

Minutes

April 16, 2024, 1 p.m. CT/2 p.m. ET
Online Meeting

Voting Members Present:

- Julie Bigler, Hussey-Mayfield Memorial 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 Frasur Davis, Indiana State Library
- Britta Dorsey, Indiana State Library

Guests Present:

- Lynette Barnett, Kendallville Public Library
- Anita Brown, Kendallville Public Library
- Courtney Brown, Indiana State Library
- Elizabeth Hager, Porter County Public Library
- Inge Kokidko, Porter County Public Library

- I. Call Meeting to Order
 - A. Meeting called to order at 2:03PM (ET) by Nick Philip, Chair.
- II. Approval of Agenda
 - A. No quorum at this time so no voting may take place.
- III. Approval of the Minutes from February 20, 2024
 - A. No quorum at this time so no voting may take place.
 - B. Minutes were not prepared and will be approved at the next committee meeting.
- IV. Indiana State Library Report
 - A. Aspen Discovery Service
 1. Aspen has been released to the consortium
 2. 70+ administrative accounts have been created for libraries to customize their catalog webpages.
 3. A few issues have arisen because of the nuance of permissions, but notes have been provided to libraries on how to avoid these in the future and have been fixed.
 4. An open house is occurring tomorrow (April 17) hosted by Equinox.
 5. The training cohort has been amazing.
 - B. Development Updates

1. Patches and permission checks for the Holdings Editor will be deployed in EGIN this summer and will be included in future releases of Evergreen
 2. Work is being done in the community on the angularization of the circulation module.
- C. Member recruitment and onboarding
1. Morrisson-Reeves Public Library is going offline next Wednesday in preparation for launch
 - a) In-service day is Monday, April 29
 - b) Launch day is Tuesday, April 30
 - 2.
 3. Jasonville has begun barcoding their collection to meet the number of digits required for their material. They have also begun filling out their migration form.
 4. Owensville Public Library's application was accepted by the Executive Committee on April 9 and will be migrating from Infovision.
- D. [Miscellaneous not included on the agenda]
1. Admin team has been working with Hussey-Mayfield on large data projects in preparation for their branch opening in Whitestown. Kristin is working on this project.
 2. The hope is to have an announcement about the new hire for the Evergreen Indiana Director position by the end of the week. Transition will occur after the hire and throughout May.
- V. Training Report
- A. Webinars
1. A few general and circulation webinars have been held since the last meeting.
 2. Aspen from the Patron's Perspective webinar will be held this Thursday (April 18)
 3. Morrisson-Reeves circulation training has completed.
- B. Recorded Webinars
1. All 3.11 training foundational webinars have been uploaded to the Evergreen Indiana Training YouTube channel
- C. Documentation
1. A small section left in the Circulation manual needs updated to 3.11
 2. Will go through the Circulation Procedures Guide to note any changes needed since the updated Circulation policy was released.
 3. When the cataloging manual has been transferred to the new BetterDocs knowledgebase, the new documentation page will be released for checking and/or testing.
- VI. Unfinished Business
- A. Circulation Procedure Guide
1. [Exceptions to allow for duplicate accounts](#) (Juvenile to adult from libraries with no clean slate policy to other member libraries)

- a) Britta wrote a draft update to the procedure based on the discussion during the last committee meeting
- b) Some language changes were made to reflect common term usage (18th birthday instead of majority, e.g.) Language regarding how libraries should communicate with one another should be included.
- c) The draft document was made available to the committee to provide comments on additional modifications before the next meeting.

VII. New Business

- A. No new business was conducted

VIII. Public Comment

- A. Ruth: A good slate of candidates were nominated for the committees.
- B. This is Ruth's last meeting as Coordinator and, "it has been a pleasure to work with you for many years..."
- C. Anita really appreciated Ruth's candor at the committee meetings, and also wanted to congratulate the committee for fine-tuning the new policy and putting so much work into it.
 1. Ruth: Thanks to the working group for their work and broadening the policy to allow new service models, and focus on policy and not procedure.
- D. Inge mentioned the [Brooklyn Public Library's study report](#) regarding their very open circulation policy.

IX. Announcements

- A. Next meeting: 1 p.m. CT/2 p.m. ET, June 18, 2024, via Zoom

X. Adjournment

1. Motioned: Robert Neuenschwander
2. Seconded: Julie Bigler
3. Motion passed.