Minutes
Evergreen Indiana Executive Committee Meeting
October 8, 2013

The October 8, 2013 Executive Committee Meeting, held at the Indiana State Library, was called to order by Chair Montie Manning at 1:03 pm.

Present at the meeting were the following voting members:

>
> Christine Sterle (Thorntown Public Library)
> Janet Wallace (Shelby County Public Library)
> Kyle Qurazzo (Shelby County Public Library)
> Montie Manning (Alexandria-Monroe Public Library)
> Mary Hartman (Peabody Public Library)
> Mary Rueff (Hussey-Mayfield Memorial Public Library)
> Ruth Frasur (Hagerstown Jefferson Township Public Library)
> Sheryl Sollars (Westfield Public Library)

Non-Voting members present:
> Shauna Borger (Indiana State Library)
> Anna Goben (Indiana State Library)

Guests present:
> Adam Bowling (Indiana State Library)
> Benjamin Boyer (Jackson County Public Library)
> Jason Boyer (Indiana State Library)
> Jill Stange (Indiana State Library)
> Julia Aker (Jackson County Public Library)
> Marsha Hippensteel (InSLA)
> Shawn Heaton (Alexandria-Monroe Public Library)
> Vanessa Martin (Greensburg – Decatur County Public Library)
> Wendy Knapp (Indiana State Library)
> Yvonne Welty (Lebanon Public Library)

The agenda was approved as presented on a motion by **Janet Wallace** and second by **Sheryl Sollars**. All in favor.

The minutes of the August 13, 2013 meeting were approved as presented on a motion by **Ruth Frasur** and a second by **Kyle Qurazzo**. All in favor.

I.   Indiana State Library report – Anna Goben

a. Approximately 2/3 of the EIMA Amendments have been approved and received at ISL. Anna will send out reminders and hopes to have all signed Amendments in by December. Montie noted that EIEC members could offer to visit board meetings to discuss the amendment with those who have any questions.

b. Morristown branch has moved.

c. Montpelier Harrison Township Public Library migration is scheduled for November 4. Westville-New Durham Township Public Library is schedule for November 12 migration.

d. The deduplication process will take place from Oct 12 – Oct 14. The Cataloging Committee requested this action; the last deduplication was accomplished in July 2011. An estimated 11-12% of records will be affected.

e. Resource Sharing Committee met on September 18, 2013. Topics under discussion included redefining IN-SHARE eligibility and committee goals, the Discovery 2 Delivery Conference, White Paper, and participation in the Great Lakes Resource Sharing Conference. The committee is also reviewing discovery systems. The next meeting is October 11, 2013.

f. Unserved Taskforce—Five libraries have volunteered to assist on the Unserved Taskforce. The taskforce will collect baseline stances on unserved issues and will meet via teleconference. A statement will be prepared for the December EIEC meeting.

g. Lebanon Public Library's transit times have improved dramatically; they are now below EI statewide average.

II. Committee reports

- Patron Services Committee – Vanessa Martin
  o The committee met in September. A Fall roundtable/webinar is planned for Oct 29; the subject will be patron record management.
  o The committee is considering a staff profile tier system and is compiling a list of best practices. Other topics for discussion include the removal of consortium-wide noncatataloged item types and automating patron account management for expired and inactive accounts.
- Cataloging Committee – Anna Goben
  o The Fall roundtable is scheduled for November 21.
  o The committee has finalized contacts list and the cataloging procedures manual is currently up to date.
- eContent Committee – Shawn Heaton
  o The eContent Committee has recently met with representatives from A-Z Database and gathered information regarding WOWbrary and Freegal video. In the future, the committee will gather information for EI members' consideration rather than making recommendations.

III. Unfinished Business

a. Membership Fee Structure

- The potential implementation timeline was discussed.

    1. Select desired fee structure;
    2. Disseminate draft proposal to member libraries;
    3. Gather signature support from 1/3 of member libraries;
    4. Formally issue proposed bylaws amendment;
    5. Members have 60 days to vote;
    6. Amendment passes or fails;
    7. if passed, notice of expected contribution reported to members (by April 1).

- If implemented, the Membership Fee would first phase out reliance on LSTA funding, then potentially ease the financial burden on the Indiana State Library.

