



Minutes

Executive Committee

June 12, 2018

Plainfield-Guilford Township Public Library, 1:00 PM

I. **Roll Call**

A. ***Present***

Nancy Disbro, Andrews-Dallas Township
Mary Glaser, Plainfield-Guilford Township
Montie Manning, Plainfield-Guilford Township
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

B. ***Non-Voting Members Present***

Jason Boyer, ISL
Anna Goben, ISL
Jacob Speer, ISL

C. ***Guests***

Courtney Brown, ISL
Winnie Logan, New Castle-Henry County
S. Neal Starkey, Alexandria-Monroe
Judy Terpenning, Jefferson County

II. **Approval of Agenda**--On a motion from Scott and a second from Janet, the agenda was approved.

III. **Approval of the Minutes**—On a motion from Vanessa and a second from Montie, the February 13, 2018 minutes were approved.

IV. **Indiana State Library Report**

A. **Migrations**

1. Parke County PL migration already complete; was approved February and went live in April; last minute discovery that collection needed rebarcoded and 80% (16,000 items) was rebarcoded in 3 days, thanks to volunteers
2. Swayzee PL to go live July 23
3. Ridgeville PL will be bringing into standards with migration, newly cataloged collection
4. Spiceland PL has interim director in place and is renewing efforts to catalog collection
5. Walkerton-Lincoln Twp PL hoping to target go-live in July/August

B. **Acquisitions Pilot**-continue to develop and plan introduction



- C. **C. Serials Pilot**--Serious work involved to set-up, planning informational webinar for interested libraries in the fall
- D. **D. 2017/18 Active Development Projects**--via MassLNC
 - 1. Currently testing batch actions in OPAC such as printable picklist
 - 2. Reviewing quotes for retaining multiple patron names
 - 3. Ongoing work and expected testing in fall for improving printing and email options from the catalog
- E. **2018 projects**--via MassLNC
 - 1. Bids in and waiting on selection for the following: adding test notification method to patron account screen, inventory module, and deleting an issuance removing associated copy records
 - 2. Spec quotes have been approved for auto-retarget of holds on missing items/auto-notification for orphaned holds
 - 3. Projects out to bid are editable patron notes with consolidation of patron alerts, messages, and notes and ability to sort/limit search results by geographic distance
 - 4. Contracted project: improving spine label printing (allowing for standard paper size)
- F. **Long term projects**--via MassLNC, development of "Did you mean?" search should go out to bid shortly as requirements were finalized last week, documentation available at <http://masslnc.org/node/3394>
- G. **Upgrades and the web client**
 - 1. Upgraded to 3.1 June 2-3; some unplanned down time on June 4
 - 2. Initial issues have been addressed and some consortium level input to be determined
 - 3. Massive focus in the Evergreen community on getting ready for October release
- H. **H. Evergreen International**--April 30-May 3
 - 1. Have received positive feedback as well as gratitude from scholarship recipients
 - 2. 2019 Conference in Valley Forge, PA, April 24-27
- I. **Spring business meeting**--30 registrants, recording not yet posted
- J. **Fiscal Report**--reviewed
- V. **Subcommittee Reports**
 - A. **Cataloging**--Sarah Childs: Committee continues work on updating the web client manual, lot of changes from 3.0 to 3.1, coming along well and optimistic that it will be done soon, they are updating procedures to add more detail and clarification
 - B. **Econtent**--Vanessa Martin & Montie Manning: Conducted surveys; 9 active libraries on Gale courses; No one interested in summer reading software for this year; Periodicals survey surprisingly found not everyone interested and reasons were discussed; Riley Hospital asking permission for patients and families to use Libby--Matthew Stevenson, Plainfield, taking over as liaison to Overdrive
 - C. **Patron Services**--Britta joined via phone: Committee has not met, but they are still working on classes
 - D. **Strategic Plan**--Executive Committee terms expiring for subcommittee members; Vanessa, Sheryl, Mandy, and Janet volunteered for the committee



- E. **Shelving locations**--On a motion from Montie and a second from Mandy, the committee approved disbanding the shelving locations subcommittee.

VI. **Unfinished Business**

- A. **Transiting Music CD pilot**--53 systems have received with 15 systems shipping out items; experienced initial rush filling old holds and numbers have tapered off since with a total of 602 remote circulations; considerably smaller project than video transits

VII. **New Business**

- A. **Circulation Policy**--On a motion from Judy and a second from Sheryl, the committee approved the revised circulation policy wording regarding eligibility to register a minor, changing "parent/guardian" signing financial responsibility to "adult."

B. **Development opportunities**

1. On a motion from Nancy and a second from Mandy, the committee approved contributing \$2500 to the bug fix pool.
2. On a motion from Nancy and a second from Janet, the committee approved contributing \$10,000 toward MassLNC pursuit of updating the acquisitions module for the web client.
3. Local project ideas--Most projects on our priority list have been addressed or are in progress; Anna will move forward with soliciting community input on development requests and provide feedback in August.

- C. **OPAC feature additions**--On a motion from Janet and a second from Nancy, the committee approved updates to the catalog interface to include a borrower's card preregistration feature, an Inspire button, and a link to new items at individual libraries.

- D. **Bylaws amendment ballot**--On a motion from Scott and a second from Mandy, the committee approved bylaws language reflecting April 2018 vote to require a minimum of 2 days of transit service. The bylaws amendment will be included on the upcoming community ballot.

- E. **Fiscal agency and Not for Profit status**--Discussion of future fiscal arrangement for the consortium, whether to continue as currently managed with funds run through Indiana State Library and the Indiana State Library Foundation or work toward becoming an independent fiscal agency; Anna will research other models (MOBIUS, PINES, PAILS, et al.) and report back to the committee with more information

- VIII. **2019 Budget**--On a motion from Montie and a second from Sheryl, the committee approved the 2019 proposed budget.

- IX. **Class C Replacement Member**--On a motion from Montie and a second from Janet, the committee approved Karen Kahl of Union County Public Library to finish Ruth Frasur's term representing Class C libraries.

- X. **2018/19 Officer Election**--On a motion from Judy and a second from Vanessa, the following officers were approved for the 2018/19 term: Chair Elect-Winnie Logan, and Secretary-Sheryl Sollars

- XI. **Support Regions**--The members were assigned the following support regions: 1) Northwest-Judy Terpening, 2)North Central-Neal Starkey, 3) Northeast-Mandy Mawhorter, 4) West Central-Montie Manning, 5) Central-Sheryl Sollars, 6) East Central-Winnie Logan, 7) Southwest-Karen Kahl, 8) South Central-Vanessa Martin, 9) Southeast-Janet Wallace



- XII. **Next Meeting** will be August 14, 2018 at the Plainfield-Guilford Township Public Library.
- XIII. **Adjournment.** On a motion from Montie and a second from Vanessa, the meeting adjourned at 2:46 p.m.

*Respectfully submitted,
Nancy Disbro*