

AUGUST MINUTES

Evergreen Indiana Executive Committee Meeting
8/8/2023 @ 1:00pm ET/12:00 p.m. CT

I. Call Meeting to Order

- A. Ruth Frasur, Evergreen Coordinator, called the meeting to order at 1:06pm.

II. Roll Call and Welcome

- A. Committee Members attending:
 - 1. Lori Durbin (Chair), Greensburg - Decatur County Contractual Public Library (remotely)
 - 2. Brandy Graves (Chair-elect), Shelby County Public Library
 - 3. Krista Ledbetter, Morgan County Public Library
 - 4. Winnie Logan, New Castle - Henry County Public Library
 - 5. Jayanne Rumble, Montezuma Public Library
 - 6. Nicholas Stephan (Secretary), Garrett Public Library (remotely)
 - 7. 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)

- C. Other Attendees:
 - 1. Monica Riley (Cataloging Committee Chair) - Jackson Co. Public Library
 - 2. Nick Philip (Patron Services Chair) - Plainfield-Guilford Township Public Library (remotely)
 - 3. Anita Brown - Kendelville Public Library (remotely)
 - 4. Julie Bigler - HMMPL (remotely)

III. Approval of Agenda

Frasur entertained a motion for the approval of the agenda. Ledbetter made the motion and Rumble second. Agenda was approved unanimously.

IV. Approval of Minutes from June 13th, 2023

An error regarding the attendance list was corrected. Frasur entertained a motion for the approval of the minutes. Wallace made the motion and Graves second. The minutes were unanimously approved.

V. Indiana State Library Report

- A. Frasur reports that a tentative upgrade to Evergreen 3.11.1 or Evergreen 3.11.2 is currently planned for the weekend prior to Thanksgiving. Production servers are currently planned to be upgraded in Oct.
- B. Frasur reports that Pierceton Public Library will have a cataloging party on 8/11 with 8 attendees. They now have 20% of their collection cataloged.
- C. Frasur will talk with 2 different libraries to answer their questions about Evergreen Indiana ILS.
- D. Frasur reports that the Evergreen Indiana Annual Conference will be on 8/18 at Fort Ben. There are 10 planned sessions, one of which will be a joint session.
- E. Frasur will be representing Evergreen Indiana at the Discovery 2 Delivery conference on 10/13.
- F. Frasur reports that over 50% of the libraries are fine free.
- G. Speer provided an update on InfoExpress. Speer acknowledged that libraries, especially Evergreen Indiana libraries rely on this service, and he apologized for the subpar service since the switch. Speer provided a timeline of events so that everyone attending had a better understanding of how we ended up in this situation. A request for proposals was sent and three companies responded. Speer assured everyone in attendance that due diligence was conducted with the Department of Administration that included questions and presentations. Speer reports that ultimate accountability lies with the vendor and that ISL is working to hold them accountable. ISL and vendor have been meeting weekly, communicating in some form daily, and visits to the warehouse have been made and will continue to be made. Speer reports that this week and next week are the make or break week for the vendor. Speer reports that the vendor reports that by the end of next week the backlog will be gone. Speer reports that ISL and Department of Administration are working on contingency plans if current vendor cannot meet demand. Speer reports that a change in vendor now would result in continued immediate disruption to service. Speer opened the floor to questions around this topic.
- H. Ledbetter brought up various concerns about the initial transition, driver preparedness, and questioned their ability to do the job they were hired to do. Ledbetter expressed anger that this disruption in services degrades her patrons trust in her library, and has a large impact on the service it is providing to their patrons.
- I. Frasur comments that Evergreen Indiana played no role in the selection process. Frasur also mentions that this disruption in service is harmful to the reputation of Evergreen Indiana.
- J. Riley asked a question regarding specifics of the contingency plan. Speer responded the plan was to switch to another vendor.
- K. Rumble asked about a 24 hour operation of the vendor to complete the job. Frasur responded that they had done so. Speer also mentioned that information and options have been given to the vendor to help them be successful.

