

Minutes

February 20, 2024, 1 p.m. CT/2 p.m. ET

Online Meeting

Voting Members Present:

- Julie Bigler, Hussey-Mayfield Memorial Public Library
- Jess McAlister, Jefferson County Public Library
- Katie Noonan, Vernon Township Public Library
- Nick Philip, Plainfield-Guilford Township Public Library
- Trista Rue, Melton Public Library
- Robert Neuenschwander, Warren Public Library

Non-voting Members Present:

- Ruth Frasure Davis, Indiana State Library

Guests Present:

- Lynette Barnett, Kendallville Public Library
- Anita Brown, Kendallville Public Library
- Inge Kokidko, Porter County Public Library

- I. Call Meeting to Order
 - A. By: Nick
 - B. Time: 2:03PM ET / 1:03PM CT
- II. Approval of Agenda
 - A. Motioned: Trista Rue
 - B. Seconded: Katie Noonan
 - C. Motion passed
- III. Approval of the Minutes from December 19, 2023
 - A. Motioned: Trista Rue
 - B. Seconded: Julie Bigler
 - C. Motion passed
- IV. Indiana State Library Report
 - A. Aspen Discovery Service
 1. EGIN Aspen Introduction webinar was presented to the consortium
 - a) Link to the recording was sent via the listservs, including the Aspen listserv and the directors.
 2. Listserv for Evergreen_Indiana_Aspen is available to sign up via the evergreenindiana.org website
 3. Logos and behind-the-scenes work has been done to the individual library Aspen catalogs.

- a) Each library will have the option to include their digital resources on the Additional Resources page with those that are provided by the consortium.
 - b) On March 19, Equinox will “hand over” Evergreen Indiana Aspen.
 - B. Development Updates
 - 1. A bugfix was applied to assist with cache issues.
 - 2. There are no other development updates outside of Aspen at this time.
 - C. Member recruitment and onboarding
 - 1. Morrisson Reeves Library, Richmond, Indiana
 - a) Migration is ongoing. Their launch date is April 30th.
 - b) A separate Evergreen ILS will be built for the sole purpose of cataloging MRNRV’s newspaper records so they may be sideloaded into their Aspen catalog. May be usable by other libraries.
 - 2. Jasonville Public Library
 - a) Our newest member of the consortium.
 - b) They will be re-barcoding their collection to meet those requirements.
 - c) No launch date has been set - is dependent on the re-barcoding.
 - (1) Will still attempt to migrate their data in.
 - 3. Owensville PL
 - a) Will likely see an application from their library in the coming months.
 - D. InfoExpress
 - 1. The state library completed sorting approximately 20 gaylords full of bags and sent the items back out to transit home.
 - 2. Rumor is that service from NOW should be back to normal by the beginning of the 2nd quarter
- V. Training Report
 - A. A document of past and upcoming circulation-themed trainings were shared along with attendance information.
 - B. Morrison-Reeves training for circulation has been scheduled.
 - C. Patron Management and Circulating Material recordings have been uploaded to the YouTube training channel.
 - D. Circulation Training manual is being updated to match version 3.11.2 of Evergreen.
- VI. Unfinished Business
 - A. Holds Shelf - Checkout Procedure
 - 1. Ruth spoke with a couple of libraries that are considering this or are actively checking out holds before the patron has picked up the item. Recommended that patrons be allowed to opt-in to this.
 - 2. Jess: What about those libraries that have issues with their material being pre-checked out to patrons?
 - a) Ruth: This is not accounted for in policy and there is a notion of accountability and liability. The libraries are choosing to take

responsibility for items that go missing off of the holds shelf - even those that are owned by other libraries.

- b) Jess: Approves that libraries are absorbing the cost, but still has reservations of the lack of protection. Noted that pickups in retail environments have some sort of confirmation required before the purchased item is released.
 - 3. Inge: What is the mechanism to discover that they (the library) have fees to pay (to the owning library)?
 - a) Ruth: The only way libraries can find out is if the item is marked as lost, the patron is charged, and tells the library they never picked it up. There is no set mechanism.
 - 4. Ruth: It is worth the thought as a service model that may have value, but there are ripple effects that should be accounted for prior to doing it. A possible alternative would be a public hold shelf that uses hold aliases, but that does not pre-check out material.
- B. Circulation Policy Review Work Session
- 1. A previous version (2.0) of the policy was presented to the Executive Committee as a work-in-progress.
 - 2. The next move would be to motion to recommend the policy be sent to the Executive Committee to approve the new policy.
 - 3. Julie Bigler: Motion to recommend the updated Evergreen Indiana Shared Circulation Policy to the Executive Committee.
 - a) Second: Jess McCalister
 - b) Motion passed.

VII. New Business

A. Circulation Procedures Guide

- 1. Exceptions to allow for duplicate accounts
 - a) Juvenile to adult from libraries with no clean slate policy to other member libraries.
 - b) Ruth: There is a gap in our procedures for juveniles who move to another Evergreen Indiana system as an adult, but their previous account has fines associated with it and the owning library does not have an Adult Clean Slate Policy. The recommendation is to explicitly add to the procedure to allow for duplicate accounts to be created so they can have the "adult" account at their new library system.
 - c) Jess: Would libraries that do not use the Clean Slate policy feel that this would be circumventing them.
 - (1) Ruth: It would be, except the people responsible for the payment of the account are not the juvenile. It's always been recognized that the sponsoring adult is responsible for all fines and fees.

- d) Robert: WOUld the fine amount on the youth card be frozen?
 - (1) Ruth: The fines would stay on the account and it would expire. But, it would not be removed from the system because of the fines.
 - (2) Robert: If fines are accrued near the 18th birthday or are still accruing fines, will there be a good faith payment made?
 - (3) Ruth: There will be some nuance and will likely need to be handled at the library's discretion.
- e) Ruth: Britta may have documentation available at the next meeting, so tabling the discussion might be useful.

B. Renewal Due Date Extension setting

- 1. Ruth: Something that cannot be enabled without consensus. This is a new setting that, when enabled, will allow patrons to renew their material without "penalty" (they won't lose days if they renew earlier than the due date). It accounts for the time loss. It is an automatic extension.
- 2. Consensus is that this function makes sense.
- 3. Julie: Would this affect autorenewals?
 - a) Ruth: Autorenewals occur on the due date, so they would continue to operate as such. There is a 3-day courtesy notice that is sent, however.
- 4. Ruth: No vote is needed, and an email will be sent out that the function has been implemented.

C. Opening seats on committee

- 1. Some seats have become open on the committee (Austin and Ashley have left their positions) and several committee members' terms are ending at the end of June. Self-nominations are welcome and current members may wish to renew their term.

VIII. Public Comment

- A. Julie: General question about Aspen and whether or not this is something that has to be taken care of immediately.
 - 1. Ruth: No. The Aspen catalog site will be available and the libraries can choose when to promote and "release" to their patrons. The only change is that digital content will not be uploaded into the Evergreen catalog - they will only be searchable via the Aspen catalog or their respective webpages. The current records will eventually be removed from the catalog.
- B. Ruth: The Evergreen Indiana Executive Committee approved hiring Carson Block Consulting for the consortium's strategic planning.

IX. Announcements

- A. Evergreen Indiana Library Consortium Director - Job Posting
- B. Next meeting: 1 p.m. CT/2 p.m. ET, April 16, 2023, via Zoom

X. Adjournment

- A. Motioned: Julie Bigler
- B. Seconded: Cassie Jones

C. Motion passed.