Minutes
Evergreen Indiana Executive Committee Meeting
April 7, 2011

The April 7, 2011 Executive Committee Meeting, held at the Hussey Mayfield Memorial Public Library, was called to order by acting chair Kelly Ehinger at 10:05 am.

Present at the meeting were the following voting members:
> Kelly Ehinger (Adams Public Library)
> Kristi Harms (Jefferson County Public Library)
> Krista Ledbetter (Morgan County Public Library)
> Marsha Lynn (Odon Winkelpleck Public Library)
> Karen Niemeyer (Thorntown Public Library)
> Mary Rueff (Hussey-Mayfield Memorial Public Library)
> Nick Schenkel (West Lafayette Public Library)

Non-voting members present:
> Shauna Borger (Indiana State Library)
> Jim Corridan (Indiana State Library)

Guests present:
> Jason Boyer (Jackson County Public Library)
> Rose Bryan (Adams Public Library / Circulation Committee representative)
> Sarah Childs (Hussey-Mayfield Memorial Public Library / Cataloging Committee rep.)
> Niles Ingalls (Hussey-Mayfield Memorial Public Library)
> Wendy Knapp (Indiana State Library)
> Sherri May (Brownstown Public Library)
> Mike Peters (Indiana State Library)
> Jake Speer (Hussey-Mayfield Memorial Public Library)

Members not present:
> Mary Hougland (Jennings County Public Library)

The meeting agenda was approved with the following additions under new business – transitting age-protected items, new members, digital facsimiles of patron barcodes, and delivery – on a motion by Mr. Schenkel and second by Ms. Niemeyer. (all in favor)

The minutes of the February 22, 2011 meeting were approved as amended by Mr. Schenkel and seconded by Ms. Lynn. (all in favor)

State Library Report –Mr. Corridan & Ms. Knapp
- The new INSPIRE & Evergreen Indiana coordinator was announced. Shauna Borger comes to us from Purdue University where she worked as Digital Collections Coordinator in the Archives and Special Collections. She started on March 28, 2011.
- Update on the Upgrade to 2.0: Mr. Corridan reported on the issues experienced during the upgrade to 2.0. Several issues resulted in the outages – first, the RAID

card failed. It took some time to determine whether it was a software problem or a hardware problem, then time to order and install the RAID card. Secondly, the fiber to servers was inadvertently cut. Thirdly, software bugs were addressed.

- General comments and suggestions by the Executive Committee to the State Library about the upgrade and its issues included a request to improve the communication of the issues and progress out to the libraries, and a comment that our staff members were more upset than the library patrons.
- Book circulation modifier: the borrowing periods for the Book circulation modifier have not yet been changed because of the issues with the migration. This will be changed soon and notices will be posted before the change.
- Bookmobile borrowing periods: several libraries have expressed concern about the borrowing periods for book being changed to the three week period in particular because of their standing bookmobile routes. ISL will work to provide a resolution for these libraries.

Committee Reports:
- Cataloging Committee – Ms. Sarah Childs:
  - Policy & Procedures: The Cataloging Committee will be revising the Cataloging Policy with regard to Cat1/Cat2 qualifications and certification. The policy currently requires a Cat1 certified cataloger at each library, but several libraries do not have a Cat1 on staff. The Executive Committee supports clear standards and maintaining at least one Cat1 cataloger at each library. The State Library will work with the Cataloging Committee on developing clear procedures for the certification officer.
  - Circ modifier for Blu-ray: a request was made to add an additional circ modifier for Blu-ray format. After some discussion, the Executive Committee asked that the Cataloging Committee review this issue along with additional formats such as MP3s and CDs and whether it is necessary or prudent to add circ modifiers for each type of format. The addition of a Blu-ray circ modifier would potentially allow a patron a higher limit of video items – 10 DVDs, 10 Blu-rays, 10 new DVDs, etc.
- Circulation Committee – Ms. Rose Bryan: The Circulation Committee comes to the Executive Committee with several requests for change in policies and/or procedures:
  - Addition of "contract" patron profile: it is suggested that this type of profile would be used for patrons who reside in a contractual township with a contract per capita rate less than the library's non-resident fee. The Executive Committee did not vote on this matter, but instead offered the suggestion that statistical categories are used more fully to indicate township contractual cards.
    - A workshop will be added at the Evergreen Indiana annual conference on using statistical categories.
    - Thorntown Public Library, West Lafayette Public Library and Morgan County Public Library will test using alerts for reciprocal borrowers.
    - The statewide reciprocal borrowing agreement was discussed. The Circulation Committee suggests that Evergreen Indiana libraries should not participate in the statewide reciprocal borrowing program.

