



## **MINUTES**

Evergreen Indiana Executive Committee Meeting  
Tuesday, June 8 2021, 1:00pm

Online Meeting

### **I. Call Meeting to Order**

- A. Judi Turpening, Chair, called the meeting to order at 1:00pm

### **II. Roll Call and Welcome**

- A. Committee Members attending Remotely:
  - 1. Judi Turpening, 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. Krista Ledbetter, Morgan County Public Library
  - 6. Scott Tracey, West Lafayette Public Library
  - 7. Winnie Logan, New Castle-Henry County Public Library
  - 8. Nancy Disbro, Andrews-Dallas Township Public Library
  - 9. Janet Wallace, Shelby County Public Library
  - 10. Cheryl Dobbs, Greenwood Public Library
  - 11. Brenda Campbell, Hagerstown-Jefferson Township Library
  - 12. Nicholas Stephan, Garret Public Library
  - 13. Kate Marshall, Hamilton North Public Library
  
- B. Non-Voting Members attending Remotely:
  - 1. Keith Kaffenberger, ISL
  - 2. Ruth Frasur, ISL
  - 3. Lynn Floyd, ISL
  - 4. Stephanie Asberry, ISL
  - 5. Courtney Brown, ISL
  
- C. Guests Attending Remotely:
  - 1. Rebecca Lathrem, Jefferson County Public Library
  - 2. Sandra Osborn, Mooresville Public Library
  - 3. Nick Phillip, Plainfield- Guilford Township Public Library

### **III. Approval of Agenda**

On a motion made by Scott Tracey and a second by Krista Ledbetter, the Agenda was approved.

### **IV. Approval of Minutes from April 13, 2021**



On a motion made by Sonya Dintaman and a second by Winnie, the April Minutes were approved.

**V. Indiana State Library Report**

A. Special Project Participation

1. Transiting Media—79 libraries
2. Fine Free—43 (fully fine free); 1 (juvenile accounts only); 5 (bookmobile)
3. Autorenewals—80 libraries

B. Training

1. EI Annual Conference call for proposals; (9-12) sessions to fill

C. Development

1. New servers that were ordered in April have yet to arrive due to the shortage of semi-conductors. Supposed to arrive by 6/22/21.

D. Fiscal

1. \$83,527 spent to date; \$56,000 for servers; \$26,000 for annual conference.
2. Leaves a balance of \$265,802

**VI. Subcommittee Reports**

A. Cataloging

1. Met 6/3/21; Updating chapters in procedures guide
2. Parts process restarting; 50% completed 140,000 records to go
3. Cataloging “refresher” to be presented at annual conference

B. eContent

1. met 6/8/21; discussed merging of eIDC & IDDC consortiums
2. Not renewing “turn key” online bookclub

C. Patron Services- will meet 6/15/21; nothing to report

D. Strategic Plan

1. Met 5/10; A motion was made Julia and a second by Jennifer, to create a focus group surveys to discover overall EI needs in four parts: Technology, Promotion, Marketing & Training.

**VII. Unfinished Business**

A. EI Annual Conference— Thursday, August 26 at Fort Harrison; session proposals accepted until June 30<sup>th</sup>. Inaugural conference committee established. Conference will be free and open to all member libraries.

B. Cover Art Uploader Developer— 2 Development possibilities; allow end users to upload image -or- create an enhancement of interface for batch uploads which requires a development of functional specs.



A motion was made by Scott Tracey and seconded by Jennifer McKinley to allow end users to upload images with the hope of getting it out to ECDI soon.

**VIII. New Business**

- A. Committee Election Results—new committee members; Janet, Cheryl and Nick
- B. Migrations—Porter County has submitted membership application with the hope to go-live in March. On a motion made by Scott Tracey and seconded by Nancy Disbro, the application was accepted.
- C. MCLS Training Proposal— Agreement would allow Cat1 cataloguers to attend MCLS classes at member rates, leveraging the State Library’s institutional membership to be covered by EI. Proposal to set aside \$4,500 from 2022 budget to cover the cost of a limited number of registrations for approved courses.
- D. 2022 Membership Fee & Budget— did not increase fees in 2021  
A motion was made by Jennifer McKinley and seconded by Julia Aker to increase fee by 3% for 2022. Additions to the budget for 2022- \$1,000 for app support & \$4,500 for MCLS courses. On a motion made by Scott Tracey and seconded by Jennifer McKinley, the 2022 budget was accepted.
- E. Local Admin Certification Training & Staff Separation Guidelines—On a motion made by Scott Tracey and seconded by Sonya Dintaman, it was decided that on-going training must be required to retain localadmin credentials.
- F. Policy Privacy Agreement for Support Vendors— On a motion by Scott Tracey and seconded by Judi Terpening, support vendors that need access to EI will have to sign a code of ethics before access is allowed.

**IX. Announcements**

- A. Next meeting: 1 pm, August 10, 2021 location/method TBD

On a motion made by Jennifer McKinley and seconded by Scott Tracey, the meeting was adjourned.

Respectfully Submitted,  
Jennifer McKinley, Secretary