

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

The December 8, 2009, meeting of the Executive Committee of Evergreen Indiana was called to order by the Chair Mary Hougland at 1:00 p.m. at the Indiana State Library, 140 N. Senate Avenue, Indianapolis, Indiana, 46204.

Present at the meeting were the following voting members:

Kelly Ehinger (Adams Public Library)  
Kristi Harms (Madison-Jefferson 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)  
David Lewis (IUPUI, representing academic)

Present at the meeting were the following guests:

Jason Boyer (Jackson County Public Library)  
Rick Deuschle (Hussey-Mayfield Memorial Public Library)  
Marsha Lynn (Odon Public Library)  
Nick Schenkel (West Lafayette Public Library)  
Catherine Lemmer (Indiana State Library)  
Mike Peters (Indiana State Library)

Ms. Lemmer requested that one item of new business be added to the proposed agenda; the amended agenda was approved on a motion by Ms. Waterman and a second by Ms. Ehinger.

The minutes of the September 8, 2009 meeting were accepted as written on a motion by Ms. Reed and a second by Ms. Waterman.

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

- **Annual Report.** Evergreen Indiana currently has 70 member libraries, 67 of which are public libraries. The remaining members include Shoals School Corporation, the Department of Corrections and the Indiana State Library. 49 member libraries serving over 548,000 Indiana residents are currently live on Evergreen. The shared catalog has over 3.1 million items (1.8 million bibliographic records) and serves 395,781 registered patrons.

An additional five libraries will go live by year end, resulting in 54 member libraries live on Evergreen and serving over 595,468 Indiana residents.

As of year end 2008, there were 15 libraries live serving 187,646 Indiana residents; Indiana libraries live on Evergreen Indiana almost quadrupled in the last twelve months.

Included in the 54 libraries are five Indiana libraries that were previously non-automated. These libraries brought online over 70,000 items and serve over 16,320 Indiana residents; the previously non-automated libraries are Shoals Public Library, Roachdale-Franklin Township Public Library, Waveland Brown Township Public Library, Paoli Public Library and Vermillion County Public Library. Three additional non-automated libraries, Coatesville-Clay Township Public Library, Poseyville Public Library and West Lebanon Public Library are currently cataloging and will go live in 2010.

An additional ten libraries and the Indiana State Library plan to migrate in the first half of 2010. In total the 70 member libraries serve over 693,736 Indiana residents.

- **Training Updates.** To aid the libraries in planning, a schedule of classes for 2010 has been distributed and posted online. The proposed schedule offers two classes each month. Member libraries are able to sign up directly using WebJunction. Additional classes may be added on-site at migrating libraries depending on the migration schedule. The catalog committee will schedule advanced catalog training classes after January 12, 2010.
- **Migration Update.** In November, Indiana State Library staff went to Georgia to be trained in migrations and data conversion. The December 16 migrations of the West Lafayette Public Library and Syracuse Public Library, as well as the Shoals School Corporation in late December 2009, are being handled by the Indiana State Library staff. The ability to migrate libraries will allow the State Library to save money and better control the migration schedule.
- **Other Opportunities.** The Indiana State Library continues to pursue consortium product and pricing opportunities with OCLC and Lyrisis.

#### **State Library Report: Mr. Corridan:**

It is anticipated that training sessions will soon be captured and made available online so that library staff members may easily view and review.

Faculty at the Indiana University School of Library and Information Science have been awarded OCLC and LSTA grants totaling \$40,000 to complete a study of Evergreen Indiana from the perspective of librarians and patrons. The researchers chose nine member libraries to study during the course of 2010.

The State Budget Agency and the Governor are fully supportive of Evergreen Indiana.

#### **Committee Reports**

IT/Technology: Mr. Deuschle reported that the telephone module and payment at self-check stations could be available within sixty to ninety days. Mr. Peters reported that the version 1.6 upgrade experienced a few “bumps” but all the libraries are now working well.

Cataloging Committee: Cataloging roundtables continue around the state. Ms. Ehinger and Ms. Houglund thanked the committee for the year’s accomplishments.

## **New Business**

Ms. Houglund explained the procedure used by the Executive Committee's sub committee to review/revise the Circulation Policy and Circulation Procedures. After extensive discussion, Ms. Ehinger moved and Ms. Waterman seconded that the revised Circulation Policy be approved with a recommendation that future revisions to Circulation Policy be even broader in wording and that the more specific provisions be deleted from Circulation Policy and incorporated within the Circulation Procedures; motion carried.

