

**Minutes**  
**Evergreen Indiana Executive Committee Meeting**  
**September 8, 2009**

The September 8, 2009 Executive Committee of Evergreen Indiana was called to order by Past Chair Edra Waterman at 1:05 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)  
Kristi Harms (Madison-Jefferson County Public Library)  
Kay Martin (Lebanon Public Library)  
Karen Niemeyer (Thorntown 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 (Carmel Clay Public Library, representing large libraries)

Present at the meeting were the following guests:

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

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

The minutes of the July 14, 2009 meeting were accepted as written on a motion by Ms. Rueff and a second by Ms. Niemeyer.

**State Library Report: Ms. Lemmer:**

- **Update on membership.** Evergreen Indiana turned 60 this week, as in 60 public library members. Among the public libraries, are six of the 40 non-automated Indiana libraries. Shoals Public Library was the first non-automated library to go live; Roachdale-Franklin Township Public Library will follow in October and Waveland Brown Township Public Library in November.
- **Update on migrations.** With the migrations of Bloomfield Eastern Greene County Public Library and Mitchell Community Public Library on September 10, there will be 40 libraries live on Evergreen and serving over 442,000 Indiana residents.
- Upcoming migrations include:
  - October 7: Roachdale-Franklin Township Public Library
  - October 8: Jay County Public Library

- October 26: Westfield Washington Public Library
- November 5: Princeton Public Library; Monticello-Union Township Public Library; Paoli Public Library; Culver-Union Township Public Library; and LaGrange County Public Library
- November 18: Waveland Brown Township Public Library
- December 10: Wolcott Public Library and the Indiana State Library

By year end 2009, the total Indiana residents served will be over 548,000 Indiana residents.

- **Bibliographic Record database.** Four SLIS students have volunteered to work on database clean up and are in the process of finishing up their Evergreen catalog training. They will start working on the database next week after the catalog freeze lifts. In addition, the database will undergo a sweep to remove records that do not have holdings attached. The database cleanup will be done by Equinox in connection with the migration of Bloomfield Eastern Greene County Public Library and Mitchell Community Public Library.
- **Website updates.** There has been some confusion on how holds work, how to request patron record merges and how to collect fines and fees. Additional materials are being prepared and will be posted on the Staff Training Documents webpage (<http://www.in.gov/library/3380.htm>) in the coming week. In addition, the Weekly Cataloging Tips are being added to the website. The tips are linked from the Staff Training Documents page and are found at: <http://www.in.gov/library/3700.htm>. New reports materials and offline materials were also added to the Staff Training Page.
- **Training Updates.** Series of upcoming circulation roundtables (7) and catalog roundtables (2) will be held around the state on new topics and to answer questions.
- **Documentation** Karen Schneider, the community librarian for Equinox Software Inc., is coordinating an international effort of all Evergreen users to create and standardize documentation. Evergreen Indiana has contributed its training materials to the documentation group. In addition, some members of Evergreen Indiana serve on the documentation interest group. Efforts will focus on support and reports as circulation and catalog materials are sufficiently strong at this time.
- **Contract Renewals.** The Indiana State Library is negotiating the renewal of the Syndetics Solutions contract for the OPAC content and the support and migration contract with Equinox Software Inc.
- **Update on ISL staff.** Jim Corridan reported that the Indiana State Library staff will be going to Georgia to be trained in migrations and data conversion. This will allow the State Library to save money and better control the migration schedule.

### **Election of Officers**

On a motion by Ms. Rueff and second by Ms. Reed, the following officers for 2009-10 year were elected: Kristi Harms, Chair Elect; Karen Niemeyer, Secretary.

### **Committee Reports**

- A. Circulation Committee: At its last meeting, the Circulation Policy and Circulation Procedures were modified with a request that both be reviewed and adopted by the Executive Committee.
- B. Cataloging Committee: Ms. Ehinger reported that members of the cataloging committee have initiated cataloging roundtables. These will be held on September 9, 2009 at two locations to provide some training as well as allow catalogers to discuss procedures.

These roundtables were purposely scheduled during down time to make better use of the time. No meeting of the committee has been held since the Executive Committee's meeting in July. The next cataloging committee meeting will be held at the Hussey-Mayfield Memorial Public Library on October 1, 2009.

C. IT/Technology Committee:

- Mr. Deuschle presented the technology report. No issues have arisen since the July down-time. The telephony code will be delayed until our migration to Version 1.6 because it would require the code to be rewritten again. Mr. Deuschle reported that additional code is being written to provide an easy way to get new books lists on library websites. When finished, the code will be shared with the member libraries.

D. OPAC Committee – no meeting

E. Serials / Acquisitions Committee– no meeting

New Business:

- A. Authorization of Version 1.6: On a motion by Ms. Ehinger and second by Ms. Niemeyer, the state Library is authorized to migrate Evergreen to Version 1.6. A tentative date and time of October 11, 2009 at 3:30 pm is set. Mr. Peters reminded those present that the workstation software should be downloaded and installed on Sunday, October 11 or the morning of Monday, October 12. The Executive Committee asked Mr. Peters if the migration to Version 1.6 could be started at 5 pm, in particular for the libraries open on Sunday as Sunday hours are the busiest hours of the week.
- B. Approval of New Members – on a motion by Ms. Ehinger and second by Ms. Reed, the following libraries were approved as new members:
- Ligonier Public Library
  - Linden Carnegie Public Library
  - Roanoke Public Library
  - Syracuse-Turkey Creek Township Public Library
  - West LaFayette Public Library
  - West Lebanon-Pike Township Public Library
  - Wolcott Community Public Library

A complete listing of all members was distributed.

