



MINUTES - February 2023

Evergreen Indiana Executive Committee Meeting
February 13, 2023, 1:00 p.m. ET/12:00 p.m. CT

I. Call Meeting to Order

- A. Janet Wallace, Chair, called the meeting to order at 1:00 p.m.

II. Roll Call and Welcome

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

- B. Non-Voting Members attending:
 - 1. Ruth Frasur, ISL
 - 2. Britta Dorsey, ISL (remotely)
 - 3. Jacob Speer, ISL (remotely)
 - 4. Stephanie Asberry, ISL (remotely)

- C. Other Attendees:
 - 1. Monica Riley (Cataloging Committee chair) (remotely)
 - 2. Julie Bigler (Patron Services Committee chair) (remotely)
 - 3. Krista Ledbetter (eContent Committee chair)
 - 4. Anita Brown (Kendallville Public Library) (remotely)
 - 5. Judi Terpening (Jefferson County Public Library) (remotely)
 - 6. Christi Morgan (Orleans Public Library) (remotely)
 - 7. Matthew Stevenson (Plainfield-Guilford Twp. Public Library)
 - 8. Nick Philip (Plainfield-Guilford Twp. Public Library)
 - 9. Stephanie Rawlins (Pike County Public Library) (remotely)

III. Approval of Agenda

On a motion by Cheryl Dobbs and a second from Jayanne Rumble, the agenda was approved.

IV. Approval of Minutes from December 13, 2022 and August 9, 2022

Winnie Logan made a motion to approve the minutes. Brandy Graves seconded, and the minutes were approved. **The Executive Committee will need to approve October 2022 minutes at next meeting.**

V. Indiana State Library Report

- A. Annual Report Statistics are out to libraries.
- B. Member invoices went out in December and are due end of February. Ruth will send reminder in March.
- C. Wowbrary invoices also went out. All of 2022 invoices are paid.
- D. RDA Toolkit Opt-in - notices were sent out that this is available. Eight libraries have opted in which increases our discount.

- E. One more library is scheduled to go fine free and another is working with their board to become fine free. Ruth will send a reminder that auto renewals can be turned on. Library IQ - final stages of mapping and setup. 117/128 have returned user info.

VI. Fiscal Report

- A. The 2022 balance sheet is closed out. There is an \$18,000 surplus from 2022. The 2023 balance sheet projects \$416,507 income. About \$114,000 has been spent which includes Library IQ which is not in the budget, but is coming from reserve funds.

VII. Training Report -

- A. Advanced Cataloging was offered live in Dec. and again in Feb. with good attendance. Cataloging and Report interest groups have been meeting.
- B. Upcoming trainings: Searching the Catalog, Advanced Cataloging, and the OPAC.
- C. The Learn website has basic cataloging available.
- D. The cataloging training manual v.3.9 is 85% updated. The Searching the Catalog manual to go with the webinar. Permissions for local admin and cat1: 129 have been updated since 1/31.
- E. General reminder that when staff leave with a cat1 or local admin account, Ruth needs to be notified.

VIII. Development Report -

- A. Change holds type - in development and on the practice server.
- B. Monograph parts bug fix - in testing
- C. Replace barcode permission development project - in testing
- D. Reports project - working with Equinox to build some acquisitions reports, as well as some circ and collections reports. Should be out by the end of 2nd quarter 2023.
- E. EDCI -
 - 1. Buckets overhaul: sharing buckets, adding an admin interface, overhaul of record buckets, later item buckets and user buckets
 - 2. Multi-factor authentication: some states and organizations are requiring MFA and there's a drive for it in Indiana. It could also affect cyber insurance
 - 3. API project: beginning sprint 0 to get project off the ground
 - 4. Angular acquisitions project is progressing well
 - 5. Did You Mean? Project: in 3rd phase

IX. Subcommittee Reports

- A. Cataloging Committee: met Dec. 1, updated cat policy related to cover art uploader and parts
- B. eContent Committee: Met Feb. 7, Discovery layers (Aspen Discovery, Bibiocommons, and Ebsco Discovery Service) scheduling demos in March for all EI members.
- C. Patron Services: Next meeting FEB. 21. Lost materials language has been updated in the circ policy. The committee is going to start meeting every other month. Darla Lepley is leaving her position. **The Executive Committee will need to appoint a replacement at the next meeting.**
- D. Strategic Plan: Addressed later in the meeting.

