

Cataloging Committee Meeting

October 3, 2024 - 10 a.m. ET, 9 a.m. CT

Virtual Meeting

Minutes

Members Present:

Charles Lemme (Hussey Mayfield)
Jocelyn Lewis (ISL - non-voting member)
Kayla Morris (Newburgh-Chandler)
Sandra Osborn, secretary (Mooresville)
Emma Richey (Eckhart) - acting Chair
Arlene Reynolds (Henry Henley)
Catherine Roberts (Shelby County)
Jennifer Steffey (Noble County)
Christie Whitton (Peabody)

Members Not Present:

Anita Brown (Kendallville)
Monica Riley, chair (Jackson County)
Anna Roberts (Greenwood)

State Library Staff:

Courtney Brown
Britta Dorsey

Guests included:

Jonathan Redmon (Monticello)

- I. Call Meeting to Order. In the absence of Chair Monica Riley, acting chair Emma Richey called the meeting to order at 10:04 am
- II. Roll Call. Roll call was taken. Quorum was met.
- III. Approval of Agenda. Agenda was approved on a motion by Christie and seconded by Charles.
- IV. Approval of the Minutes from
 - A. June 6, 2024. Moved by Sandra, seconded by Cat. Approved unanimously
 - B. August 1, 2024. Moved by Sandra, seconded by Cat. Approved unanimously.
- V. Indiana State Library Report. Report provided by Courtney Brown.

- A. Membership. Owensville migrated and became the 131st Evergreen Indiana Library. Edinburgh is interested in applying, but delayed until they get a new director. They have had talks with other libraries about joining.
 - B. Strategic Plan. Surveys are out. There has been a low completion rate, so they will be open for a few more weeks. Courtney urged people to complete it and share with other staff members.
 - C. Regional User Group. These meetings have been and are being held during this month.
 - D. Voice notification changes coming. The voice messaging system is on an old server that requires regular maintenance. It's been decided to move to MessageBee for voice notifications, the same as text messages that will relieve that maintenance work.
 - E. NovelList Select renewal. This contract was renewed. Accelerated Reader ratings are searchable in Aspen. But more testing is needed.
- VI. Training and Support Report. Report provided by Britta. Britta has been presenting circulation webinars. Upgrade webinars are scheduled. Britta is working on the New Features and Cat11 and LocalAdmin refreshers. Documentation continues to be an ongoing project. Britta is continuing to assist libraries in getting Aspen Discovery up and running for their libraries. Preparation continues for the 3.13 upgrade. They are also working on SRCS cleanup, the Newspaper Index for Morrison Reeves, and the Reports Template project
- VII. Unfinished Business
- A. [Subject heading policy and procedure consistency](#). This is an effort to compare language in the Policies to the language in the Procedures regarding subject headings and make them consistent between the two documents. Tabled to December meeting on a Motion by Sandra, seconded by Christie.
 - B. Cataloging Procedures Guide. Tabled to December meeting on a motion by Sandra and seconded by Arlene.
 - C. Cataloging Policy
 1. Status of Cat3. Tabled to December meeting on a motion by Charles and seconded by Christie.
 2. [2024 approvals](#). Updates to language for training. Changed terms to "call number" and "item". Removed GMD. Added "or the administration team". Added "Discard/Weed" automatically deleted after 6 months. Passed unanimously on a motion by Sandra, and seconded by Charles. Will go to the Executive Committee for approval.
- VIII. New Business
- A. New circulation modifier recommendation from Patron Services. There was a request from the Patron Services committee to add a circ modifier for High Demand Items that is nonrenewable. This was tabled to the December meeting when we will have more details. Passed on a motion by Sandra and seconded by Christie.
 - B. [Regional Contact](#) assignments. Cat Roberts is taking the assignment for Region 9.
- IX. Public Comment. None
- X. Announcements. A reminder to urge members to take the survey. Britta also briefly discussed the Refresher course that will include policy changes, procedure updates, the 588 requirement. Jocelyn will present on the enhanced MARC editor in the new update.
- XI. Next meeting: 10am ET, 9am CT December 5, 2024, via Zoom. Meeting adjourned at 10:57 on a motion by Sandra and seconded by Kayla.