

DRAFT

Evergreen Indiana Executive Committee Minutes for August 11, 2020

(Online video conference)

- I. Call Meeting to Order
 - A. Judi Terpening, Chair, called the meeting to order at 1:04pm

- II. Roll Call and Welcome
 - A. Committee Members attending Remotely
 1. Judi Terpening, Jefferson County Public Library, Chair
 2. Julia Aker, Jackson County Public Library, Chair-Elect
 3. Jennifer McKinley, Morgan County Public Library, Secretary
 4. Sonya Dintaman, Carnegie Public Library of Steuben County-Angola
 5. Brenda Campbell, Hagerstown Library
 6. Nancy Disbro, Andrews-Dallas Township Public Library
 7. Winnie Logan, New Castle-Henry County Public Library
 8. Krista Ledbetter, Morgan County Public Library
 9. Scott Tracey, West Lafayette Public Library
 - B. Non-Voting Members attending Remotely
 1. Anna Goben, ISL
 2. Ruth Frasur, ISL
 - C. Guests/Committee Representatives attending Remotely
 1. Monica Boyer, Jackson County Public Library, Cataloging Committee Chair
 2. Vanessa Martin, Greensburg-Decatur County Public Library, eContent Committee
 3. Sandra Osborn, Mooresville Public Library
 4. Courtney Brown, ISL

- III. Approval of Agenda
 - A. On a motion made by Winnie Logan and a second by Krista Ledbetter, the Agenda was approved.

- IV. Approval of Minutes from June 9, 2020
 - A. On a motion made by Krista Ledbetter and a second by Nancy Disbro, the June Minutes were approved.

- V. Indiana State Library Report
 - A. General Updates
 1. Almost all EI libraries are open, most with limited hours; 3 libraries not yet participating in resource sharing.
 2. Migrations- Sheridan soon to migrate with a cataloging party 8/25
 3. Special Project Participation- Fine Free (28); Juvenile Fine Free (3); Autorenewal numbers are up.
 - B. Fiscal Report
 1. Billed for EI app development; spent \$3,200 (\$5,600 set aside initially)

2. Secured support contract- Emerald. Will be paid out of support line item.
 3. Spent \$82,000 so far in 2020
- C. Training
1. Training Tuesdays continue, including cataloging summer workshops (89 participants)
 2. 5 of 7 cataloging roundtables have been held (140 participants)
 3. Essential Courses (133 participants)
- D. Development
1. New EI App launched with 1,200 downloads in first week, user reports are positive. Awaiting quote for self-check mod for in-app use.
 2. Hold-Type Editor (90%) ready; will be released for testing in next few weeks.
 3. ECDI Update- requested re-issue of contracts (3rd part of angular acquisitions plus geographic proximity add-ons); Feedback Fest- test to see if features are ready for version 3.6.
- VI. Subcommittee Reports
- A. Cataloging
1. Held summer cataloging workshop with good attendance.
 2. Updating and expanding sections on monographic parts & standardization.
 3. Combo-pack records still a work in-progress; 50% of consortium videodiscs & parts have been updated (over 300,000 items!) project to be complete by end of year.
- B. eContent
1. Upcoming periodical selection survey (20 top titles will be retained; the rest to be selected by members)
 2. Recommended the addition of Turnkey Bookclub, Gale Legal Forms & Chilton's Online Automotive Library (see new business)
- C. Patron Services
1. Will meet in September
 2. Working on updating procedure guide
- VII. New Business
- A. New Member Application
1. Rushville Public Library; automated migration
 2. On a motion made by Nancy Disbro and seconded by Krista Ledbetter, their application to join EI was approved.
- B. Overdue Notice Language
1. On a motion made by Julia Aker and seconded by Scott Tracey, the overdue notice language was updated to remove specific references to overdue fine rates.
 2. The notices should be updated later this week.
- C. Extending the Grace Term
1. Request to extend grace period from 1 day to 3 days.
 2. Committee decided not to pursue an extended grace term at this time.
- D. COVID Emergency Registration Policy
1. On a motion made by Krista Ledbetter and seconded by Scott Tracey, the policy was extended through the end of 2020.
 2. The policy will be re-reviewed at the December meeting.
- E. Development Project- Cover Image Uploader

1. Cataloguers could add cover images themselves if an image is unavailable (i.e., kits, MakerSpace items, board games, etc.) or wrong. Inexpensive modal.
 2. A quote will be requested through a partnership with ECDI.
- F. eContent Committee Purchase Recommendations
1. On a motion made by Scott Tracey and seconded by Jennifer McKinley, 1-year purchases of subscriptions to the following were approved:
 - a) Turnkey Book Club: A community-wide, specialist led online book club.
 - b) Gale Legal Forms: supplemental to the materials available in INSPIRE, Indiana-specific content that is easily fillable.
 - c) Chilton's Automotive Library: car repair reference database
 2. These will be paid for with existing consortium funds.
 3. The development of an eContent page added to the EI App to access and promote consortium-wide resources is being reviewed.

VIII. Announcements

- A. Next meeting: 1 pm, October 13, 2020, location/method TBD
 1. On a motion made by Scott Tracey and seconded by Julia Aker, the meeting was adjourned.

*Respectfully Submitted,
Jennifer McKinley, Secretary*