

JUNE MINUTES

Evergreen Indiana Executive Committee Meeting

June 11th 1:00pm ET/12:00 p.m. CT

Garrett Public Library | Zoom

Voting Members Present:

- Cheryl Dobbs, Greenwood Public Library
- Brandy Graves, Shelby County Public Library (chair-elect)
- Krista Ledbetter, Morgan County Public Library
- Winnie Logan, New Castle-Henry County Public Library
- Jayanne Rumble, Montezuma Public Library
- Trista Smith, Newburgh-Chandler Public Library
- Nicholas Stephen, Garrett Public Library (secretary)
- Sarah Wallace-Moon, Alexandra Monroe Public Library

Non-voting Members Present:

- Courtney Brown, Indiana State Library
- Britta Dorsey, Indiana State Library

Guests Present:

- Vanessa Martin, Greensburg-Decatur County Public Library (eContent Committee)
- Nick Phillip, Plainfield-Guilford Township Public Library (Patron Services Committee)
- Monica Riley, Jackson County Public Library (Cataloging Committee)
- Stephanie Asberry, Indiana State Library
- Anita Brown, Kendallville Public Library
- Amanda Knol, Lowell Public Library
- Inge Kokidko, Porter County Public Library
- Jeremy Murray, Indiana State Library
- Sandra Osborn, Mooresville Public Library
- Jacob Spear, Indiana State Library

A quorum was not met so

I. Call Meeting to Order

A. Graves, Chair-elect, called the meeting to order at 1:01 pm ET.

II. Approval of Agenda

A. There was no quorum so a vote to approve the agenda did not occur.

III. Approval of Minutes

- A. There was no quorum so a vote to approve February and April minutes did not occur.

IV. Indiana State Library Report

- A. Courtney Brown, the new Evergreen Indiana Director introduced herself.
- B. Migrations
 - 1. Launch of Morrisson-Reeves Public Library on April 30th was a success. Their newspaper records were finished being imported into the newly-created Evergreen INdex database. The next step is to side load the collection into their Aspen catalog.
 - 2. Owensville Public Library migration is underway. Launch date is Tuesday, August 27th with an in-service day on Monday, August 26th. We contracted with Equinox to assist with the migration. Britta is preparing to schedule training with their staff.
 - 3. No updates at the moment for Jasonville Public Library. They are barcoding their collection.
 - 4. Met with Edinburgh Public Library and their director to discuss joining the consortium.
 - 5. Will meet with the director at Willard Public Library to talk about Evergreen Indiana as an option for their next ILS.
- C. Regional User Groups
 - 1. At this time we are scheduling dates and locations for the upcoming Regional User Groups.
- D. Aspen
 - 1. Currently have 113 administrators.
 - 2. There was an issue where all of the records were not showing up in the Aspen catalogs. Equinox worked on this issue and it should be resolved now.
- E. Vendor Updates
 - 1. A contract was signed with Unique Library for their MessageBee product. It will provide text notifications, without the throttling, to library patrons who opt in to receive them.
 - A) Question: Will this affect how staff fill out the patron registration form?
 - B) Response: Staff will no longer have to fill out the "carrier" information in the User Settings for SMS notices to work. We will confirm with MessageBee of this process.
 - 2. LibraryIQ has scheduled trainings for June 12, September 10, and November 6
 - 3. A survey has been sent to the community to gauge their interest in the Gale Excel High School product. If enough libraries are interested, Evergreen Indiana may be able to offset some of the cost.
- F. ECDI Transition
 - 1. Most of the money has been transferred from Indiana to the NOBLE Evergreen Consortium. The remaining is to pay Ruth's salary for that position.

2. NOBLE is looking to hire a new ECDI Coordinator. Ruth Frasur is contracted at this time to fill the role until a new hire can be made.
 3. Comment from Jacob Spear: ECDI is working on an RFP for a strategic plan
- G. Special Projects
1. We are up to 70 fine-free libraries in the consortium. 88 are set up with auto-renewals

V. Fiscal Report

- A. Expenditures are at \$231,403.71 so far this year which is approximately 47% of the total 2024 budget.
- B. Passthru monies are being collected. Wowbrary has \$1608 yet to be reimbursed. RDA Toolkit invoices will be sent out shortly, then Gale Courses.

VI. Training Report

- A. Several webinars have been presented including the new “Aspen from the Patron’s Perspective” webinar. Upcoming webinars/roundtables include Billing and Carousels.
- B. Documentation has been updated to 3.11, but will need to be updated again for the 3.13 version. Primary documentation has been moved over to the new Knowledgebase. Reports and Acquisitions are still a work in progress.
- C. A cataloging party occurred at Spiceland Public Library to assist with a backlog of donated material.
- D. A project to update the permissions list began.
- E. The Local Administration course on the Evergreen Learn website is in production. The live webinar will be offered monthly until it is complete.

VII. Subcommittee Reports

- A. Cataloging Committee: Monica notes that the committee voted and approved to keep the current chair and secretary positions the same. The Cataloging Procedures Guide was updated to include information on the 588 field which is now the preferred field to note the title source. Policy changes have been recommended to the EC, but will request a vote of approval at the next meeting with a quorum.
- B. eContent Committee: Vanessa notes that a meeting was supposed to occur in February but did not. No updates.
- C. Patron Services Committee: Nick notes that the committee worked on drafting updated procedures to the Clean Slate policy where a duplicate account would be allowed to be created for a patron at their new library if: they accrued fines on their account as a juvenile, and the home library has not adopted the Clean Slate procedure.
- D. Strategic Planning Committee: Courtney notes that Carson Block shared a memo sent by the company to catch everyone up on what has been happening with the strategic plan. A decision on who the stakeholders were was made for surveying (patrons, Evergreen Indiana libraries, non-Evergreen Indiana libraries, staff, directors, Indiana State Library, Indiana Legislature). Surveys will be modified based on the audience.

1. Comment: The Legislature may not be getting a survey, but just an update on our plans.
2. 1:1 meetings will be scheduled with Carson Block and Courtney.

VIII. New Business

A. Committee Elections

1. New members were welcome: Trista Smith, Sarah Wallace-Moon, and Stephanie Rawlins.
2. New chair-elect and secretary
 - A) Tabled until next meeting.

B. Updated Cataloging Policy

1. Tabled for revisions by the Cataloging Committee

C. West Lafayette Public Library library card proposal

1. Will confirm the consortium logo has the correct dimensions.
2. There is no quorum so a vote cannot take place.

D. Discussion: Feedback on strategic plan survey distribution

1. It was decided a hybrid approach of physical and digital surveys would reach more people. Let the libraries decide which type would work best for their community.
2. The paper survey would be very short and provide an option for the person to answer more questions online.
3. It was discussed at the steering committee for members to connect directly with directors/libraries to make sure information does not get lost in the shuffle.
4. To aid in tracking what libraries are participating, a question on the survey will ask which library they frequent the most. Also, a plan will be made to make sure libraries have equal voices in the survey.

E. Proposed 2025 Budget

1. Salary and benefits is one of the larger changes to the budget as well as MessageBee.
 - A) The International Conference scholarship budget decreased to aid in the MessageBee addition.

IX. Announcements

- A. Next meeting: 1pm ET, August 13 at Morgan County Public Library in Martinsville, IN

The meeting adjourned at 1:36pm (ET).