



MINUTES

Evergreen Indiana Executive Committee Meeting
Tuesday, December 13, 2022, 1:00pm ET/12:00 p.m. CT

I. Call Meeting to Order

- A. Janet Wallace, Chair, called the meeting to order at 1:03 p.m.

II. Roll Call and Welcome

- A. Committee Members attending:
 - 1. Sonya Dorris, Carnegie Public Library of Steuben County
 - 2. Janet Wallace, Shelby County Public Library
 - 3. Brandy Graves, Shelby County Public Library
 - 4. Nicholas Stephan, Garrett Public Library
 - 5. Jayanne Rumble, Montezuma Public Library
 - 6. Julia Aker, Jackson County Public Library (remotely)
 - 7. Lori Durbin, Greensburg-Decatur Co. Contractual Public Library (remotely)
 - 8. Winnie Logan, New Castle-Henry County Public Library (remotely)

- B. Non-Voting Members attending:
 - 1. Ruth Frasur, ISL
 - 2. Britta Dorsey, ISL
 - 3. Courtney Brown, ISL
 - 4. Jacob Speer

- C. Other Attendees:
 - 1. Monica Riley (remotely)
 - 2. Julie Bigler, Hussey-Mayfield Memorial Public Library (remotely)
 - 3. Anita Brown, Kendallville Public Library (remotely)
 - 4. Vanessa Martin, Greensburg-Decatur Co. Contractual Public Library (remotely)

III. Approval of Agenda

On a motion from Brandy Graves, and a second from Nicholas Stephan, the Agenda was approved.

IV. Approval of Minutes from August 9, 2022

On a motion made by Lori Durbin and a second by Brandy Graves, the Minutes were approved.

V. Indiana State Library Report

- A. The upgrade to v. 3.9.1 was completed.
- B. Lowell Public Library's launch on December 6 went well. Deduplication was done with the data migration.
- C. Ruth is working with the Library Development Office to prepare 2022 statistics.



- D. Staff updates: Nicole Brock has left ISL, and Cherri Harris has retired. ISL is currently hiring staff for InfoExpress/SRCS, a certification speciality, and cataloging/reference.
- E. Training
 - 1. Regional user group meetings took place in October and November.
 - 2. Local administration and cataloging refresher course recordings are available on the YouTube channel for certification.
 - 3. A new features webinar is in the works.
 - 4. Asynchronous courses are available at learn.evergreen.lib.in.us
 - 5. There will be a live advanced cataloging webinar on December 19, 2022
- F. Development
 - 1. Change hold types in process (12/15 followup)
 - 2. Monograph parts bug fix should be delivered in 4th quarter of 2022
 - 3. Replace barcode permission development should be delivered in 4th quarter of 2023
 - 4. Did you mean project - EDCI in 3rd phase of testing

VI. Fiscal Report

- A. At the point of the report, there was over \$21,000 left in the budget with December salaries and benefits yet to be paid. There is approximately \$500,000 in reserve.

VII. Subcommittee Reports

- A. Cataloging Committee: Met December 1. A few seats are open which will hopefully be filled in the next election cycle. Committee has updated the Procedures Guide and sent out a statement regarding copyright compliance with the Cover Art Uploader.
- B. E Content Committee: Meeting December 13. Continuing the discussion on Library IQ, as well as discovery layers and Findhelp.org
- C. Patron Services: Next meeting December 20. Discussing the issue of autorenew affecting Hotspots. Testing adding certain permissions to allow more flexibility.
- D. Strategic Plan: Nothing to report

VIII. Unfinished Business

- A. Membership Tier expansion - Any policy change requires the vote of the Library Council. The Executive Committee approved sending the issue to the Library Council.
 - 1. Discussed proposal to use a percent of evaluated annual operating expenditures (similar to ILF model). Increased revenue to be used toward data analytics and OPAC improvements as well as support staff. Roll out over two years for libraries with increasing fees. (This would eliminate the need for the Executive Committee to vote on the annual increase. Revenue would increase with library expenditures.)
 - 2. Also discussed charging 25% of annual fee for joining Evergreen Indiana. Send any questions to Ruth Frasur.

B. Language related to 3rd party providers that integrate with Evergreen Indiana databases - Discussed creating policy and procedures to guide members in investigating and implementing third party services. Issue will be revisited at the next meeting.

C. Library IQ - We will use reserve funds to roll out service across the consortium for the first year. It will be added to the budget for future years in conjunction with other databases. Electronic vote



D. Cataloging Policy

1. Added [language on parts](#)
 2. [Cover Art Uploader copyright statement](#) went out to EI community after legal review
- E. Officer Elections: Chair-elect is a 2-year commitment, Secretary is a 1-year commitment.

IX. New Business None

IX. Announcements

- A. Next meeting: 1 pm, Tuesday, February 14; Plainfield Guilford Township Public Library, Plainfield, Indiana

On a motion made by Nicholas Stephan and seconded by Jayanne Rumble, the meeting was adjourned at 2:10 p.m.