

EXECUTIVE COMMITTEE MEETING MINUTES

*Plainfield-Guilford Township Public Library
February 11, 2020*

I. Call Meeting to Order

- A. Winnie Logan, Chair, called the meeting to order at 1:00

II. Roll Call and Welcome

A. Present

1. Winnie Logan, New Castle-Henry County, Chair
2. Vanessa Martin, Greensburg-Decatur County Public Library
3. Scott Tracey, West Lafayette Public Library
4. Sheryl Sollars, Westfield-Washington Public Library
5. Judi Terpening, Jefferson County Public Library, Chair-Elect
6. Krista Ledbetter, Morgan County Public Library

B. Attended Remotely

1. Wendy Knapp, ISL
2. Brenda Campbell, Hagerstown-Jefferson Township Public Library
3. Nancy Disbro, Andrews-Dallas Township Public Library

C. Absent

1. Karen Kahl, Union County Public Library (Has Retired)

D. Non-Voting Members Present

1. Ruth Frasur, ISL
2. Anna Goben, ISL
3. Lynn Floyd, ISL

E. Guests/Committee Representatives Present

1. Britta Dorsey, Cataloging Committee Chair
2. Mary Glaser, Plainfield Guilford Township Public Library
3. Janet Wallace, Shelby County Public Library

F. Guests attending remotely

1. Anna Mendoza, LaGrange County Public Library
2. Kayla Morris, Newburgh-Chandler Public Library
3. Sandra Osborn, Mooresville Public Library
4. Julia Aker, Jackson County Public Library

III. February 11, 2020 Agenda

On a motion from Judi and a second from Scott the February 11, 2020 agenda was approved.

IV. Approval of the Minutes

On a motion from Vanessa second from Scott the October 8, 2019 minutes were approved, with the correction of removing Vanessa Martin from those present.

V. Indiana State Library Report

A. Annual Report 2019

1. Active Patron count **-1.47%**
2. Unique Borrowers: **-1.93%**
3. Circulations: 8.78%

4. eIDC Circulations: 24.4%
 5. Transits: 11.66%
 6. Remote Circulations: 19.08%
- B. Migrations
1. Clayton -Liberty Township PL - Oct 29, 2019
 2. Putnam County PL February 4, 2020
 3. Fortville-Vernon Township Public Library - Upcoming
- C. Special Project Participation
1. Transiting media
 - a) Transiting Videodiscs - 69 active libraries
 - b) Transiting Music CDs - 24 active libraries
 - c) Video games - 8 active libraries
 2. Fine - Free
 - a) Fine Free - 18 active libraries + 7 Bookmobile only
 - b) Juvenile Fine Free - 3 active library
 3. Autorenewals - 71 libraries
- D. 2019 Hack - A- way
1. 3rd time hosting the event.
 2. Reports of increasing productivity
 3. Special session recorded and released to community
- E. 2020 Annual Conference
1. Finalizing the schedule. Very low interest in sessions/presenting
- F. New mapping interface - Mapbox
1. No cost to use so far
 2. Has different holes/gaps from Google, but has on-page option to offer corrections.
- G. Training Report
1. 2nd round of Evergreen Fundamental Skills - 132 attendees
 - a) Circulation - 41
 - b) Holds & transits - 32
 - c) Basic Cataloging - 23
 - d) Advanced Cataloging - 22
 - e) Local Administration & reporting
 2. Spring webinars have been scheduled
 3. Transcribing the sessions
 4. Creating new modular training sessions for search, Evergreen Foundations
 5. Presentations at Evergreen Indiana Annual Conference and Evergreen International Conference
 6. Putnam County onsite training - 3 included 2 days of on-site training and go-live day
 7. Pendleton Juvenile Correction Facility - circulation and cataloging
- H. Evergreen Project Status - No updates
- I. Development

1. Hold request update notification preferences - awaiting signoff in launchpad to be included in 3.5x
2. Notes Consolidation Project - awaiting pullrequest
3. Acquisitions to Angular Sprint 3 - Search - in testing - 15 testers
4. Acquisitions to Angular Sprint 2 - Funds - received functional specifications
5. Acquisitions to Angular Sprint 1 - Providers - in development
6. Did you Mean? Stage 2 (one word/one class); specs written - will solicit quotes - potential funding partner.
7. Geographic Proximity an dLimit to Available projects - preparing requirements to solicit quotes.

