MINUTES

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

I.   Call Meeting to Order
Krista Ledbetter, Chair, called the meeting to order at 1:00pm

II.   Roll Call and Welcome
   A. Committee Members attending:
   1.   Krista Ledbetter, Morgan County Public Library, Chair
   2.   Jennifer McKinley, Morgan County Public Library, Secretary
   3.   Sonya Dintaman, Carnegie Public Library of Steuben County
   4.   Cheryl Dobbs, Greenwood Public Library
   5.   Janet Wallace, Shelby County Public Library
   6.   Nicholas Stephan, Garrett Public Library
   7.   Scott Tracey, West Lafayette Public Library
   8.   Jennifer Steffey, Noble County Public Library

   B. Non-Voting Members attending:
   1.   Keith Kaffenberger, ISL
   2.   Stephanie Asberry, ISL
   3.   Jake Speer, ISL

   C. Other attendees:
   1.   Monica Riley, Cataloging Committee
   2.   Mary Glaser, eContent Committee
   3.   Julie Bigler, Patron Services Committee
   4.   Ruth Frasur, ISL
   5.   Lynn Floyd, ISL
   6.   Courtney Brown, ISL
   7.   Winnie Logan, New Castle - Henry County Public Library
   8.   Andrea Stineback, Fulton County Public Library
   9.   Jayanne Rumple, Montezuma Public Library
   10.   Anita Brown, Kendallville Public Library
   11.   Curran Koehler, Centerville Public Library

III.   Approval of Agenda
On a motion made by Scott Tracey and a second by Sonya Dintaman, the Agenda was approved.

IV.   Approval of Minutes from December 14, 2021
On a motion made Janet Wallace and a second by Scott Tracey, the amended Minutes were approved.

V. **Indiana State Library Report**
   A. EI Instability Issues (addressed by Jake Speer): 1/17-1/28, EI servers were having issues; ISL staff attempted to address said issues by switching servers to no avail. Equinox was able to fix the problem 1/30. To keep this from happening in the future, support contracts are being pursued with a 3rd party and training will be added for current support staff.
   B. Annual Report Statistics: sent to EI libraries at the end of January.
   C. Committee Nominations: more participants needed; call of nominations in March with vote in May.
   D. Training:
      1. Training manual being updated (screenshots to match new workflows, etc.); new acquisitions training manual will be launched 2/16
      2. Porter County migration training schedule, 2/17 & 2/18
      3. MCLS Cataloging Training Scholarships, to be promoted widely this year
      4. Establishing procedures for certified catalogers (Cat1) to take a limited number of consortium-paid MCLS cataloging courses per year
      5. Local Admin Certification- to launch in 2022; no shared/generic local admin accounts, each trained staff member will receive their own with a required annual refresher.
   E. Development
      1. Change Holds Type & Cover Art Uploader in process (Emerald) stalled at 90% complete.
      2. ECDI Update
         a) Angular Acquisitions - Sprint 4 - Purchase Orders and Line Items - bugfixing
         b) Did You Mean - Stage 3 - Multi-word, Single-class – paused until we find another large system that has made it work
         c) Column Width – draggability in development
         d) Split Hours Editor in "Org Unit Editor"
         e) New Chair and Chair Elect for ECDI
         f) Working on by-laws and MOU
         g) Expanded Testing Dataset Project, adding more info to practice database for "real-life" testing
         h) Overdrive/eMaterials OPAC integration
         i) Patron Engagement Service API Administration: secure Interface for patron engagement services, like Patron Point for example.
   F. Fiscal Overview shared: $314,596.53 balance; more money spent on support due to January issue/outage.

VI. **Subcommittee Reports**
   A. Cataloging Committee: Next meeting 3/3; cataloguers contact information to be updated
   B. eContent Committee: Met 2/8; see unfinished business for updates
   C. Patron Services: Next meeting 3/15; no updates
   D. Strategic Plan: Need more EIC involvement, 169 responses submitted by 1/5

VII. **Unfinished Business**
   A. Indiana Digital Library Consortium
      1. Go-live date for the new Indiana Digital Library consortium is March 1st.
      2. New listservs for IDLC developed for members to join.

3. New FAQ page for IDLC; training 3/2 at 10 a.m.

VIII. **New Business**
   A. Porter County Migration 3/22; data uploaded to migration servers, training to begin 2/17.
   B. Evergreen Indiana Library Card Definition: on a motion made by Scott Tracey and seconded by Cheryl Dobbs, the EI draft card standards were updated and accepted.
   C. After reviewing the 2022-2023 Analytics Database Vendor choices for upcoming renewal, Janet Wallace moved that we select Reference Solutions / Data Axle at $48,363/year. Nick Stephan seconded. Motion carried.

IX. **Announcements**
   A. On a motion by Jennifer McKinley, seconded by Sonya Dintaman the EI Annual Meeting will be held Monday, 3/28 at 1 p.m.
   B. Next meeting: 1 pm, April 12th, location/method TBD

Respectfully Submitted,
Jennifer McKinley, Secretary