



Executive Committee Meeting

Draft Agenda

June 13, 2023, 12:00 pm CT / 1:00pm ET
Westfield Washington Public Library

Remote participation link: <https://us02web.zoom.us/j/82253607443>

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of the Minutes from April 11 Meeting
- V. Indiana State Library Report
- VI. Fiscal Report
 - A. [2023 Balance Sheet](#)
- VII. Training Report
- VIII. Development Report
- IX. Subcommittee Reports
 - A. Cataloging
 - B. eContent
 - C. Patron Services
 - D. Strategic Plan
- X. Unfinished Business
 - A. Strategic Planning Consultant Proposals
 1. [MCLS](#)
 2. [Carson Block Consulting](#)
- XI. New Business
 - A. New Members
 1. Krista Ledbetter (Class A) - MORGN
 2. Brandy Graves (Class A) - SHLBY
 3. Stephanie Collis (Class C) - ROYAL
 - B. [2024 Budget Proposal](#)
- XII. Announcements
 - A. Call for EIAC Session Proposals - Closes June 15
 - B. EIAC Registration Opens - July 10
 - C. Next meeting: 1 PM EST / 12 PM CST August 8, Danville - Center Township Public Library

Executive Committee Meeting

MINUTES

April 11, 2023 at 1:00pm ET/12:00 p.m. CT
Greenwood Public Library and Online

I. Call Meeting to Order

- A. Janet Wallace, Chair, called the meeting to order at 1:01 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) (remotely)
 - 4. Lori Durbin, Greensburg - Decatur County Contractual Public Library
 - 5. Brandy Graves, Shelby County Public Library
 - 6. Winnie Logan, New Castle - Henry County Public Library
 - 7. Jayanne Rumple, Montezuma Public Library
 - 8. Nicholas Stephan, Garrett Public Library
 - 9. Janet Wallace, Shelby County Public Library (chair)

- B. Non-Voting Members attending:
 - 1. Ruth Frasur, ISL
 - 2. Britta Dorsey, ISL

- C. Other Attendees:
 - 1. Julie Bigler (Patron Services Committee chair) (remotely)
 - 2. Anita Brown (Cataloging Committee) (remotely)

III. Approval of Agenda

Motion: Lori Durbin

Second: Brandy Graves

Approval: Yes

IV. Approval of Minutes from October 2022 and Feb 14, 2023

Motion: Nick Stephan

Second: Lori Durbin

Approval: Yes

V. Indiana State Library Report

- A. Invoices have gone out for dues and Wowbrary. Invoices for RDA will go out soon. Emails will be going out for GaleCourses for libraries to opt in. Library IQ is up and going, with some clean up continuing. It was a huge project for Library IQ.

- B. Notifications have been adjusted so that there won't be duplication for libraries who have third party vendors for patron notifications. Two more libraries will be going fine-free. One more turned on autorenewals.

VI. Fiscal Report

- A. We will have some big ticket invoices coming soon, including database subscriptions. We will also be looking at a new support contract with Equinox. Next year's budget will be discussed at the June meeting. Ruth is working on making the EI budget look more like a public library budget.

VII. Training Report

- A. Britta has been doing a great job adjusting training to library needs and staff changes. More advanced cataloging classes, and a "searching the catalog" training manual and workshop are available.

VIII. Development Report

- A. Two bug fixes are complete and Ruth and Jeremy are working on a time frame to have them applied to the database.
- B. The "change hold type" project is still in progress.
- C. Also in progress: building some new report templates and to create a dictionary for the database fields.
- D. ECDI - In sprint 0 stage for bucket improvements.
- E. Equinox has hired a front-end developer to work on user experience.
- F. Did You Mean update is moving into the next phase. Will be turned on for EI after some more testing.

IX. Subcommittee Reports

- A. Cataloging Committee: Met last week. Worked on clarifications in Cataloging Procedures Guide and Cat1 training requirements.
- B. e-Content Committee: Canceled today's meeting for lack of agenda items. Will meet in June. Consortium databases have consistent use. Discovery layers may increase usage of them in the future.
- C. Patron Services: Meets next week. Idea for adjusting notifications has been done. Also changing language in the SMS notifications. Adding language in the training manual about password change link.
- D. Strategic Plan: Ruth is sending survey form out for those interested in working on this committee.

X. Unfinished business

- A. Strategic plan consultants matter is tabled until a strategic plan committee is in place.

XI. New Business

- A. None

XII. Announcements

- A. Call for EI Annual Conference Session Proposals - due April 15

- B. Evergreen International Conference - April 26-29
- C. EI Annual Conference Registration Opens - May 1. No charge for attendees.
- D. Next meeting: 1 PM EST / 12 PM CST June 13, Westfield Washington Public Library

On a motion made by Lori Durbin, the meeting was adjourned at 1:40 p.m.