

OCTOBER MINUTES

Evergreen Indiana Executive Committee Meeting
October 8, 2024, 1:00 p.m. ET/12:00 p.m. CT

I. Call Meeting to Order

- A. Brandy Graves, Chair, called the meeting to order at 1:00 p.m. ET

II. Roll Call

A. Voting Members Present:

1. Stephanie Collis (Royal Center-Boone Township Public Library)
2. Brandy Graves (Chair, Shelby County Public Library)
3. Krista Ledbetter (Morgan County Public Library)
4. Winnie Logan (Secretary, New Castle-Henry County Public Library) [Online]
5. Stephanie Rawlins (Pike County Public Library)
6. Jayanne Rumble (Montezuma Public Library)
7. Trista Smith (Chair-elect, Newburgh-Chandler Public Library) [Online]
8. Nicholas Stephan (Garrett Public Library)

B. Non-Voting Members Present:

1. Courtney Brown (Indiana State Library)
2. Stephanie Asberry (Indiana State Library)

C. Additional Attendees:

1. Jeremy Murray (Indiana State Library)
2. Kristin Worstell (Indiana State Library)
3. Emily Matthys (Oxford Public Library)
4. Sandra Osborn (Mooresville Public Library)
5. Anita Brown (Kendallville Public Library)
6. Julia Aker (Jackson County Public Library)
7. Amanda Knol (Lowell Public Library)
8. Inge Kokidko (Porter County Public Library)

III. Approval of Agenda

Ledbetter made a motion to approve the agenda. Stephan seconded the motion. Motion passed.

IV. Approval of the Minutes from

Rawlins made a motion to approve the minutes of the August 13, 2024 meeting. Ruple seconded the motion. Motion passed.

V. Indiana State Library Report

A. Membership Updates

1. **Owensville Library:** Migration completed successfully.
2. **Jasonville Library:** Supplies delivered; migration efforts resumed.
3. **Edinburg Library:** Migration on hold following director resignation.
4. **Other Libraries:** Increased interest in Evergreen membership noted. EC discussed potential support for Courtney Brown to manage new membership inquiries.

B. Regional User Groups

1. Five meetings completed; two remaining this week.
2. Plan to reduce meetings from seven to five in 2026 for better management.
3. Reminder: Annual conference scheduled for 2025.

C. Vendor Updates

1. MessageBee - Selected as the new voice notification system after comparison with other vendors.
2. Aspen
 - a) 53 Aspen catalogs currently in use.
 - b) Approximately 1,200 Overdrive items checked out.
3. LibraryIQ -Following recent training, 15-20 new libraries have expressed interest in access.
4. Data Axe
 - a) Usage is low.
 - b) Training sessions planned to increase engagement before evaluating renewal in March 2025.
5. Marcive
 - a) Discontinuing service.
 - b) Backstage identified as a potential alternative vendor for authority services.

D. 3.13 Upgrade

1. Scheduled for the week of Thanksgiving.
2. Webinars on new features: October 23–24.
3. Offline refresher sessions and documentation planned for November.
4. New reports webinar scheduled for November 20.

E. Evergreen Server Hosting

1. Discussions about migrating servers to the IOT (Indiana Office of Technology) location in Indianapolis.
2. Pros and cons of virtual hosting versus physical server migration evaluated.
3. Concerns raised about IOT's ability to meet library-specific needs.

F. Special Projects

1. Fine Free Libraries: 71
2. Auto Renewal Libraries: 91

VI. Fiscal Report

- A. Current reserves are healthy.
- B. Unexpected expenses include:
 - Transit bags.
 - Strategic planning consultation.
 - Underbudgeted items such as Novelist Select and LibraryIQ.
- C. Discussion about budgeting for onboarding new members, considering how many libraries can be added per year.

VII. Training Report

- A. **Circulation and Local Admin Training:** Recently held sessions.
- B. **Upcoming Training:** Sessions on new features scheduled before the 3.13 upgrade.
- C. **SRCS Data Management:** Efforts ongoing to clear older data.
- D. **Reports Project:** Libraries asked to review templates for retention or deletion.

VIII. Subcommittee Reports

- A. Cataloging Subcommittee
 1. Met pm October , 2024
 2. Several items tabled until December.
 3. Patron services committee is requesting a new circ modifier. Updates to cataloging policy recommended.
- B. eContent Subcommittee
 1. No updates since the last Executive Committee meeting.
- C. Patron Services Subcommittee
 1. Procedures updates ongoing.
 2. Approved request for a new circulation modifier.
 3. Efforts underway to address duplicate patron accounts.
- D. Strategic Plan
 1. Survey response rates remain low.
 2. Outreach efforts to increase participation are continuing.

IX. Unfinished Business

- A. Voice Notifications: Ongoing exploration of implementation strategies.
 - B. Local Administration Refresher: Suggestions for content requested by the end of October.
- X. New Business
- A. Evergreen Indiana Bylaws Update
 - 1. Outdated sections identified.
 - 2. Committee members asked to review and provide suggestions for revisions.
 - B. Aspen Subcommittee
 - 1. Concerns raised regarding security and accessibility compliance for Aspen.
 - 2. Jeremy M. requested documentation of issues to discuss with vendors.
 - C. Cataloging Policy Update: A motion was made for approval by Krista Ledbetter and seconded by Stephanie Rawlins. Motion passed.
- XI. Next meeting: 1 PM EST / 12 PM CST, December 10 at Shelby County Public Library. The meeting adjourned at 2:34 p.m.