X. Unfinished business

- A. Member Fee Tier Expansion: Brandy Graves moved to accept this proposal, Cheryl Dobbs seconded, and the motion was approved.
- B. Language for third party providers in EI documentation: Tabled
- C. Cataloging policy update for cover art uploader and parts management: Motion to accept the policy update was made by Lori Durbin, seconded Julia Akers. Motion was approved.

XI. New Business

- A. Library IQ: The vote to use reserve funds was held electronically. Jayanne Rumble moved to ratify the electronic vote, seconded by Winnie Logan. The motion was approved.

- B. Lost materials language update in circ policy: Added language about fine-free libraries noting that lost notice sent at 45 days overdue for non-fine-free, and at 28 days for fine free libraries. Motion to approve was made by Brandy Graves, and seconded by Lori Durbin. The motion was approved.
- C. Evergreen International Conference Scholarships: The conference will be in Worcester, MA, April 25-29. There is \$7,000 budgeted for scholarships. Recommend offering 3 competitive scholarships of \$2500 with an initial payment of \$1250 for registration and travel, with hotel and food to be reimbursable. Lori Durbin moved to accept the recommendation, Jayanne Rumble seconded, and the motion was approved.
- D. 2023 Evergreen Indiana Annual Meeting: Proposed Tuesday, March 28 at 1:00 CT/2:00 ET via Zoom. The meeting will include the State of Evergreen Indiana report and the announcement of the slate of candidates for committee elections. The call for nominations will go out by the end of Feb. Cheryl Dobbs moved to accept the proposal, Brandy Graves seconded, and the motion was approved.
- E. Consortium annual conference: Proposed August 18 at Fort Harrison in Lawrence. Free with breakfast and lunch will be provided. The conference will be open to all staff of member libraries. There will be a Thursday evening reception. The conference will include training and networking, LEU eligible. Motion was made by Winnie Logan to accept the proposal, seconded by Lori Durbin, and the motion was approved.
- F. New member application: from Pierceton-Washington Township Public Library, which is a Class C serving 3025 residents. There will be no migrating data. Joining Evergreen Indiana puts them into standards for resource sharing and automation. Ruth is planning 2-3 cataloging parties with a target to be live by August. Sonya Dorris moved that the application be accepted, with a second from Jayanne Rumble, the motion was approved.
- G. Strategic plan consultant proposals: from MCLS and Carson Block Consulting. We will need a subcommittee to review proposals. Ruth will put a call out on the EC listserv
- H. Hussey Mayfield custom card design: EI logo is clearly visible on all designs. They will also still offer the EI classic designs. Motion was made by Cheryl Dobbs to accept the designs, second Winnie Logan, the motion was approved.
- I. Officer elections: Lori Durbin chair-elect, Sonya Dorris, secretary. Motion to accept slate by Brandy Graves, Julia Akers seconded, the motion was approved.

XII. Announcements

- A. Next meeting: April 11, 2023 at 1:00 p.m. EST/ 12:00 p.m. CST, at Greenwood Public Library
- B. On a motion made by Jayanne Rumble and a second from Julia Aker, the meeting was adjourned at 2:10.

Minutes - October 2022
Wednesday, October 5, 2022, 12:00 pm CT / 1:00 pm ET

I. **Call Meeting to Order**

- A. Janet Wallace, Chair, called the unofficial Zoom meeting to order at 1:01 pm

II. **Roll Call**

A. **Committee Members:**

1. Janet Wallace, Shelby County Public Library, Chair
2. Julia Aker, Jackson County Public Library, Acting Secretary
3. Sonya Dorris, Carnegie Public Library of Steuben County
4. Cheryl Dobbs, Greenwood Public Library
5. Jayanne Rumble, Montezuma Public Library
6. Nicholas Stephan, Garrett Public Library
7. Brandy Graves, Shelby County Public Library
8. Winnie Logan, New Castle-Henry County Public Library
9. Lori Durbin, Greensburg-Decatur County Public Library

