Minutes

June 20, 2023, 9 a.m. CT/10 a.m. ET

Online Meeting

Voting Members Present:
- Julie Bigler, Hussey-Mayfield Memorial Public Library
- Andrea Busick, Adams Public Library System
- Cassie Jones, Morgan County Public Library
- Jess McAlister, Jefferson County Public Library
- Ashley Meyer, West Lafayette Public Library
- Katie Noonan, Vernon Township Public Library
- Robert Neuenschwander, Warren Public Library
- Nick Philip, Plainfield-Guilford Township Public Library
- Austin Stroud, Monon Town & Township Public Library

Non-voting Members Present:
- Britta Dorsey, Indiana State Library
- Ruth Frasur, Indiana State Library

Guests Present:
- Anita Brown, Kendallville Public Library
- Kristin Worstell, Indiana State Library

I. Call Meeting to Order
   A. By Julie Bigler @ 10:02 AM ET / 9:02 AM CT
II. Approval of Agenda
   A. Nick Philip motioned; Jess McAlister seconded
   B. All in favor
III. Approval of the Minutes from April 18, 2023
   A. Austin Stroud motioned; Cassie Jones seconded
   B. All in favor
IV. Indiana State Library Report
   A. EI promotional campaign
      1. Ruth Frasur reported that a meeting was held with Iconic Digital which discussed the possibility of a consultation/work session in Indianapolis to include those interested (likely from Patron Services and Executive Committees) in determining EI promotional needs. There is also the possibility to build out the EI website into something more interactive for members. No recommendation yet but Iconic gave a ballpark price for services.
   B. Evergreen Indiana Annual Conference - Friday, August 18 @ Garrison Conference Center/Fort Harrison State Park
      1. Ruth Frasur informed that 106 individuals are registered to attend. A small reception/open house will be held on the evening of the 17th for those that are coming in early.
   C. Discovery Layer Presentations w/eContent Committee
      1. Ruth Frasur said there was a conversation with the eContent Committee that EBSCO/EDS does not fit our needs. The next step is getting competing quotes from Bywater

Solutions and Equinox for Aspen Discovery layer. Aspen is likely to be chosen but no money in the budget until 2025. The implementation period can optimistically be 2024. Ruth will possibly take to Executive Committee in August.

    D. Annual Committee Elections
        1. Ruth Frasur informed that the committee list is up to date. Julie Bigler and Jess McAlister have been re-elected.
    E. Development Updates
        1. Ruth Frasur mentioned that the committee will soon talk about the new "update barcode" permission and circ profiles.
    F. Member Recruitment and Onboarding
        1. Ruth Frasur reported that Pierceton Public Library had a successful cataloging party on June 9th with 1300 items cataloged in one day. Their goal is to be at 75% cataloged before launch. Next cataloging party is July 14th.
        2. Ruth had a meeting with Morrison-Reeves Library to address their last questions and is fairly confident that they will join EI.
        3. Tipton County Public Library is also a possibility for joining EI.
    G. SMS Notification Tracking
        1. Ruth Frasur updated the committee that the goal is to have conversations with Unique or other vendors on how to move our notifications away from email-to-SMS modality and just do SMS messaging. There may be a pilot group of libraries to test a new vendor.

V. Training Report
    A. Britta Dorsey reported training participation since last committee meeting:
        1. Searching the Catalog - 31
        2. OPAC - 11
        3. Circulation - 9
        4. Holds/Transits - 11
        5. Patron Management - 10
    B. OPAC webinar has been uploaded to Youtube.
    C. The shorter, hour-long versions of the Circulation webinars will also be uploaded to Youtube.
    D. Ruth Frasur reported good turnout for the database training. Reference Solutions sessions will be uploaded to the Youtube channel soon.
    E. Libraries that opted into Gale Courses will have a training session on July 11th on how to promote and use the resource.