Mr. Corridan reported that the State Library will be establishing a Statewide Resource Sharing Committee to address statewide borrowing, PLAC and similar issues. In addition, the State Library also maintains that library law should stipulate that contracts shall be of equal to township population multiplied by the library's non-resident fee.

- o Fines & Fees: Ms. Bryan reported that some libraries have confusion over who collects fines. A reminder of the procedure will be addressed in the next Weekly Update.
- o Policy Change Recommendation: The Circulation Committee asked that the policy include the following: "most recent library application for which the patron has paid should be the active card." After discussion about whether more than one card should be allowed, this matter was referred back to the Circulation Committee.
- o Setting timeframe before a "Lost" item is deleted: The Circulation Committee recommended that no lost item is deleted within a year of the time the item becomes lost. Deleting the lost items too soon creates issues if the items are returned because the billing cannot be removed from the patron's record if the holdings record no longer exists. After discussion, the Executive Committee voted on a motion by Ms. Rueff and second by Ms. Lynn to set the timeframe at six months after the item has been set to "Lost." All in favor. Ms. Borger will inform the Evergreen Indiana community of this new rule.
- IT / Technology Committee:
  - o De-duplication of records: the Plainfield – Guilford Township Public Library has received an LSTA grant to fund a de-duplication project. South Carolina libraries de-duplicated records based on ISBN and title with a 27% match. A minute number of records were erroneously matched. This is the model that will be used in the Evergreen Indiana de-duplication project. The project will be done between April and August 2011.
  - o Upcoming Migrations: April 12, 2011 for Cambridge City Public Library, Kewanna-Union City Public Library, Hartford City Public Library and Dunkirk Public Library.
  - o A Broadband Summit will be hosted by the State Library on June 7.
  - o The next migration will be in August.
- Overdrive Committee: A message board for Overdrive participants has been tested and is up for use. More information about this will be posted in weekly updates. Two more libraries will go live in the Overdrive consortium this year. A grant will be written for matching funds totaled in Evergreen Indiana Overdrive consortium purchases to date.
- Conference Planning:
  - o The Evergreen Indiana annual conference will be held in Plainfield on May 6. Cost per person: $30. Eight program submissions have been received.
  - o Evergreen International 2011 conference: the Adams Public Library has received an LSTA grant to help fund conference costs at the 2011 annual conference in Decatur, Georgia. Eleven people associated with Evergreen Indiana have applied for and will be receiving funds in order to participate in

the conference. In addition, Mike Peters of the Indiana State Library will be attending.

Old Business:
- A report from the focus group survey on Evergreen Indiana has not yet been released.

New Business
- Pre-cataloged items – Mr. Boyer: Jackson County Public Library requests that the system allows no renewals for pre-cataloged items. The State Library will send out a quick survey on the usage of pre-cataloged items to ensure that a change would not adversely affect any other library.
- Transitting age-protected libraries – Mr. Peters: Mr. Peters asked the Executive Committee whether items that are age-protected should transit particularly in the case that involves a patron who sets a pick-up library other than their own library. After discussion, the Executive Committee decided not to change the current system allowances.
- Transitting non-print formats: the Executive Committee referred to the Circulation Committee the question of whether CDs out of age protection should be transitted.
- New Member – on a motion by Ms. Niemeyer and second by Mr. Schenkel, the Dublin Public Library in Wayne County was accepted as a new member of Evergreen Indiana. All in favor.
- Digital facsimiles of library cards – Ms. Ledbetter: On a motion by Mr. Schenkel and second by Ms. Ledbetter, the Executive Committee voted to allow a replicated barcode as permissible. The discussion concerned use of iPhone apps that replicate barcodes, the possibility of increased usage of such applications, and the difficulty in monitoring such usage with self-check. The Executive Committee requested that the Circulation Committee recommend policy language to address this change.
- InfoExpress Delivery – Mr. Corridan: the State Library has received four proposals for delivery services. This will be a four year contract. The Evergreen Indiana transits account for much of the threefold increase in total usage in the last few years. Libraries will likely see a nominal increase in InfoExpress fees.

Acting chair Ms. Ehinger adjourned the meeting at 12:20 pm.

The next meeting of the Executive Committee will be on June 14, 2011 at 1:00 pm at the Indiana State Library.

Respectfully submitted,

Kelly A. Ehinger