B. **Non-Voting Members:**

1. Jacob Speer, ISL
2. Britta Dorsey, ISL & Evergreen Indiana
3. Courtney Brown, ISL

C. **Other Attendees:**

1. Monica Riley, Cataloging Committee
2. Julie Bigler, Patron Services Committee
3. Matthew Stevenson, Warren Public Library
4. Celia Bandelier, Roanoke Public Library
5. Anita Brown, Kendallville Public Library

III. **Approval of Agenda**

- A. On a motion made by Nick Stephan and a second by Lori Durbin, the agenda was approved.

IV. **Approval of Minutes from August 9, 2022**

- A. On a motion made by Winnie Logan and a second by Sonya Dorris, the minutes were approved as written.

V. **Indiana State Library Report: Britta Dorsey**

- A. Kristin Worstell replaced Bob Jackson once he completed her training on September 28
- B. October 6 is the changeover to Lumen for phone notification
- C. December 5 is Lowell PL prelaunch with December 6 go live with no cataloging freeze
- D. With the new census, there are two new class A libraries and one class B
- E. Database update with upgrade to be announced.
- F. Three new libraries have gone fine-free since August, now two less juvenile fine-free.

VI. **Fiscal Report**

- A. None since it was a non-voting meeting

VII. **Training Report:**

- A. Regional meetings at 5 sites around the state in October/November with new information concerning upgrade to 3.9.
1. Tuesday, October 25- Hussey Mayfield Memorial PL
 2. Thursday, October 27- West Lafayette PL

3. Friday, October 28- Kendallville PL
 4. Tuesday, November 1- Jennings County PL
 5. Friday, November 4- Mitchell Community PL
- B. Basic cataloging asynchronous course currently has 19 participants with three who have completed the course. The advanced cataloging course is in progress, and a number of the webinars currently on YouTube will be transitioned to the Moodle format for ease of tracking.
 - C. Cataloging refresher on November 7, 10-12 and 9, 2-4
 - D. Local Admin refresher courses on November 19 and 21 at 2pm and 10am respectively.

VIII. **Development Report**

- A. Ruth will meet with Adam Bowling to discuss project status on the Change Holds Type project.
- B. The Monograph Parts Bugfix project is continuing with Equinox.
- C. The REPLACE_BARCODE permission is being developed by Equinox to granularize the UPDATE_COPY permission.

IX. **Subcommittee Reports**

- A. **Cataloging:** Met 9/1; Arlene Reynolds is a new member from Henley Henry PL representing small libraries; changes to Cataloging Procedures Guide
- B. **eContent:** discussed LibraryIQ and discovery layers
- C. **Patron Services:** met 9/20; welcomed new members; discussed autorenewals and voted to adjust renewals if they have them
- D. **Strategic Plan:** new members required due to outgoing board members—EC members should let Ruth know they want to join before the next meeting

X. **Unfinished Business**

- A. **Membership Fee Tier Expansion – Working Group**
 1. Met September 6, 2022
 2. Next Meeting is Tuesday, October 18, 2022, 1 pm CT / 2 pm ET

XI. **New Business**

- A. **Officer Elections**
 1. Chair-Elect (2 year commitment): Lori Durbin
 2. Secretary: Sonya Dorris
- B. **Language related to 3rd party providers that integrate with Evergreen Indiana databases**
 1. Tabled for discussion in December
- C. **LibraryIQ:**
 1. Consortia rollout would represent significant cost savings for member libraries
 2. Analytics tools address common reporting and collection analysis requests received.
 3. Evergreen Indiana has almost \$500,000 in reserves. A consortia rollout would cost \$90,000 for year one and \$75,000 for following years.
 4. Recommend approving in December to use reserve funds to roll out for the entire consortium.

XII. **Announcements**

- A. Next meeting: 1 pm ET / 12 PM CT, December 13, Mooresville Public Library and Zoom
- B. On a motion made by Brandy Graves and second by Lori Durban, the meeting was adjourned at 1:29 pm.

Respectfully Submitted, Julia Aker, Acting Secretary