VI. Fiscal Report

- A. Frasur reports that Evergreen Indiana has remaining 60.32% of its budget.

VII. Training Report

- A. Dorsey reports she has conducted 6 webinars and has several more scheduled to be completed by the end of September.
- B. Dorsey reports that 17 people are engaged with the Basic Cataloging Course on Moodle. 4 people have completed this course.
- C. Dorsey reports she is working on the Advanced Cataloging Course. Dorsey reports she will continue providing the live webinar option until the course is complete.
- D. Dorsey reports she updated the Catalog Training Manual.
- E. Dorsey reports that 3 new Cat1 holders and 3 new Local Admins have been added.
- F. Dorsey and Frasur report Dorsey is demoing a course from MCIL for continuing education for Catalogers in hopes of providing future support to member libraries and their staff.

VIII. Project Status

- A. Frasur provided a brief report about ongoing projects, with no major changes since the last update.

IX. ECDI Update

- A. Frasur reports that Elizabeth Hager from Porter County PLS will join the ECDI committee representing Evergreen Indiana.
- B. Frasier provided a short update about ongoing projects with ECDI, including Angular Acquisitions, Homebound, and Did You Mean?.
- C. Frasur reports a Project Prioritization Vote will be upcoming at ECDI.

X. Subcommittee Reports

- A. Cataloging Committee: Dorsey reports that General Material Designators (AACR2) in the Procedure Guide has been approved. Dorsey also reports there is an opening on the committee.
- B. E Content Committee: Frasier reports that the next meeting is in February. Ledbetter reports that there are some open spots on the committee. No other information was reported.
- C. Patron Services: Philip reported a busy meeting where they worked on the new circulation policy. Frasier reported that the next meeting is 8/14.
- D. Strategic Plan: Frasier reports that the committee met on 8/1. Frasier reports that a work day is scheduled for 9/5.

XI. Old Business

- A. Strategic Planning Consultant: Durbin entertained a motion to table this topic. Graves motioned and Ledbetter second. The motion passed unanimously.

XII. New Business

- A. Committee Officers

1. Chair Elect: Graves Self-Nominated and Secretary: Stephan Self-Nominated. Wallace moved to accept the nominations and Ledbetter second. The slate of officers was unanimously approved.
- B. Committee Point Person: Frasur will update and assign people as appropriate. Requests can be made to her if a certain spot is sought.
- C. Library Card Design Proposal (HUSMY): Bigler presented some designs to hopefully be approved for local library cards. Frasur reported that the library cards meet the requirements of the policy. Stephan moved to approve both designs and Graves second. The motion passed unanimously.
- D. Circulation Policy Recommendation from PSC: Frasur went through the proposed changes. The changes are updated language to reflect library card standards, added language for Junior and Junior Limited Access Cards, language around refunding money, added language about transiting and non-transiting materials, and updated language about identity verification. A small discussion was had about the identity verification topic. Wallace motioned to accept the policy with the updated language about identity verification and Stephan second. The motion passed unanimously.
- E. ASPEN Discovery Layer: Frasur provided some information about the proposal about ASPEN Discovery Layer. Each library will have their own entry point and integration into non-evergreen services. Frasur provided some confidential information about the price and assured the committee that this was a very good deal for Evergreen Indiana. Frasur hopes for a 6 month implementation timeline. A small discussion was had about the benefits of a discovery layer. Wallace motioned to accept the 5 year agreement with Equinox to provide ASPEN Discovery layer to Evergreen Indiana and Ledbetter second. The motion was approved unanimously.
- F. Discovery 2 Delivery Scholarship: Ledbetter motioned to provide a \$500 sponsorship and Rumble second. THE motion passed unanimously.

XIII. **Announcements**

- A. Next meeting: 1 pm, 10/10/23; location to be determined.

On a motion made by Stephan and second by Ledbetter, the meeting was adjourned at 2:55pm.