

Minutes

October 17th, 2023, 9 a.m. CT/10 a.m. ET

Online Meeting

Voting Members Present:

- Julie Bigler, Hussey-Mayfield Memorial Public Library
- Ashley Meyer, West Lafayette Public Library
- Katie Noonan, Vernon Township Public Library
- Nick Philip, Plainfield-Guilford Township Public Library
- Austin Stroud, Monon Town & Township Public Library
- Trista Rue, Melton Public Library
- Jess McAlister, Jefferson County Public Library
- Robert Neuenschwander, Warren Public Library

Non-voting Members Present:

- Britta Dorsey, Indiana State Library
- Ruth Frasur Davis, Indiana State Library
- Courtney Brown, Indiana State Library

Guests Present:

- Anita Brown, Kendallville Public Library
- Kristin Worstell, Indiana State Library
- Inge Kokidko, Porter County Public Library
- Jacqueline Randazzo, Porter County Public Library
- Elizabeth Hager, Porter County Public Library
- Lynette Barnett, Kendallville Public Library

I. Call Meeting to Order

- A. By: Nick Philip
- B. Time: 9:00 AM CT / 10:00 AM ET

II. Approval of Agenda

- A. Motioned: Jess McAlister
- B. Seconded: Katie Noonan
- C. All in favor

III. Approval of the Minutes from August 15th, 2023

- A. Motioned: Trista Rue
- B. Seconded: Austin Stroud
- C. All in favor

IV. Indiana State Library Report

- A. Ruth Frasur Davis gave a reminder of the transit issue situation, reporting that most people are patient. Library staff are asked not to ask drivers for up-to-date information as it is not a reliable information exchange. There will be further discussions of local hub lending and mitigating the influx of holds once requests are reopened. Reminder that the problem exists in multiple layers, not just within Evergreen Indiana. Libraries should not override consortial level holds at this time.
- B. Aspen Discovery Service

1. Ruth reported that this will be launched in March/April with lots of training and community meetings. Aspen will be a new catalog experience for patrons; the traditional catalog will not go away but will receive some updates.
- C. Development Updates
1. Ruth gave an update about a bug fix project with Equinox that has to do with things in Items Holdings editor and permissions checking. Porter County and Equinox have been working together to come up with new reporting sources and report templates for acquisitions.
 2. The upgrade from 3.9.1 to 3.11.1 will be the weekend of November 17th, possibly through November 19th.
- D. Member recruitment and onboarding
1. PRCTN-PIE - November 21 launch
 2. Morrisson Reeves Library, Richmond, Indiana
 - a) Ruth mentioned that this is the final library in that county to join Evergreen, also the largest. Residents of the county will now have full Evergreen coverage. Looking for a launch in late April to early May. Will be the 130th EI library.
- E. [SMS Notification Tracking](#)
1. Ruth said that there's a high priority to address the text notifications.
- F. Ruth reported that the D2D Conference was held on October 13th and included mostly academic libraries. Public libraries are recommended to participate. Representatives from OCLC, Auto-Graphics also there.
- V. Training Report
- A. Britta Dorsey reported that there was good turnout for basic circ webinars in August and September.
 - B. Trainings with Pierceton have been underway
 - C. First circulation roundtable being held Thursday at 10:00AM.
 - D. Britta will be presenting holds webinar and local admin at the end of this month
 - E. For 3.11 upgrade, preparing updates to circ and cataloging manuals and presentation slide decks.
 - F. May delay scheduling next trainings until December due to upgrade and Pierceton's launch.
- VI. Unfinished Business
- A. None.
- VII. New Business
- A. Holds Shelf - Checkout Procedure (Wlafy, PORTR)
 1. Ruth mentioned that it brought to her attention that items are being checked out ahead of holds self-service at Wlafy.
 2. Inge Kokidko reached out to Wlafy about RFID, then heard about holds shelf practice. Brought up questions about post-pandemic services, more "honor system" and less showing of IDs. Would like to consider doing something similar as Wlafy's self-service hold shelf. Inge indicated a want for responsibility of such items to be explicit in the consortium policies.
 3. Ruth stated that if these holds are on an open shelf, this practice is against consortium policy but if in a secure locker, that would be better practice. Agreed that these practices need to be codified.
 4. Ruth suggested that PORTR and possibly Wlafy provide a draft list of requirements. Include policy considerations and some ideas on how policy could be changed to support the current procedure.
 5. This discussion will continue as unfinished business on the next agenda.

B. Circulation Policy

1. Emergency Card Renewal & Registration Policy
 - a) Ruth stated that this policy was developed based on COVID practices. Would like to propose that the language from the Emergency Card Renewal / Registration Policy can find ways to be incorporated into the EI policies permanently.
2. [Proper identification](#)
 - a) Recommend additional statements to allow for identity verification using 3rd party services.
 - (1) Ruth stated that current policy does not address patrons that do not have certain kinds of documentation. Use of term “valid” is also problematic.
3. Card Renewal Duration
 - a) Resident - 2 year renewal; possible extension?
 - (1) Ruth mentioned feedback from libraries about cards expiring if nothing has changed.
 - (2) There’s a service that could do remote ID/address verification and possibly service the consortium.

C. Circulation Policy Review Work Session

1. Ruth recommends a work session that would allow for the full committee and other interested parties to go through the Circulation Policy and see where it needs to be improved, added, or see wording changes. Ruth will put a scheduling poll out for sometime in December (likely a half-day).
2. Vote to amend the agenda: to include D. Change of Scheduled Day
 - a) Motioned: Austin Stroud
 - b) Seconded: Jess McAlister
 - c) All in favor

D. Change of meeting day/time due to conflicts

1. Changed to Tuesday afternoons at 1:00PM CT / 2:00PM ET
2. Motion to change the date
3. Motioned: Julie Bigler
4. Seconded: Trista Rue
5. All in favor.

VIII. Public Comment

- A. None.

IX. Adjournment

- A. Motioned: Jess McAlister @ 11:39AM
- B. Seconded: Julie Bigler
- C. All in favor; meeting adjourned.

X. Announcements

- A. Next meeting: 1 p.m. CT/2 p.m. ET, December 19, 2023, via Zoom