

Evergreen Indiana Circulation Committee Meeting Minutes

September 20, 2011

Greenwood Public Library, 10:15 AM, meeting called to order.

Voting members present: Christina Hime – Jackson County PL, Shawn Parker - HMMPL, Sheryl Sollars – Westfield-Washington PL, Chase Martin – Lebanon PL, Shawn Heaton – Alexandria-Monroe PL, Karen Jewell – Greenwood PL, Virginia Jensen – Mooresville PL, Teresa Hudson – Culver-Union Township PL, Rose Bryan – Adams Public Library

Members not present: Jill Scarbrough – Brazil PL

Non-voting member present: Shauna Borger – ISL, Megan Maurer – ISL, Mike Peters - ISL

Agenda approval motion by Theresa Hudson, motion carries.

Minutes approval, with the addition of grace periods information motion by Sheryl Sollars, motion carries.

Committee Reports

- a. Indiana State Library (reported by Shauna Borger)
 - a. Blue reciprocal borrower cards
 - i. The Executive Committee moved to use blue cards for reciprocal borrowers (RB) and possibly students.
 - ii. There were questions from the floor regarding procedure change required with the blue cards, the ability for Evergreen Indiana to run a report and identify all RB patrons and the possibility to do batch changes to RB card expiration dates.
 - iii. Cards will be ordered based on the number of RB recorded in the 2010 Annual Report, plus an additional 50 per library. Libraries can order additional cards for \$35 set-up fee, cards are 16 cents each.
 - b. Payment Pilot
 - i. The pilot in Jackson County PL, Jennings County PL & Brownstown PL still continues. In order to move forward with the program, all board resolutions for payment must be submitted to the State Library. There are 12 resolutions still pending.
 - ii. Documentation outlining the book keeping process for the program has been created and approved by State Board of Accounts. It will also be shared with the committee.
 - c. Acquisitions Pilot
 - i. There are three pilot libraries in this program. One library has had success with non-print ordering. ISL is working on EDI with Baker & Taylor and Ingram. There will be an acquisitions webinar on September 28.

- d. Consortium-wide lost processing fee
 - i. ISL received a question from a member library about making the fee local.
 - ii. Discussion amongst the committee regarding the fee and the necessity of keeping it consortium wide for equal treatment to patrons.
- e. Voiding lost fee
 - i. There is a recommendation to move the status of the processing fee setting from true to false. This will require that the fees be handled manually. The current setting could result in a negative balance.
 - ii. The committee recommends a strengthening of the procedure for lost items. Shauna will develop the procedures and share with the committee at a future meeting.
- f. Weekly circulation tips
 - i. The weekly circulation tips come out bi-weekly on Thursdays. Any committee member is welcome to contribute to the tips.
- b. IT Committee (reported by Mike Peters)
 - a. The IT committee asked for motions/actions on the following items:
 - i. Requiring only one override per patron instead of per transaction if the patron is blocked from checking out. Motion by Christina Hine, motion carries.
 - ii. Excluding patrons from collections (examples: students, outreach), by local admin only. Motion by Theresa Hudson, motion carries.
 - iii. Ability to delete patrons when their home library matches the staff library. Motion by Theresa Hudson, motion carries.

Old Business

The agenda item of adding more members to the circulation committee will be tabled until the next meeting.

Shawn reported that the problem of items no scanning has slowed dramatically. He has not been able to get any screen shots. Shauna reviewed her recommendations to libraries that are reporting this problem (turning off beep, slow down, open Item Status screen with the Check-In screen).

New Business

Theresa Hudson was elected to the secretary position.

A motion was made by Virginia Jensen to renew expired resident patron accounts of patrons in good standing only, motion carries.

A recommendation from a member library was made to create a minimum level of processing to circulate materials, suggestions include stamped library name on pages when book is closed and inside cover. Shauna will work on developing recommendation and present to Cataloging Committee, as well.

Claims returned policy, motion by Christina Hime, motion carries.

Lost items policy and procedure will be moved to Old Business at next meeting, based on the changes that will result from voiding lost fees.

Announcements

Shauna has been updating the circulation manual with screen shots from 2.0 and will be re-organizing the website for functionality order over alphabetical order.

The next meeting was tentatively set for Thursday, November 10 @ 10 AM, Greenwood Public Library.

Meeting adjourned at 11:58 AM.