

# FEBRUARY MINUTES

Evergreen Indiana Executive Committee Meeting  
Feb 14th, 2024 @1:00pm ET/12:00 p.m. CT

## I. Call Meeting to Order

- A. Durbin, Chair, called the meeting to order at 1:00pm ET.

## II. Roll Call and Welcome

### A. Committee Members attending:

1. Stephanie Collis, Royal Center - Boone Township Public Library - Online
2. Cheryl Dobbs, Greenwood Public Library
3. Lori Durbin (Chair), Greensburg - Decatur County Contractual Public Library
4. Krista Ledbetter, Morgan County Public Library
5. Winnie Logan, New Castle - Henry County Public Library
6. Nicholas Stephan (secretary), Garrett Public Library
7. Trista Smith, Newburg Chandler Public Library - Online
8. Jayanne Rumble, Montezuma Public Library
9. Brandy Graves (Chair-elect), Shelby County Public Library

### B. Non-Voting Members attending:

1. Ruth Frasur Davis, ISL
2. Britta Dorsey, ISL
3. Jacob Speer, ISL - Online
4. Courtney Brown, ISL - Online
5. Stephanie Asberry, ISL

### C. Other Attendees:

1. Anita Brown - Kendalville Public Library - Online
2. Rebecca L. - Jefferson Co. Public Library - Online
3. Julie Bigler - Hussey Mayfield Public Library
4. Katie Newnan - Vernon Township Public Library - Online
5. Vanessa Martin - Greensburg - Decatur County Contractual Public Library - Online
6. Nick Philip (Patron Services Chair) - Plainfield-Guilford Township Public Library - Online

## I. Approval of Agenda

- A. Dobbs moved to approve the agenda, with a second by Logan the motion passed unanimously.
- B. A motion by Stephan to amend the Agenda to include the Presentation of a Card Design by Vernon Township Public Library and the formation of a new subcommittee for ASPEN. With a second by Logan the motion was passed unanimously.

## **II. Approval of Minutes from December 12th, 2023**

- A. Ledbetter moved to approve the minutes. With a second from Smith, the motion was passed unanimously.

## **III. Indiana State Library Report**

- A. Evergreen Indiana had a successful upgrade to 3.11.2+. It had a low impact on member libraries and patrons as it happened on a Saturday and only took 11 hours to complete.
- B. The Evergreen Indiana Catalog also received a subtle update to its presentation.
- C. Morrisson Reeves Library will be launching April 30th. They are currently being migrated and their training has been scheduled.
- D. Due to a unique collection at Morrisson Reeves, Evergreen Indiana will be launching an additional instance of Evergreen ILS for public use. This instance will be less complicated, and be less controlled, allowing for the cataloging of unique, useful collections by any library. The items cataloged there will not need to be as robust or as standardized. With the addition of ASPEN, both catalogs (This new instance, and Evergreen Indiana) can both be brought in, allowing for both collections to be visible to patrons without the need for them to visit two different catalogs. The timeline of launching this new instance is still undetermined at this time.
- E. Owensville Public Library is exploring joining Evergreen Indiana.
- F. Oakland City Columbia Township Public Library is exploring joining Evergreen Indiana.
- G. All Evergreen Indiana information needed for Member Library's annual reports has been shared.
- H. A job posting for Indiana Evergreen Consortium Director is anticipated to be posted by the end of the month. This is a change to the Job Title that better reflects the duties and responsibilities of the job. It also more closely aligns with the Bylaws of Evergreen Indiana.
  - 1. Stephan asked about any potential involvement of the Executive Committee in the selection process of the Consortium Director. Speer commented that as this position is a position of the Indiana State Library, the Indiana State Library would have authority on filling that position. Speer went on to indicate that he was open to including a member of the committee in that process if that was something that we wanted. He went on to say that including a member would likely be a good idea. Davis also commented that when she was hired in her role there was a member of the executive committee on the hiring committee.
- I. ASPEN Update
  - 1. Several examples of how ASPEN Discovery could be customized for each library were shown.
  - 2. Some trainings would be communicated in the near future.
  - 3. Various services and catalogs can be integrated into ASPEN.
  - 4. APSEN soft launch on March 19th. Each Library will have the ability to launch at their preferred time on or after that date.
  - 5. Admin permissions will be granted in the near future to the needed individuals.
  - 6. ASPEN has the ability to serve as a replacement to a website if a library so desires.

