

**Minutes**  
**Evergreen Indiana Executive Committee Meeting**  
**January 13, 2009**

The January 13, 2009 Executive Committee of Evergreen Indiana was called to order at 1:00 pm at the Indiana State Library, 140 N. Senate Avenue, Indianapolis, IN 46204.

Present at the meeting were the following voting members:

Kelly Ehinger (Adams Public Library)  
Diane Huerkamp (Mooresville Public Library)  
Mary Houglan (Jennings County Public Library)  
Kay Martin (Lebanon Public Library)  
Sherri May (Brownstown Public Library)  
Mary Reed (Jackson County Public Library)  
Mary Rueff (Hussey-Mayfield Memorial Public Library)  
Edra Waterman (Plainfield-Guilford Township Public Library)

Present at the meeting were the following non-voting members:

Jim Corridan (Indiana State Library)  
Catherine Lemmer (Indiana State Library)  
David Lewis (IUPUI, representing academic)  
Wendy Phillips (ADOLPLI)

Present at the meeting were the following guests:

Jason Boyer (Jackson County Public Library)  
Rick Deuschle (Hussey-Mayfield Memorial Public Library)  
Mike Peters (Indiana State Library)  
Jacob Speer (Indiana State Library)

The agenda was approved on a motion by Ms. Houglan and a second by Ms. Ehinger.

The minutes of the November 14, 2008 meeting were accepted on a motion by Ms. Huerkamp and a second by Ms. Houglan.

**State Library Report: Ms. Lemmer**

1. 2008 Migration Update: Fifteen libraries were live by December 31, 2008. These 15 serve 187,646 Indiana residents as reported by Ms. Lemmer.
2. 2009 Migration Update: Twenty-one libraries have submitted membership agreements or are meeting this week to sign agreements. By migration of all libraries who have currently agreed to be part of the Evergreen Indiana catalog, 390,636 Hoosiers will be served through EI. The Indiana State Library will migrate this summer and make 37 total members.

Migrations scheduled for January and early February:  
Fulton County Public Library

Hamilton North Public Library  
Ladoga-Clark Township Public Library  
North Webster Community Public Library

March migrations:

Noble County Public Library  
Madison-Jefferson County Public Library  
Hagerstown Jefferson Township Public Library  
Thorntown Public Library  
Otterbein Public Library

3. Equinox Software Inc. Contract Update  
Ms. Lemmer reported that the Equinox Software Inc. 2009 contract negotiations have been completed. A reduced hourly rate for software development was also negotiated. The contract provides for the migration of patron and bibliographic records. The costs associated with migrating the transaction data (fines/fees; items out; and holds) will be evaluated individually for each library at the time of migration. The State Library and the library will work to determine if it is cost effective to migrate the data and if migrated, how the costs will be paid. The January migrations will include circulation data.
4. Unique Management Services Inc. Update  
The contract with Unique Management Inc. for print notices and collections services is very close to being finalized. The State Library has authorized an additional \$3900 in software development to add additional overdue notice functionality. Included in the functionality development are: 45 day notice, unresolved fee service, invoicing for damaged items, email and print notices. The software developments should be complete by March 2009.
5. Creative Data Products, Inc. Update  
The QPA status for Creative Data Products is almost finalized. The QPA will allow the State Library and member libraries to purchase bar codes and patron library cards without the need to rebid each time.
6. Inbound/Outbound Telephony: Indiana and Michigan are working to develop inbound/outbound telephony. Ms. Lemmer has asked for input on what functions should be included in this service.
7. Statistical Reports: Mr. Peters provided a Statistical Report of all EI activity through January 12, 2009. Of note:
  - Nearly 150,000 registered borrowers with access to over 900,000 holdings
  - 20,935 holds have been requested with 20,898 filled (99.823%)
  - Average intra-EI transit time = 7.6 days
  - 10,626 transits have occurred
  - A chart was presented with transits to and from each library system.

## **Committee Reports**

- A. Circulation Committee: (no report)
- B. Cataloging Committee: Ms. Ehinger reported that the Cataloging Committee has been meeting regularly with a subcommittee working diligently on documentation. The documentation has been shared with Michigan and Georgia and has received accolades on the content and format. In addition, the Cataloging Committee has held two basic cataloging training sessions for CAT1s. It is required for all CAT1s to attend these trainings. The next training sessions are in early February with advanced training in mid-February.
- C. IT/Technology (no report)
- D. OPAC Committee (no report)
- E. Serials & Acquisition Committee will meet on January 15, 2009.
- F. Nominating Committee: Ms. May and Ms. Huerkamp provided a report on the nominees to fill the small library representative position on the Executive Committee vacated by Judy Hemmerling. On a motion by Ms. Houglan and second by Ms. Martin, the following were nominated to be on the ballot to fill the vacancy on the Executive Committee: Carol Thornton-Anderson, Director, Melton Public Library, and Karen Niemeyer, Director Thorntown Public Library. On a motion by Ms. Reed and second by Ms. Rueff, the mailing of the ballot was approved.

