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 elDC & 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 30th. 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