VI. Unfinished Business
    A. Circulation Policy - Holds and Intra-System Transiting
        1. Ruth Frasur said that there was some deprecated language that was changed.
            a) Update language to remove language about CD transiting pilot
            b) Update non-transiting list to include newer circulation modifiers
            c) Update language to acknowledge that certain types of items must be returned to their owning library because of prohibitions to transit via InfoExpress (often has to do with Library of Things, hotspots, or items with non-standard sizes)
        2. Motion to send to Executive Committee
            a) Nick Philip motioned; Jess McAlister seconded
            b) All in favor

VII. New Business
    A. Circulation Policy
        1. Language Related to Lost Items

a) Ruth Frasur said that there was an inclusion of language of parenthetical 28-day notice for fine free libraries.

　　2. Language Related to Recovering Lost Items and Refunding Payment
　　　　a) "No member library is required to offer a refund to a patron for a "Lost" item for which a patron has paid in the case that the item is found. In addition, no fines/fees and third party collection fees will be refunded."

　　3. Card Renewals and Remote Authentication for ID Verification (PORTR)
　　　　a) Ruth Frasur reported that Porter County wants to use a 3rd-party for ID verification when registering new patrons. Language in current circulation policy does not allow this because of the phrase "in person." Ruth's proposed language: "Applicants for an Evergreen Indiana library card must verify their identity using those mechanisms prescribed by the Evergreen Indiana library that will issue the library card and approved by the Evergreen Indiana Executive Committee." Change in language would be for both new cards and renewals.

　　4. ID Requirements for Computer Use Only Cards (PORTR)
　　　　a) Ruth Frasur said that nothing was changed because language already accommodates this under the "Computer Use" profile.

　　5. Language Related to Junior and Junior Limited Access Cards
　　　　a) "Junior and Junior Limited Access cards may be distributed by an Evergreen Indiana member library by resolution of their local library board. These card types allow limited borrowing ability from the issuing library's collection by a minor without a sponsoring adult, regardless of educational status."

　　6. Motion to send these language changes to the Executive Committee
　　　　a) Jess McAlister motioned; Austin Stroud seconded.
　　　　b) All in favor.

B.　Circulation Procedures
　　1. Britta Dorsey reported that the last time she went through item reclamation, there were negative renewals for items not belonging to the circulating library. There is no documentation about negative renewals in procedures/policies; wanted to start with procedures update.

　　2. Ruth Frasur proposed draft language: "Each item is assigned a circulation modifier that defines the number of times an item is allowed to be renewed. In exceptional cases, selected staff have the authority to force additional renewals. This should only be done for items where the owning library and the circulating library are the same." Exceptional cases should be a collaboration between the libraries - owning and borrowing.

　　3. Language for item reclamation: "Evergreen Indiana utilizes an automated profile called Item Reclamation to transit materials back to their owning library that have been transiting elsewhere for an extended period of time. This is to discourage negative renewals, which is not a preferred practice for material not owned by the circulating library."

　　4. Motion to approve both changes (negative renewals and item reclamation) in procedures
　　　　a) Jess McAlister motioned; Katie Noonan seconded.
　　　　b) All in favor.

C.　Org Unit Setting(s)
　　1. Set Default Processing Fee for Damaged Items as well as Lost Items
　　　　a) We have a default processing fee for LOST items already but not Damaged. Unless locally modified, the LOST item processing fee is $10.

2. Void Lost Item Processing Fee When Claims Returned
    a) Ruth Frasur asked if money charged for LOST items should be cleared when the item is marked Claims Returned. Committee said yes.
3. Void Lost Item Billing When Claims Returned
    a) When Claims Returned, it takes off Lost book billing.
    b) If an item is then returned, should a setting reinstitute those fees? Not being addressed at this point.
D. New/returning Committee Members
    1. Julie Bigler - HUSMY (B)
    2. Jess McAlister - JFFCO (B)
    3. Trista Rue - MELTN (C)
VIII. Public Comment
    A. Anita Brown suggested adding a statement about no hazardous materials being transited through InfoExpress (VOX books, for example).
        1. Ruth Frasur responded that EI is not the only system using InfoExpress and we must defer to InfoExpress and their policies. She reminded that we're switching to Pillow Logistics, who may have different requirements.
IX. Announcements
    A. Next meeting: 9 a.m. CT/10 a.m. ET, August 15, 2023, via Zoom
X. Adjournment
    A. Austin Stroud motioned.
    B. Nick Philip seconded.
    C. Unanimously approved.
    D. Meeting is adjourned.

Respectfully submitted,
Ashley Meyer