## **IV. Fiscal Report**

- A. The financials for last year were shared.
  - 1. Evergreen Ended the year with a surplus.
  - 2. A discussion was had about access to that money at a later time for other expenditures.
- B. Several Libraries still need to pay their Invoice from Evergreen Indiana.

**V. Training Report**

- A. The basic catalog training is currently being updated.
- B. The local administration training will be completed after the basic catalog training.
- C. There have been several webinars with good turnout.
- D. Morrison Reeves also has a training coming up for their launch into Evergreen.
- E. 235/278 Cat1 accounts have been renewed.
- F. 244/274 LocalAdmin accounts have been renewed.
- G. The documentation for the local administration has been updated.
- H. Work is ongoing for the catalog manual.
- I. A potential passive project is the cleaning up of parts of books that do not need parts. The hope is to automate the cleanup.

**VI. Development Report**

- A. The bug fix project has increased slightly in scope. Will be hopefully sent out for testing soon.

**VII. Subcommittee Reports**

- A. Dorsey reported on behalf of the cataloging committee. Some changes were made to the procedure guide.
- B. Martin reported on behalf of the econtent committee. Renewing existing databases. More information is being sought about the excel highschool program. An ASPEN Committee was considered.
- C. Philip reported on behalf of the patron services committee. A circulation procedure and policy was had, and a decision was made to work on updating the policy. This policy still needs to be reviewed by the committee before it comes back to the executive committee. The goal of the new policy is to allow for more localization of a circulation policy for each member library.
- D. Davis reported on behalf of the strategic plan committee. A statement of work was presented from Carson Block Consulting. The committee recommended that we hire Carson Block Consulting to facilitate the development of a strategic plan for Evergreen Indiana. The details of the proposal were discussed. The up front cost would be \$35,000. Some additional may be owed as the project moves forward. The recommendation from the committee is that the executive committee approves expenditures up to \$45,000.

**VIII. Unfinished Business**

- A. None.

**IX. New Business**

- A. Jasonville Public Library has applied for membership in Evergreen Indiana. Jasonville is eligible for membership, and has completed all the necessary steps to apply for membership. With a motion by Rumble and a second by Ledbetter the application was unanimously approved.
- B. Dobbs moved to accept the statement of work from Carson Block Consulting with approval to spend up to \$45,000. With a second by Graves the motion passed unanimously.
- C. Call for applicants for the Committee elections.
- D. Vernon Township Public Library presented several library card designs. They all meet the standards. With a motion to approve the designs by Ledbetter and a second by Logan, the motion passed unanimously.

- E. An extensive discussion was had about forming an ASPEN sub committee. This committee would be responsible for developing a framework of expectations for customizations. This was tabled for another time.
- F. An example of the Evergreen Indiana InfoExpress bags were displayed. All of the bags should be in use by the end of the month.
- G. A discussion was had about the remaining missing items due to the InfoExpress transfer last summer. Speer reports that 85% of stops are being successfully completed. This is “close to normal” in terms of completion rate. Speer expects that by March 1 libraries will be able to submit claims for missing items. Evergreen Indiana will not be running reports for missing items, though they will help create templates so libraries can run their own reports. Davis recommends that any libraries who have held back hold should continue to wait until the start of Q2. That is the date provided by the service provider that they should be back to normal service levels.

**X. Announcements**

- A. Committee elections will begin in the near future.
- B. The Annual Evergreen Indiana Council Meeting is on March 11th at 2pm ET.
- C. ASPEN Discovery soft launch is March 19th.
- D. Next meeting is April 9th at 1pm ET at Plainfield Guilford Township Public Library.

On a motion made by Graves and a second by Stephan, the meeting was adjourned at 2:34pm.