



## Executive Committee Meeting

### I. Call Meeting to Order

Janet Wallace, Chair called the meeting to order at 1:30 pm

### II. Roll Call and Welcome

#### A. *Present*

Janet Wallace, Shelby County, Chair

Winnie Logan, New Castle-Henry County, Chair-Elect

Judi Terpening, Jefferson County Public Library

Montie Manning, Plainfield-Guilford Township

Karen Kahl, Union County Public Library

Vanessa Martin, Greensburg-Decatur County

Sheryl Sollars, Westfield-Washington, Secretary

#### *Absent*

Mandy Mawhorter, Noble County Public Library

S. Neal Starkey, Alexandria-Monroe Public Library

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

Jason Boyer, ISL

Anna Gobin, ISL

Wendy Knapp, ISL

#### C. *Guests/Committee Representatives Present*

Sarah Childs, Hussey Mayfield Public Library, Cataloging Chair

Mary Glaser, Plainfield Guilford Township Public Library

Courtney Brown, ISL

### II. Approval of Agenda

On a motion from Karen and a second from Vanessa, the agenda was approved.

### III. Approval of the Minutes

On a motion from Vanessa and a second from Judi, October 9, 2018 minutes were approved.

### III. Indiana State Library Report

#### A. **Migrations**

1. Migrations: Scott County Public Library went live on November 28th,

2. Henry Henley will need to automate, they are located in Carthage, IN they have ~3500 items to be cataloged.

3. Ridgeville Public Library

4. Spiceland Public Library - early spring go live

5. Cataloging parties will be set up once weather gets better to help these libraries

#### B. **2017/18 Active Development Projects**--via MassLNC

1. Retrieve multiple patron accounts at once

2. Improved printing and email options from the catalog (implementation): Final testing now



**C. 2018 Projects -- via MassLNC**

1. Auto-retarget holds on missing items/Automatic notification of orphaned holds - Specs in 2019
2. Add "Test notification method" to patron account screen - Targeted release 3.3
3. Update hold notifications when patron information is updated -- No update
4. Editable patron notes / Consolidate patron alerts, messages, and notes - Development slated for 2019.
5. Improved spine labels printing (allow standard printers/8.5"x11")--Targeted release 3.3
6. Deleting an issuance should remove associated copy records - No update
7. Ability to sort or limit search results and holdings by geographic locations - Development slated for 2019

**D. Long term projects--via MassLNC,**

1. Acquisitions:
  - a) Sprints 0 & 1 in funding phase
  - b) Sprint 2 specs released
  - c) Sprint 3 & 4 specs expected by end of year
2. "Did you mean?" -- Search <http://massInc.org/node/3394>
  - a) Spec quote received awaiting clarification for approval vote.
3. Hopeless Holds
  - a) Specs ready for funding vote
4. Update hold notification method
  - a) Specs ready for funding vote

**E. The Upgrade**

1. The trainings
  - a) 4 webinars - it was stated that staff thought the webinars were very helpful.
  - b) 243 participants
  - c) went quicker than most.
  - d) Hardware issue reason for extreme slowness

**F. Acquisitions**

1. There was new training at the end of November
2. A few new participants are currently working on their preparation worksheets.
3. EDI connection with B&T currently undergoing revision.

**G. Fiscal Report--**

1. Busy with upgrade only purchases were for the consortium collection.
2. Bookkeeping updates
  - a) Adding a checking account exclusively for EI funds with the ISL foundation.
  - b) Planning to transition the EIPP to the new checking account.

**IV. Subcommittee Reports**

**A. Cataloging--**

1. Meeting has been moved to next week.
2. Fall cataloging roundtable was held for cataloging training in EI 3.2
3. Working on cataloging manual hoping to finish by end of 2018?



**B. Econtent--**

1. Overdrive periodicals - some libraries had issues with survey, some magazines have gone out of publications. We weren't getting new titles.
2. \$37,000 2017/2018 still needs to be paid out.
3. Looking into other consortia purchases, Tumblebooks, Tumblemath, ....
4. Looking into setting up a cost per circulation fund that libraries could use to purchase items?

**C. Patron Services--**

1. Brandy did the patron services roundtable
2. Britta did the 3.2 Circulation training
3. The committee is going to begin working on the revising the circulation manual.

**D. Strategic Plan--no report**

**V. Unfinished Business -- None**

**VI. New Business**

**A. Taking over the Evergreen Development Cooperative**

1. MassLNC is looking for a new home for the project following the resignation of Kathy Lussier.
2. Taking on the project would require an additional staff member to be added to the EI support team.
3. The development Cooperative would be responsible for funding ½ of the position and incidentals/costs associated with managing/promoting the cooperative

It was proposed:

Evergreen Indiana re allocates funds from the development budget to a new staff line item.

- \$10,000 from the MassLNC line item
- \$35,000 from the development projects line item

This would represent our entire contribution to the cooperative and would result in a half-time support position for the consortium.

Retains \$40,000 for targeted developments.

On a motion from Montie and a second from Vanessa it was approved to reallocate the funds as stated above for the hire of the additional staff member to take over the Evergreen Development Cooperative. The state library would have final approval of the hire. MassLNC would have input on the candidates.

**B. New member application - Fortville - Vernon Township Public Library, service population: 11,005, County Hancock.**

On a motion from Montie and a second from Karen it was approved to accept Fortville-Vernon Township Public Library's member application.

**C. EIAC 2019 dates**

1. March 15 or March 29, 2019. It was decided that either date was fine. Anna will check on the availability and get back to the committee.



**D. EVG-ILS 2019 Scholarships**

1. Valley Forge, PA, April 24-27
2. Budget \$5,000
3. Recommendation : \$1,000 per scholarship
4. On a motion from Winnie and a second from Sheryl it was approved to offer 5 scholarships at \$1,000 each.

**E. Committee Membership**

1. EC : S. Neal Starkey (ALEXM) resigning
2. PSC: Eric Fischer (ALEXM) resigned
3. Election nominations opening next week.

VII. **Next Meeting.** February 12, 2019, 1:00 pm at the Plainfield-Guilford Township Public Library.

VIII. **Adjournment.** On a motion from Montie and a second from Judi the meeting was adjourned at 2:05 pm.

*Respectfully submitted,  
Sheryl A. Sollars*