Minutes

December 19th, 2023, 1 p.m. CT/2 p.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
- Robert Neuenschwander, Warren Public Library
- Cassie Jones, Morgan County Public Library

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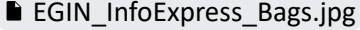- Ruth Frasur Davis, Indiana State Library

Guests Present:
- Anita Brown, Kendallville Public Library
- Inge Kokidko, Porter County Public Library
- Mike Ashby, Peabody Public Library

I. Call Meeting to Order
   A. By: Nick
   B. Time: 2:00PM ET / 1:00PM CT
II. Approval of Agenda
   A. Motioned: Julie Bigler
   B. Seconded: Katie Noonan
   C. All in favor
III. Approval of the Minutes from October 17th, 2023
   A. Motioned: Trista Rue
   B. Seconded: Julie Bigler
   C. All in favor
IV. Indiana State Library Report
   A. Aspen Discovery Service
      1. Ruth is working on pulling data for Equinox and is requesting a training environment to be used pre-launch, depending on price.
   B. Development Updates
      1. There's an ongoing bug fix project with Equinox that has been postponed until 2024.
   C. Member recruitment and onboarding
      1. Morrisson Reeves Library, Richmond, Indiana
         a) Meetings were held to try and understand their acquisitions workflow. Their current workflow maps well to Evergreen functionality. Contact is being made to similar libraries for EI workflow comparisons.
      2. Jasonville Public Library

a) Small library, EI application pending vote.
   D. InfoExpress
      1. EGIN transit bags - 📄 EGIN_InfoExpress_Bags.jpg
         a) Ruth approved the artwork for 1000 Evergreen Indiana InfoExpress bags. Bags will function exactly as current InfoExpress bags. It is OK for these to land in non-EI libraries.
         b) Other news: 2 gaylords of parcels were delivered to state library to assist with updating Pillow codes to NOW codes for more efficient delivery.
         c) Other news: Ruth put in a proposal to Equinox to add in another organizational unit (zone) to EI structure. For example, if transit situation happens again, EI has capability to slice resource sharing by a smaller area instead of turning off completely.

V. Training Report
   A. Ruth said that LEUs for previous trainings will be out by the end of the year. Expiration dates have been updated. Britta launched the advanced cataloging asynchronous course.

VI. Unfinished Business
   A. Holds Shelf - Checkout Procedure
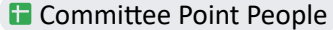   1. Moved to Public Comment
   B. Circulation Policy Review Work Session
      1. Ruth will send out a Doodle to schedule this.

VII. New Business
   A. Committee Seat - Austin Stroud (MONON)
      1. Austin will be leaving Monon and EI, so his seat will be vacant. This will be an agenda item on the Executive Committee's agenda next meeting.
   B. Committee point people - 📗 Committee Point People
      1. Ruth established a Committee Point People list, all committee members assigned a region.

VIII. Public Comment
   A. Holds Shelf - Checkout Procedure
      1. Inge Kokidko talked about working with Mike Ashby, WLAFY staff, to develop a proposal for EI about ILL procedures and library responsibility. She pointed out that some procedures may not be followed by all EI libraries but would like to see some accountability measures in place for libraries. Is there a technical way to hold libraries accountable? Ruth said no, it would have to be built and signed off by multiple financial bodies.
      2. Ruth reported about a customer that submitted a help desk ticket about a hold item being checked out ahead of time.

IX. Announcements
   A. Next meeting: 1 p.m. CT/2 p.m. ET, February 20, 2023, via Zoom

X. Adjournment
   A. Motioned: Julie Bigler
   B. Seconded: Trista Rue
   C. All in favor.
   D. Meeting adjourned at 3:09PM ET / 2:09PM CT