## **Ratify Membership**

Several libraries were approved by Chair Ms. Waterman in December 2008 including Hagerstown Jefferson Township Public Library, Princeton Public Library, Shoals Public Library, and Switzerland County Public Library. On a motion by Ms. Ehinger and a second by Ms. May, these four libraries' memberships were ratified.

Authority was granted to Chair Ms. Waterman by a motion of Ms. Huerkamp and second by Ms. Houglan to accept applications for new membership before the March meeting in order that migrations can be planned according to ILS type. The Executive Committee must be notified within 48 hours of each authorization.

Old Business – None

## **New Business**

- A. Policy Issues
  - 1. Staff Cards: The Committee discussed staff accounts vs. staff borrowing card records and agreed that staff should not check out materials on their staff account records. Misters Peters, Deuschle, and Boyers will develop a recommendation and send it to the Committee via email.
  - 2. Staff fines: On a motion by Ms. Reed and second by Ms. Houglan, the Committee voted to exempt staff from fines. Fees and damaged costs are not exempted. This change will be made effective within one week.
  - 3. Processing fees: Ms. Waterman polled the Committee on whether anyone had received complaints about the processing fees. About half the Committee has

received complaints, but many have not. This issue was referred to the Circulation Committee.

4. Confidentiality of Records: A member of the Committee asked whether Evergreen Indiana needs a policy addressing the confidentiality of patron records and requests for patron records. Mr. Corridan suggested referring this matter to the State Library's attorney, Sylvia Watson, who will draft a policy for approval at the next Executive Committee meeting.

#### B. Procedural Issues

1. Claims Returned/Finding Items on the Shelf Checked Out: Several libraries have reported that a larger-than-expected percentage of items are being found on the shelves that they believe have been checked in. Mr. Deuschle and Mr. Peters advised the Committee that these are often staff errors. Further discussion ensued about options to prioritize firewalls, proxy servers and establishing information hierarchies. These options will increase response time and should alleviate much of the "checked out" items appearing on the shelf. The Committee requested that Ms. Lemmer include these various recommendations in the weekly update to member libraries.
2. Holds Processing: The Committee discussed ways in which holds are processed and some issues with regard to the transit slips. This matter was referred to the Circulation Committee.

#### C. Other

1. Schools / Registering patrons: Ms. Reed requested clarification on asking for identification. Her library serves three schools through a bookmobile. The question regarded whether children could be registered without an adult present. Although the answer is no, the Committee provided a variety of options for Jackson County to use to prepare for the upcoming school year.
2. Circ Modifier for Kit: This circ modifier currently is holdable. Ms. Rueff asked whether it should be. This matter was referred to the Circulation Committee.
3. Scanners: Barcode scanners should be programmed to accept all EI libraries' barcodes. This matter was referred to the Circulation Committee.
4. Email from Martha Catt, Hussey-Mayfield Memorial Public Library: Ms. Catt requested that decisions of the Executive Committee have timelines. The Committee discussed the issue of governance, funding, and decision making timelines. Mr. Lewis suggested a board retreat to further discuss this matter with all members of Evergreen later this year.
5. Databases: An issue regarding database subscriptions was brought to the attention of the Committee by Ms. Reed. Jackson County Public Library subscribes to some databases for its patrons and for some library users who are Jennings County Public Library patrons. Now that everyone has one library card, the Jennings County cards are not authenticated for the use of Jackson County databases. Mr. Corridan suggested that some database subscriptions could be available for Evergreen Indiana patrons and requested that Ms. Lemmer poll the membership on database subscriptions already in use at each library to determine whether it would be more cost effective to subscribe for the group.

6. Stolen Library Cards: A question was raised about what to do when a patron reports a stolen card particularly if the patron has materials checked out after the card was stolen. This matter was referred to the Circulation Committee.

D. Statistical Reporting

1. The Committee discussed the need to develop reports and standards for reporting so that Evergreen Indiana libraries do not double count circulations. Mr. Peters and Ms. Edie Huffman will recommend EI reports and what to report on the State's Annual Report.

E. 2009 Pilot Groups – Mr. Corridan

1. Department of Corrections: 23 libraries will be added, only 3-4 of which are actually now online. The circulation will all be offline so that no other patron data will be available. Access to other patron data will not be available to inmates.
2. Schools: A number of schools have expressed interest in being pilot libraries.

Announcements

- Mr. Corridan reported that the State is very supportive of Evergreen Indiana. A new cataloging intern position has been created as well as an additional position for programming to help, in particular, with migrations.
- Ms. Martin invited the Committee to look at the Lebanon Public Library website with an interactive map of Evergreen libraries.
- Mr. Deuschle reminded libraries to review their agreements with their old catalog vendor. Most vendor agreements require that all data be deleted and the servers reformatted should the server not be used any longer as a catalog.

The meeting was adjourned by Chair Waterman at 3:00 pm.

**Next Meeting:** March 10, 2009 at 1:00 pm at the Indiana State Library.

Respectfully submitted,  
Kelly A. Ehinger