It is felt that a consortium policy is needed on how to handle accounts for patrons who have declared bankruptcy. This issue is being referred to the Circulation Committee. Jim Corridan will check with the Indiana State Library's attorney regarding privacy issues and wording on EI database notes. For the time being, notes regarding a bankruptcy should merely state that the customer is blocked and that XXXXX (name) Library may be contacted for additional information.

Mr. Schenkel and Ms. Niemeyer expressed a desire to be able to circulate DVDs through Evergreen Indiana via Interlibrary Loan. Ms. Lemmer noted the capability exists in the software if the member libraries wish to transit DVDs. The issue was referred to the circulation committee for review and investigation.

Mr. Schenkel advised that student IDs at Purdue University no longer provide a local address. To verify Purdue student addresses other means that align with Evergreen Indiana policies and procedures will be used when West Lafayette goes live on December 16.

Although the Circulation Procedures would not usually be adopted by the Executive Committee, it was agreed that current Procedures should be so adopted in order to create a baseline set of procedures the member libraries could revise via the circulation committee. Ms. Waterman moved and Ms. Reed seconded that the Procedures be accepted and that the edits on page 4 be included; motion carried. The edit is a change on line eleven of page four of Circulation Procedures: place a period after "current address" and delete the remainder of the sentence "located within the library district." Ms. Lemmer agreed to have the documents, revised distributed and posted on the web for the member libraries.

There was extensive discussion on the merging of patron records among libraries and it was noted that records, once merged, cannot be "unmerged". Mr. Peters and Mr. Deuschle discouraged granting permission to library staff to merge records unless they have been well trained and certified with that competency. Staff members may, however, merge records within their own library.

Ms. Lynn led a discussion on the development of reports. She asked that all Evergreen Indiana libraries participate in the developing of report templates that would be shared. After discussion it was agreed that reports are an administrative function while template creation is an IT function. It was further agreed that the ability to generate reports that reliably answer Indiana library annual report questions would be an added value for the Evergreen Indiana member libraries. Ms. Lynn recommended a central development committee be established to create and test reports. A committee of Edra Waterman, Marsha Lynn, Mike Peters, Rick Deuschle, and Jason Boyer was appointed to develop appropriate templates.

The adoption of a K-12 School User Group centered around the kind of card that should be issued to students. Ms. Ehinger moved and Ms. Harms seconded that a separate profile be developed for school

cards and be limited to the school library issuing the card, allow no holds, assign no fines/fees, and provide that the expiration date be end of school year; motion carried. Indiana State Library staff will continue to work with interested schools to define the school pilot program.

Ms. Ehinger and Ms. Sherri May (Brownstown Public Library) were appointed to the nominating committee to identify member library directors to stand for election to the Executive Committee at the May 2010 annual meeting.

Ms. Niemeyer moved and Ms. Reed seconded that seven new members be approved as presented by Ms. Lemmer; motion carried. Approved members are:

- Barton Rees Pogue Memorial Public Library
- Boswell Grant Township Public Library
- Centerville Center Township Public Library
- Coatesville-Clay Township Public Library
- Kirklin Public Library
- Linton Public Library
- Oxford Public Library

Executive Committee meetings for 2010 will be held on the second Tuesday at 1:00 p.m. at the Indiana State Library in the months of February, April, July, October and December. The annual membership meeting will be held in May. All meetings are open to the public.

Ms. Reed moved and Ms. Ehinger seconded that the amount set for a 45-day collection notice (the letter that states that in fifteen days the account will be sent to collection) be \$25.00, with the total to include both materials and fines; motion carried.

### **Old Business**

The Indiana State Library's legal counsel has advised that it is not illegal to add Advanced Reader Copies (ARC) to library collections and the Evergreen Indiana database. Ms. Niemeyer moved and Ms. Ehinger seconded that the addition of ARC be a local library decision, that correct cataloging procedures be followed for ARC, that any ARC bibliographic record be removed from a non-ARC bibliographic record and that ARC materials not be used to fill intra-Evergreen library hold requests; motion carried

There were no remaining announcements.

There being no further business, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Karen K. Niemeyer  
Secretary