- C. Approval of Circulation Policy and Circulation Procedures – after much discussion regarding non-transferability of cards, holds and who can pick up a hold, and confidentiality of records, the Executive Committee requested that a sub-committee of Ms. Niemeyer, Ms. Ehinger, and Ms. Lemmer work to remove procedures from the Circulation Policy, revise the Procedures, and bring both back to the Executive Committee.

- D. Procedure for Policy Changes – as part of the discussion of the amended Circulation Policy and Circulation Procedures, the Executive Committee discussed the ways in which policies are adopted. In particular, at issue is the mechanism by which all membership is informed regarding possible changes in policy. On a motion by Ms. Ehinger and second by Ms. Reed, the following procedure for policy change was adopted:

- The proposed policy change comes from the action of an Evergreen Indiana committee to the Executive Committee with request to review and/or revise a policy. The initial request is placed on the next Executive Committee meeting agenda
- The requested change in policy is sent to the Evergreen Indiana membership
- Comments from the membership are collected by Ms. Lemmer who passes on comments to the Executive Committee
- At its next meeting, the Executive Committee will review the proposed policy revision and member comments, adopt, reject or send the proposed revision back to committee.
- Notes:
  - i. This process takes two Executive Committee meetings which allows for ample time for membership to review and comment on proposed policy changes;
  - ii. Member libraries are encouraged to communicate with each other and to direct procedural questions and issues to Ms. Lemmer. Ms. Lemmer will work with the libraries to quickly resolve small procedural issues between the libraries (not policy-related).

E. Library Requests:

- Advanced Reader Copies – after much discussion about whether any library should add Advanced Reader Copies, it was decided not to add the materials to the Evergreen database. Jim Corridan suggested that the Indiana State Library lawyer also look into the legality of adding such copies.
- Alternative Library Card Key Tag Option – the Hussey Mayfield Memorial Public Library requested the option of purchasing library cards with two key tags instead of the one keytag option the State library currently provides to libraries at migration. Although the style of the card (color, logo, text, etc.) was voted on by the Executive Committee, it was determined that such options as the addition of a second keytag or deletion of the keytag is a matter of local control. Any library which wishes to purchase optional keytags may do so as long as the Evergreen Indiana design (including card front design, color formulas, card front and card back text and barcode) is used. The Indiana State Library will continue to purchase cards for each new library with one card and one key card. Libraries may contact Ms. Lemmer if they need contact, pricing or account information for Creative DataProducts, the current library card vendor contact.

F. Refer to Committee – items below were brought to the Executive Committee as issues that may be referred to Committee for discussion and/or resolution:

- Improper Transiting of ILL materials – this regards the non-procedural practice of some libraries who request books via ILL for reciprocal borrowers but fail to note that the item is an ILL when returning the item through InfoExpress. This causes confusion for ILL staff at the lending library because circulation staff simply checks the item in on the assumption that the item is an Intra-Evergreen loan. It

was advised to report chronic problems to Ms. Lemmer so she can contact the library.

- Catalog Record Clean Up – the length of time spent by catalogers merging records was discussed. The Indiana State Library has hired four SLIS students to help clean up the database; the ISL will also internally discuss ways that electronic deduping can be done.
- Generation of Final 45 Day Notice – this feature will be available in Version 1.6
- Speed of Billing Module – Version 1.6 stores the data differently and will greatly speed up reports and billing.
- Holds List: can it show just home library, instead of ALL holds -- This would require software development.
- On the bib record that one reaches from the OPAC, there is no way out of the record except for the OPAC view. Needs a “back” button. – the cost of developing code for this does not warrant changing this. In addition, clicking title results or search results accomplishes the same as a back button.
- Does the billing module have to say “grocery”? Discussion of the term ensued. Mike Peters will check with Equinox to see why the term grocery is used and if it is easily changed.
- Can a bill list the library from which the materials were borrowed? Yes

#### G. Other

- Damaged Materials – it was requested that if damaged material is returned, that the owning library is informed and that a note is attached to the item before transit.
- Mr. Corridan reported that a blog has been established by Equinox to keep the larger consortiums, including Evergreen Indiana, up to date on developments.
- In as much as “teacher cards” are illegal to issue (issuing free non-resident cards is not treating all non-residents equally), legislation in 2010 might include a more defining rule regarding the prohibition of such practice.
- Collecting Fines & Fees – it was discussed that under Indiana law no Evergreen Indiana library may collect fines under \$10 for other libraries. In addition, all lost and damaged costs must be sent directly by the patron to the owning library. Further, it was reported that the State Library is looking into a process by which all fines would be collected by the patrons’ libraries, but the ISL would tally fines paid/fines owed, bill libraries and/or issue checks as owed to the library (similar to PLAC). This might also allow all libraries to accept credit cards for fine payment and allow libraries to collect small overdue fees for other libraries.
- Non-Resident Fees: Butler Public Library requested that the Executive Committee address non-resident fees and the shopping around for the cheapest rate. Butler charges \$90.25 for non-resident fees, but neighboring library Carnegie of Steuben County charges \$40. They are finding that patrons purchase cards at the Carnegie of Steuben County library, but come to Butler for service. The Butler library asked whether Evergreen libraries should set one non-resident rate for all Evergreen libraries. After discussion of the issue regarding the extent that this happens and the law stipulating how non-resident fees are figured, the Executive Committee took no action on this matter.

The meeting was adjourned at 3:30 pm.

Respectfully submitted,  
Kelly A. Ehinger, Secretary