J. Fiscal Report

1. EIPP
 - a) Q3 complete
 - b) Q4 in collection
2. Group Procurements
 - a) Gale Courses
 - b) Overdrive Periodicals
 - c) RDA toolkit
 - d) Wowbrary
3. Reference USA - proposal later in meeting
4. Anna Explained balance sheet. 2019 balance sheet should say 02/10/2020

VI. Subcommittee Reports

A. Cataloging --

1. Best practices communications completed
2. Updated manuals
3. Possible using a field in the marc record
4. Combining blu-ray and single dvds as long as they match. This would make the use of parts
5. Next meeting in March.

B. Econtent

1. Status update.

C. Patron Services --

1. Met unofficially in December
2. Will meet in March

D. Strategic Plan --

1. No report

VII. Unfinished Business

A. Unsponsored Minor profile: Junior

1. The Patron Services Committee, after reviewing the community feedback on the concept, proposes that a new patron account type be offered for use:

Junior/JuniorLimitedAccess

- Eligible minors must be at least school-aged and present a school id/registration/report card as identification/proof of eligibility.
- Limit of 3 physical items may be circulated at one time; limit of 3 active holds.
- Eligible for unrestricted use of econtent, including OverDrive
- Cardholder is restricted to physical items held by the issuing library (local service only/blue cards).
- Cardholder is fully responsible for any bills associated with the account; no other fiscal sponsor is required.
- Account accrues overdue fines unless the library is juvenile fine-free or fine-free.
- Privilege is good for 1 year terms.
- Profile use is completely optional.

By a motion from Scott and a second from Judi the Junior/Junior Limited Access profile was approved.

VIII. New Business

A. 2021 Membership Fee Rates

Tier Listing	2020 Rate	+1% Rate	+2% Rate	+3% Rate	+4% Rate	+5% Rate	Max Budget
Tier 1	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
Tier 2	\$541	\$546	\$552	\$557	\$563	\$568	\$100,000
Tier 3	\$1,082	\$1,093	\$1,104	\$1,114	\$1,125	\$1,136	\$200,000
Tier 4	\$1,622	\$1,638	\$1,654	\$1,671	\$1,687	\$1,703	\$300,000
Tier 5	\$2,704	\$2,731	\$2,758	\$2,785	\$2,812	\$2,839	\$500,000
Tier 6	\$3,785	\$3,823	\$3,861	\$3,899	\$3,936	\$3,974	\$750,000
Tier 7	\$5,408	\$5,462	\$5,516	\$5,570	\$5,624	\$5,678	\$1,000,000
Tier 8	\$7,030	\$7,100	\$7,171	\$7,241	\$7,311	\$7,382	\$1,500,000
Tier 9	\$8,652	\$8,739	\$8,825	\$8,912	\$8,998	\$9,085	

Some discussion ensued LSTA is still 50% funding. Hardware affecting the performance. New firewall in place in March. Effects lists. All costs are going to be affected by the trade tariffs and epidemic protocols.

A motion was made by Judi to increase the 2021 memberships rates by 3% and a second by Sheryl and was unanimously approved.

- B. Scholarship applications - \$7,000 is budgeted.
 - a) 3 applicants, larger scholarships or repurpose.

On a motion from Krista and a second from Judi to spend \$1200 scholarships was approved.

- C. Reference USA consortium software license
 - 1. Less than \$400/library if a consortial purchase.
 - 2. Reference USA would be responsible for the training.

A motion was made by Krista and second by Vanessa to go forward with the consortium license for Reference USA for one year and then reassess. It was unanimously approved.

IX. Announcements

- A. The Next meeting: April 14, 2020 at 1 pm at Plainfield Guilford Township Public Library

X. Motion to adjourn -

- A. On a motion from Krista and a second from Vanessa the meeting was adjourned at 2:31pm

*Respectfully submitted,
Sheryl Sollars*