

Minutes
Evergreen Indiana Executive Committee Meeting
February 11, 2014

The February 11, 2014 Executive Committee Meeting, held at the Indiana State Library, was called to order by Chair Montie Manning at 1:00 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)
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 Frasure (Hagerstown Jefferson Township Public Library)
Sheryl Sollars (Westfield Public Library)

Non-Voting members present:

Anna Gobin (Indiana State Library)
Wendy Knapp (Indiana State Library)

Guests present:

Jason Boyer (Indiana State Library)
Jill Stange (Indiana State Library)
Sara O'Sha (Indiana State Library)
Shiradellah Groulx (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 **Mary Hartman** and second by **Janet Wallace**. All in favor.

The minutes of the December 10, 2013 meeting were approved as presented on a motion by **Andrea Ingmire** and a second by **Mary Hartman**. All in favor.

- I. Indiana State Library report – Anna Gobin

- a. Payment project is off to a good start. Monthly reviews statements have been added at the request of member libraries. Anna is preparing final reminders for the libraries that have not yet responded to the 4th quarter invoices.
- b. The automation project for Royal Center-Boone Twp Public Library is 25% complete.
- c. Server hosting contract has been renewed with current vendor; the hosting situation will be reevaluated in October 2014.
- d. 2013 Annual Report – precompiled Annual Report numbers were mailed out to all EI members on January 14, 2014. Anna shared some quick stats with the EC: Evergreen Indiana serves over half a million users; 2013 circulation was over 8 million physical items; EI has 6.285 million holdings and almost 70,000 PLAC loans were accomplished.
- e. 2.5 upgrade is on schedule. The first two live trainings have been completed, and a resource site with training video, documentation, and Q&A is available. EI will go offline at 6pm on Friday, February 14 and the upgrade process will begin that evening.
- f. ISL EI Project Goals - Wendy Knapp presented an overview of EI accomplishments and future goals that will be presented to the membership at the Annual Meeting in April. Four migrations have been accomplished in 2013, as well as implementation of the payment project, a catalog deduplication, redesign of the EI website, and creation of a mobile OPAC. Goals for 2014 include the 2.5 upgrade, relaunch of the acquisitions pilot, core reports release, serials & authority control implementation.

II. Committee reports

- Cataloging Committee—Sarah Childs reported that Sheryl Meyer has resigned from the Cataloging Committee; there are no immediate plans to fill the position. The committee has been testing EI 2.5 and preparing for the Spring Roundtable and Annual Meeting. Authority control for EI, once implemented, would keep the catalog in better shape, allow for some cross-referencing when searching and would make Evergreen Indiana membership more appealing to non-member libraries.
- eContent Committee – Shawn Heaton reported that Mary Glaser was instrumental in updating policies and procedures for the committee. The eIndiana Digital Consortium 2012 unspent balance is now under \$1,000. A children’s interface has been developed for eIDC; it filters out some titles that may be inappropriate for children and provides a more appealing interface for younger users. It will be available within the next few weeks.
- Patron Services – Vanessa Martin reported that the Patron Services Committee last met on December 17, 2013. Some items under discussion included the automation of the juvenile flag in patron accounts, increasing book renewals, and creation of a new patron type for transient populations. These suggestions will be addressed under New Business.

III. Unfinished Business

- a. Membership Fee Structure – a taskforce composed of Ruth Frasur, Mary Hartman, and Janet Wallace met with Anna Goben on December 27 to create a proposal for the Membership Fee Structure. The taskforce crafted a proposal based on the previously discussed tiered system based on library reported expenditure or income. The fee would be phased in over the course of two or three years and included an incentive phase-in period for new member libraries. The proposal included the tier schedule that will accompany the Fee Structure. **Janet Wallace** moved to present the Evergreen membership with the Membership Fee Structure devised of 9 tiers based on reported operating expenditure (5 year evaluated average), phased in over the course of 3 years, and including an incentive phase-in period of 2 years for new member libraries. **Mary Hartman** seconded; all in favor. Anna Goben will draft the proposal for presentation at the EI Annual Meeting.
- b. Regional Support – Ruth Frasur revisited the idea of providing regional support for member libraries through convening annual roundtables in October to counterpoint the spring Annual Meeting. The roundtables would provide opportunities for networking and discussion of cataloging, reporting, and patron services issues. Regional coordinators could attend these sessions. Regions would need to be created based on 9, 5, or 4 districts. There was discussion about creating a taskforce to provide a regional support recommendation for the April EC meeting.
- c. Payment Program Outreach – Anna Goben reported that outreach seems to have gone very well and is following up with those who have not yet paid their first invoice.
- d. Development Projects - Ruth Frasur informed the EC that the MVF (multi value format) development project has been fully funded and is moving forward. A supplemental metarecord holdings supplemental project is also in the works. Both projects were instigated by MassLNC and are being developed by Equinox. Sarah Childs and Ruth Frasur discussed ways in which the MVF project may affect the EI catalog. The projects will take 2-3 months to complete and may roll out in a 2.6.x or 2.7 version of Evergreen.

IV. New Business

- a. Nominating Committee was established: Sheryl Sollars, Janet Wallace, and Mary Rueff. Candidates are sought for the Patron Services Committee (1 position available) and the Executive Committee (3 positions available). The committee will present a slate and have ballots ready for Annual Meeting.
- b. New Member Application – Anna Goben reviewed the Danville Public Library's EI membership application with the EC. DPL is located in Hendricks County; it is a Class B library serving 12,167 with around 70,000 holdings. Their current ILS is Polaris. Their target migration date, should they gain membership, is May 2014. Danville Public Library was accepted in to membership on a motion by **Ruth Frasur** and a second by **Mary Rueff**. All in favor.

- c. Automating the Juvenile Flag – **Andrea Ingmire** moved to begin automation of the juvenile flag as suggested by the Patron Services Committee; this will begin with the EI 2.5 upgrade. **Kyle Qurazzo** seconded; motion passed.
- d. Increased Renewals – **Ruth Frasur** moved to increase renewal opportunities on books from one renewal to two renewals as suggested by the Patron Services Committee. **Mary Hartman** seconded; motion passed.
- e. New Patron Profile: Transitional – the EC discussed the creation of a new profile that would help accommodate those who have short-term living arrangements. This profile would allow the patron only local access to the granting library. The profile would be active for three months, would allow checkout of three items at a time, and would restrict access to print items. It was discussed whether limiting format is necessary for this profile. Use of this profile would be left up to each member library, and policy development will be necessary before member libraries begin assigning this profile. Discussion of the Transitional profile was tabled until a later meeting.

V. Announcements

- a. Next meeting—April 4, 2014 at the Wyndham West, Indianapolis

Chair Montie Manning called for a motion to adjourn. On a motion by **Janet Wallace** and second by **Ruth Frasur** the meeting was adjourned at 2:33pm.

Respectfully submitted,
Christine Sterle