Minutes
Evergreen Indiana Executive Committee Meeting
December 10, 2013

The December 10, 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:

> Andrea Ingmire (Greensburg-Decatur County Public Library)
> Christine Sterle (Thorntown Public Library)
> Janet Wallace (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:
> Jason Boyer (Indiana State Library)
> Sarah Childs (Hussey-Mayfield Memorial Public Library)
> Shawn Heaton (Alexandria-Monroe Public Library)
> Vanessa Martin (Greensburg-Decatur County Public Library)

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

The minutes of the October 8, 2013 meeting were approved as presented on a motion by **Andrea Ingmire** and a second by **Ruth Frasur**. All in favor.

I. Indiana State Library report – Anna Goben
    a. There are a handful of EI Membership Agreements outstanding; reminders will be sent out to those member libraries.
    b. EIEC received a response from Lebanon PL regarding earlier transit issues.
    c. Migrations for Montpelier Harrison Twp Public Library and Westville-New Durham Public Library were completed in November.

d. The automation project for Royal Center-Boone Twp Public Library is almost 20% complete.

e. The Oct 12-14 deduplication affected approximately 13% of records; new filters decreased the number of mismerges significantly. There are plans to make deduplication process part of the regular maintenance program.

f. Resource Sharing Committee met on October 11 and December 9. The next meeting will be March 24, 2014. Topics under discussion included redefining IN-SHARE eligibility, the Discovery 2 Delivery Conference, and a White Paper about setting a standard regarding resource sharing, especially among academic, special, and public libraries, to be presented at D2D.

g. Unserved Taskforce- the Taskforce met via telephone on December 2, 2013 and developed the following statement: "Evergreen Indiana, in accordance with Indiana state law, actively promotes expansion of permanent library service to all Indiana residents." The primary concern beyond service is equity of funding for members. The Taskforce will meet again in January to discuss recommendations to the Executive Committee.

h. Payment Project was rolled out to all member libraries on November 1. A resource page with Q&A, interlibrary contacts, and other helpful information has been made available. The Committee will hear a proposed regional support program during New Business.

i. Server Hosting – The RFP has put out for bid and bids should be coming in soon.

j. 2013 Annual Report questions should be finalized this week. Work is underway on setting up reports for EI community to use to pull information so that uniform findings are reported. Libraries must be classified as in-standard to remain in Evergreen Indiana at this time. Some members are currently not in compliance for 2012.

k. Training Report—there has been decreased attendance at live trainings overall, so EI will move toward asynchronous classes available on-demand with quarterly live classes. All classes are being updated to reflect the new ILS version. Upcoming classes will include an EI refresher class, a class on new features in v. 2.5, and dealing with difficult patrons.

l. Evergreen International Conference will take place March 19-22 in Boston. EI members are encouraged to attend and represent EI in the international community.

II. Committee reports

- Patron Services Committee – Vanessa Martin reported that the next meeting will be December 17.
- Cataloging Committee—Sarah Childs
  o The committee recommends that we continue accepting but not requiring RDA records for the time being as there isn't enough patron benefit to push for RDA presently. They are pleased with the results of the recent deduplication

project. There are concerns about the number of bibliographic records that are not affected by deduplication scripts; examples include media and pre-ISBN materials.

- eContent Committee – Shawn Heaton reported that Kelly Ehinger has resigned from the committee. Hoopla met with committee and the service seemed impressive to many. All eIDC OverDrive 2011 balances have been spent.
- IT - Jason Boyer reported that IT has been working with Emerald on the February 2.5 upgrade processes.

III. Unfinished Business

a. Membership Fee—Anna Goben recommended forming a taskforce to provide a recommended membership fee model for a vote in February. The membership fee model must have 2/3 vote to pass. Andrea Ingmire suggested presenting EI members with at least two funding options for consideration. Mary Hartman, Ruth Frasur, Janet Wallace, and Anna Goben will develop a recommendation for the February Executive Committee meeting.

b. Regional Roundtables—There was further discussion for developing regional roundtable groups for administration and training purposes. Executive committee and subcommittee members serve as leadership for regional meetings. Executive Committee members were assigned regions and were asked to contact library directors regarding the Payment Project accounting and payment process.

c. MassLNC – Ruth Frasur updated the EC on potential development to create better icons for the OPAC. ISL is unable to participate due to contractual obligations with Emerald. Seven Indiana libraries have committed $4,500 to the project, but there is still a $10,000 gap. Ruth will follow up with EI member libraries.

IV. New Business

a. OPAC Enhancements –Anna Goben shared the top results from the recent OPAC Enhancement Survey. Top requests in order of preference are: series information, cover images, summaries, Lexile rankings, a recommendation engine, tables of contents, awards, excerpts, and professional reviews. **Sheryl Sollars** moved with a second by **Janet Wallace** to pursue the enhancements in the proposed order; all in favor.

b. Credit Card Payment Program Demo—The Credit Card Payment Program will roll out with the February 2.5 upgrade. Jason Boyer demonstrated the payment module for the EC. Bills paid online must be paid in full. The link sends the customer to the payment processor's site, which has an EI skin. Customers will not receive a detailed receipt but may go back to "My Account" to see itemized payments. Patron timeouts will be increased to 15 minutes, and reports will separate fines/fees vs. lost item payments.

V. Announcements
   a. Reports Taskforce meeting December 10, 2013 at 3pm - CANCELLED
   b. Next meeting—February 11, 2014 at the ISL

Chair Montie Manning called for a motion to adjourn. On a motion by **Andrea Ingmire** and second by **Mary Hartman** the meeting was adjourned at 2:33pm.

Respectfully submitted,
Christine Sterle