is targeting grand opening and go-live together in May; 116 current live Evergreen libraries

- B. **Acquisitions pilot**—No major updates as pilot libraries continue working out processes, upcoming summer promotion for interested libraries to participate
 - C. **2017/2018 Active development with MassLNC**
 - 1. Ability to place multiple holds simultaneously and multilingual search, live with 3.1 release
 - 2. Contract in place for improved printing and email options with testing expected end of Q2/beginning of Q3
 - 3. Going out for new quotes on alternate name project.
 - 4. Finalizing requirements and collecting quotes on several other projects
 - D. **New development**
 - 1. Report template porting (\$2,667 committed); Partners—MassLNC, PaILS, PINES, SC LENDS, and Sitka.
 - 2. Acquisitions (\$5,000 committed) contract signed with PAALS
 - E. **Upgrades and webclient**--Multiple upgrades and new patches are ongoing; more EI libraries are participating on the bug site; prepping continues for 3.1 release which will include improvements such as a patron billing statement, ability to place multiple holds simultaneously, system level shelving location searches, multilingual searching, and bibliographic merge tracking.
 - F. **Trainings & Documentation**--All 5 classes in the standard curriculum have been rewritten; all have been offered as basic webinars; prioritizing the asynchronous courses; the circulation manual and local admin manuals have been released; upcoming separate manual for reporting
 - G. **2018 elections**—Are open; initially high number applicants, but limited availability; 31 EC ballots and 22 subcommittee ballots have been received so far, need 74.
 - H. **Evergreen International**—will be April 30-May 3, hosted by MOBIUS, St. Charles, MO
 - I. **Fiscal Report**
 - 1. On target with expected spend so far.
- VI. **Subcommittee Reports**
- A. **Cataloging Committee** is working diligently on updating the manual, in editing stages; they have approved some new procedures, including parts procedures, dvds guidelines and virtual authority file info. Matthew Stevenson resigned from the committee.
 - B. **eContent Committee** has discussed Wandoo Reader and Beanstack reading programs; changed OverDrive patron request limits from 1 per week to 5 per month; discussed return of periodicals with 25/50 title models, will be polling community for input on the periodical models.
 - C. **Patron Services Committee** continues to work on asynchronous class, sent new policies under new business. They will be assigning representatives to regions after new members join in June; will assign a new member to shelving location subcommittee
 - D. **Strategic Plan Committee** will send out some questions to community regarding what EI organization looks like in the future and seeking input on 4 primary categories: community, organization, training, and software; discussing whether plan should have 3 or 5 year duration
 - E. **Shelving Locations Committee** is gathering members, names suggested.
- VII. **Unfinished Business**
- A. Update to patron privacy policy—Legal counsel determined that the policy does cover libraries reporting to DCS. Where staff determine significant risk of child endangerment, the library may report the situation to DCS without pursuing a warrant for disclosure of the affected child’s contact information. Discussion of roles of CASAs vs DCS staff.

- B. **Consortium minimum non-resident fee**—No update
- VIII. **New Business**
- A. **Spring business meeting**—The annual spring business meeting was scheduled for Monday, May 14 at 10:00 a.m. and attendance will be possible live and as webinar.
- B. **New member application**—On a motion from Nancy and a second from Montie, the Fayette County Public Library application was approved.
- C. **Hourly circulation modifier**—On a motion from Sheryl and a second from Scott, the hourly circulation modifier recommendations were approved.
- D. **Update to circulation policy**—On a motion from Ruth and a second from Montie, the update to the circulation policy clarifying fine caps was approved.
- E. **Pilot reviews**
1. Fine free pilot libraries have been in place since 2016 with 2 participating libraries, some other interested libraries but do not want to participate as pilot because they don't want to implement this policy then have to change back if EI policy changes
 2. Juvenile fine free pilot has 3 participating libraries since 2017
 3. Transiting videodisc pilot statistics show 114 libraries have received (borrowed) items, 50 libraries are lending
 4. On a motion from Scott and a second from Nancy, the committee approved converting all pilots into programs.
- F. **New pilot**—On a motion from Mandy and a second from Janet, the committee approved a pilot for transiting music CDs. Terms of the pilot include variable circ duration, 20 built-in limit w/holds, does not count against local limits
- G. **Library of Things**—Idea for sharing nontraditional items was referred to patron Services to gauge community interest and discuss potential policy
- H. **Inter-state lending**—Jacob Speer reported that the Great Lakes Council of State Librarians members are willing but need to examine logistics and determine if the demand justifies the work; he will continue to report if there is any progress on the topic in the Council.
- I. **Shared EI Collection Development Policy**—Scott, WLAF looking at collection analysis, is it time for a discussion on a shared policy, how to look at where libraries put collection dollars and weeding policy, community interests; single policy won't work, but sample policies/recommendations, state standards require collection dev policy, EI requires weeding policy; is there a better way to promote collections that exist rather than each library buying? Cooperative subcommittee comprised of representatives from EC, Cataloging, and Patron Services will pursue creating a set of best practices.
- J. **Purchase request for Zoom**—On a motion from Mandy and a second from Montie, the committee approved the \$550 purchase for a one year Zoom subscription.
- K. **2019 budget targets**—None specified by the committee
- IX. **Next meeting will be June 12, 2018** at the Plainfield-Guilford Township Public Library.
- X. **Adjournment**—On a motion from Ruth and a second from Janet, the meeting adjourned at 2:46 p.m.

*Respectfully submitted,
Nancy Disbro, Secretary*