- Entry waiver option--to encourage new members, libraries joining the consortium would be granted a 3 year waiver of the membership fee. Discussion followed.

b. Fall Development Survey

- The fall development survey has been completed. The top requests are as follows:

    1. Better icons (MVF) in the TPAC;
    2. Display series information in the TPAC;
    3. Split the electronic resource information so that ebooks links appear differently from other resource links;
    4. Option to exclude electronic resources from TPAC searches;
    5. Configurable and/or easily exportable spine labels;
    6. Acknowledge multiple confirmations/alerts simultaneously;
    7. Bibliographic record cloning option;
    8. Use Multiple Value Fields to identify item type and form;
    9. Edit and save content to the lead record in bibliographic record merge interface;
    10. Merge on import functionality restored/built;
    11. Pick and choose cataloging templates for importing/exporting;
    12. Auto-refresh on call number update;
    13. Inventory module (monetary contribution to development);
    14. Native mobile staff client (monetary contribution to development);
    15. Ability to track circulation statistics on TPAC downloadable titles;
    16. MARC edit insert 006-008 fields shortcuts;

17. Merge/Overlay Profiles active.

- There are challenges with partnering with MassLNC for development. Individual EI member libraries may participate in a partnership; however, Indiana State Library cannot.

IV. New Business

a. Server Hosting Contracts--Anna shared information about server hosting for Evergreen Indiana. EI is currently hosted by Lifeline over multiple sites. ISL is expecting a bid from Indiana Office of Technology (IOT); if their bid is competitive ISL may only contract with IOT for service. There will be more options with IOT, more secure facilities, automated backups, and the ability to quickly upgrade or expand. EIEC will revisit this issue in December.

b. New and Revised Policies and Procedures--1-5 lumped & approved (**Mary Hartman, Janet Wallace**); will happen by November 1, 2013

- Renewal Library Policy Revision—When patrons renew their items online, the circulating library remains the library of record for the circulation and billing processes and reporting. Ruth moves, Sheryl seconds all in favor

- Collections: Exempt Patron Policy—Libraries may exempt patrons who are not eligible to use other EI libraries (i.e., reciprocal borrower, student) from collections actions. Libraries may also request (via patron record alert) that other libraries consider special circumstances before sending patrons to collections

- Employee Account Policy—This has been updated to reflect current best practices for employee account creation and management.

- Automation of Some Patron Record Management—Change to patron record management brings procedure in line with policy and automates some processes.

- New Item Status: Display—A new item status of "Display" would allow staff to set a special status for displays rather than assigning a separate shelving location. Upon checkin, the item would return to home shelving location with a temporary status of "reshelving."

- The updates and revisions to the Renewal Library Policy, Exempt Patron Policy, Employee Account Policy, Automation of Some Patron Record Management, and creation of Item Status: Display were approved on a motion by **Mary Hartman** and a second by **Janet Wallace**; all in favor.

- Payment Project and Lost Items—Due to the current functionality of the Evergreen system and the upcoming implementation of the Evergreen Indiana Payment Project, a change was proposed: "Libraries whose materials have been lost by another library's patron will receive the associated circulation fees to streamline bookkeeping and recompense the owning library for the

inconvenience." The effects of this change were considered by the Executive Committee; manual intervention to separate fines and fees is still possible but would postpone the implementation of the Payment Project. The change was approved on a motion by **Mary Hartman** and a second by **Sheryl Sollars**; all in favor.

c. Credit Card Payment Program—The EC revisited the Credit Card Payment Program. Development stemming from the 2013 Hack-A-Way has made the ISL vendor VPS a viable alternative once again. Convenience fee and merchant paid alternatives were discussed. The convenience fee could be implemented in early 2014, while the merchant paid system would require more development time. The convenience fee model was chosen for the credit card payment program on a motion by Sheryl Sollars and a second by Mary Hartman; all in favor.

d. Upgrade Timeline and Revision—The 2.4 upgrade has been cancelled due to software issues. It is recommended that EI upgrade to 2.5 in early 2014. Advantages include increased functionality, time for additional testing and quality control, and memory leakage issue repaired. Upgrade to Evergreen 2.5 is tentatively scheduled for February 15-16, 2014.

e. Annual Conference and Business Meeting 2014—April 3-4 2014 dates were suggested for the conference and meeting. A preconference would take place on April 3, with multiple conference tracks available on April 4. The dates were approved on a motion by **Janet Wallace** and a second by **Mary Hartman**; all in favor. Allowing for vendor space was discussed; this would help offset the price of the conference.

f. Regional Roundtables—Ruth Frasur suggested quarterly regional roundtables for EI member libraries. Evergreen has grown considerably over the last five years, and it is difficult for many member libraries to send representatives to the Annual Conference. Consensus to set up informal regional meetings and gauge response to the idea.

V. Announcements

a. Reports Taskforce meeting October 8, 2013 at 3pm.

b. Next meeting – December 10, 2013 at ISL.

Chair Montie Manning called for a motion to adjourn. On a motion by **Mary Hartman** and second by **Sheryl Sollars** the meeting was adjourned at 2:37pm.

Respectfully submitted,
Christine Sterle