

**Minutes**  
**Evergreen Indiana Executive Committee Meeting**  
**October 11, 2011**

The October 11, 2011 Executive Committee Meeting, held at the Indiana State Library, was called to order by chair Mary Reed at 1:00 pm.

Present at the meeting were the following voting members:

Kelly Ehinger (Adams Public Library)  
Andrea Ingmire (Greensburg-Decatur County Contractual Public Library)  
Krista Ledbetter (Morgan County Public Library)  
Marsha Lynn (Odon Winkelpleck Public Library)  
Montie Manning (Alexandria-Monroe Public Library)  
Karen Niemeyer (Thorntown Public Library)  
Mary Reed (Jackson County Public Library)  
Mary Rueff (Hussey-Mayfield Memorial Public Library)  
Nick Schenkel (West Lafayette Public Library)

Non-voting members present:

Shauna Borger (Indiana State Library)  
Jim Corridan (Indiana State Library)

Guests present:

Jason Boyer (Jackson County Public Library)  
Shawn Heaton (Alexandria-Monroe Public Library)  
Niles Ingalls (Hussey-Mayfield Memorial Public Library)  
Wendy Knapp (Indiana State Library)  
Sherri May (Brownstown Public Library)  
Mike Peters (Indiana State Library)  
Steven Schmidt (Indiana State Library)

The agenda was approved on a motion by Mr. Schenkel and second by Ms. Rueff. All in favor.

The minutes of the August 8, 2011 were approved on a motion by Mr. Schenkel and second by Mr. Manning. All in favor.

State Library Report – Ms. Borger & Mr. Corridan

- Payment Pilot ongoing: in July, Jackson, Jennings, and Brownstown participated in a pilot to determine the accuracy of reporting of paid fines and fees among the patrons of the three libraries. The reports are deemed accurate and accepted by the State Board of Accounts. They will continue to work on the development of reports to ensure accuracy.
- Boone County libraries will pilot the credit card module in November. About seven libraries have not yet returned their resolution allowing the Indiana State Library to accept payments for fees & fines on behalf of their library. The payment procedure cannot be implemented system-wide until all libraries have submitted a resolution.

- Acquisitions: a webinar was developed regarding the acquisitions module. Testing is ongoing with Baker & Taylor and Ingram. It may be a possibility to work with Amazon, but not with Midwest Tapes.
- Blue Reciprocal cards: cards will be ordered and received by the end of the year. A draft revision of the circulation policy and procedures is in the Executive Committee packets for this month's meeting.
- Unique Management: Ms. Ledbetter and Ms. Borger met with Unique regarding how they determine which libraries to bill in the event that a Unique library patron borrows materials from a non-Unique library (and the reverse situation). It was clear during the meeting that Unique did not fully understand the Evergreen consortium. This issue will be tabled until the payment system is in place.
- Z39.50: Ms. Border indicated that five organizations were given access to Evergreen Indiana through z39.50. Mr. Peters reported that 2,297 queries have been made since September 12.

#### Committee Reports:

- Overdrive Committee – Ms. Ehinger: The Committee met at 10:00 am on October 11 to discuss promotion of Overdrive, give a grant update and discuss several issues and policy concerns.
  - The number of members has grown as interest increases. Ms. Borger will investigate whether we have a limit on the number of libraries participating.
  - The grant has been completed. It was noted that the holds ratio has dropped since the items – some duplicate titles – were added.
  - The Committee also discussed PLAC borrowers and whether we can get statistics on borrower type.
  - In addition, Ms. Borger will, at the request of the Committee, compile policies on loaning e-readers.
  - It was reported that some libraries have not purchased materials at all, though they have paid for their agreement. Ms. Bruder will follow up with those libraries to arrange for some training.
  - Promotional supplies – the initial supply has been distributed. Any additional library in the consortium will need to purchase their own materials. Ms. Hoagland will coordinate bulk ordering for all libraries.
  - Circulation rules: the Committee voted to keep the limit of checkouts to 3.
- Cataloging Committee – Mr. Manning:
  - Cat1 will still be required from each library. The Committee will be developing a webinar that will be ready in January for training.
  - Procedures manual is being updated.
- Circulation Committee – Mr. Heaton:
  - Renewal of patron cards by other libraries – it is the recommendation of the Circulation Committee that resident patron accounts can be renewed at another Evergreen Indiana library.
  - Purging records: the Committee recommends a manual deletion of patron records by the local administrator.

- Claims returned items were discussed. Procedures have been expanded to emphasize that the only library who can mark an item claims returned is the owning library.
- Staff members with the highest level of permissions have the ability to exclude a patron from being considered for reporting to a third party collection service.
- IT / Technology Committee – Mr. Peters:
  - Upgrade to 2.1: the 2.1 test server is testing now. The upgrade will be schedule December 9-11.
  - Staff clients will automatically upgrade.
  - Some enhancements: custom hot keys; toolbars for cataloging; patron registration – setting of suggested fields; spell check will not be case sensitive; holds may be placed on specific volumes or parts; a patron may be exempted from collections; due dates can be modified when placing a hold on an item out; the grace period around holidays will work; and the printer code is updated.
  - Mr. Peters demonstrated reports on the payment collection pilot.
- Conference Planning – Ms. Borger: The budget for the 2012 international conference was approved by the governance committee. The program committee sent out a survey on program interests. The results have been compiled and studied by the committee. The names of the program tracks will be tied to the Indy 500; for example, the Spectator Track will include programs for people who are not currently using an Evergreen system and want more information. A facebook page has been added as well as a twitter account.

#### New Business:

- Election of New Officers: The Nominating Committee presented the following slate of candidates:
  - Chair Elect: Krista Ledbetter
  - Secretary: Mary Rueff
 On the motion by Ms. Ehinger and second by Ms. Niemeyer, the nominations were closed. On a motion by Mr. Schenkel and second by Ms. Ehinger, the slate was accepted as presented. All in favor.
- Bylaws: The proposed change in the bylaws regards the change of date for the annual meeting to be “spring” instead of in May.
 

On a motion by Mr. Manning and a second by Ms. Ingmire, the proposed change in the bylaws shall be sent for ballot vote to all Evergreen Indiana members. All in favor. Ballots must be returned by November 15, 2011.
- Circulation Policy and Procedure additions:
  - Table of Contents
  - List of definitions
  - Reciprocal borrowers, students and computer users should receive a blue Evergreen Indiana library card.
  - Staff members with the highest level of permissions have the ability to exclude a patron from being considered for reporting to a third party collection service.

- Staff members at all Evergreen Indiana libraries can renew expired Resident patron accounts if the patron's ID matches the Evergreen Indiana account information and the patron account is in good standing.
- Staff members with the highest level of permissions have the ability to manually delete a patron.

On a motion by Mr. Manning and second by Ms. Ehinger, the Circulation Policy has been amended to reflect changes. Added Students and Computer Users to the patrons who should receive a blue Evergreen Indiana card.

On a motion by Mr. Schenkel and second by Ms. Ledbetter, the recommended changes to the Circulation Procedures have been accepted. Page 1 of Circulation Policy and Procedures, replace "about" with "above." All in favor.

Announcements / Other Business:

- Upcoming migrations: Newton County Public Library will migrate on November 22.
- New Members: On a motion by Mr. Manning and second by Ms. Ehinger, the Akron Carnegie Public Library was accepted as a new Evergreen Indiana member. All in favor.

Chair Ms. Reed adjourned the meeting at 2:10 pm.

The next meeting of the Executive Committee will be on Tuesday, December 13, 2011 at 1:00 pm at the Indiana State Library.

Respectfully submitted,  
Kelly A. Ehinger