**Minutes**
**Evergreen Indiana Executive Committee Meeting**
**October 9, 2012**

The October 9, 2012 Executive Committee Meeting, held at the Indiana State Library, was called to order by Chair Krista Ledbetter at 1:05 pm.

Present at the meeting were the following voting members:

     Karen Kahl (Union County Public Library)
     Krista Ledbetter (Morgan County Public Library)
     Montie Manning (Alexandria-Monroe Public Library)
     Mary Rueff (Hussey-Mayfield Memorial Public Library)
     Nick Schenkel (West Lafayette Public Library)
     Sheryl Sollars (Westfield Public Library)
     Christine Sterle (Thorntown Public Library)
     Janet Wallace (Shelby County Public Library)

Non-Voting members present:

     Shauna Borger (Indiana State Library)

Guests present:

     Adam Bowling (Indiana State Library)
     Jason Boyer (Jackson County Public Library)
     Connie Bruder (Indiana State Library)
     Ruth Cushman (West Lafayette Public Library)
     Shawn Heaton (Alexandria-Monroe Public Library)
     Wendy Knapp (Indiana State Library)
     Megan Maurer (Indiana State Library)
     Niles Ingalls (Hussey-Mayfield Memorial Public Library)
     Mike Peters (Indiana State Library)
     Steven Schmidt (Indiana State Library)
     Jill Stange (Indiana State Library)

The agenda was approved as presented on a motion by Mr. Manning and second by Mr. Schenkel. All in favor.

The minutes of the August 14, 2012 meeting were approved as presented on a motion by Mr. Manning and a second by Ms. Wallace. All in favor.

State Library Report – Ms. Borger

- There have been staff changes at the State Library.  Jill Stange was introduced as the new NW regional coordinator.  Jim Corridan has moved his focus to the State Archives, which leaves the Associate Director of Statewide Services position open.  Ms. Borger has also moved to a new position as the Eastern regional coordinator.  The State is currently in process to hire a replacement Evergreen Indiana Coordinator.
- The Payment Pilot continues to progress.  The libraries were in the first week, post 3$^{rd}$ quarter test phase and the final invoices and payment exploration continues.  There was a live demonstration of the website and login for reports on payments (reconciliation).  All reports will be purged at 30 days.  The deposits made to libraries will be done electronically from the State Library.  There might be some changes to the format of the quarterly reports, as needed.  Ms. Borger stated that the program should be ready for the full consortium in spring 2013 and currently the pilot libraries have taken in and distributed approximately $5000.
- The State Library staff and Help Desk have been contacted directly by patrons of Evergreen Indiana libraries.  The State Library will be hosting a webinar to assist Evergreen Indiana libraries in dealing with challenging patrons.  In addition, the patrons who contact the State Library, will received the following response:
  - Due to policy and volume concerns, Indiana State Library staff are unable to directly respond to your issue(s).  Please contact your local library.  If they are unable to assist you, you may request that library staff submit the issue to the Evergreen Indiana helpdesk on your behalf.  Thank you for your cooperation.

Committee Reports
- Overdrive Committee – Ms. Bruder
  - There was a snafu with Overdrive during the recent Evergreen software upgrade.  Unfortunately, patrons were not allowed access to Overdrive during the Evergreen software upgrade, as previously planned.
  - Six new libraries went live on August 31, while 3 additional libraries will go live on November 30.  This will bring the consortium total to 74.
  - The Overdrive Committee will be presenting a session at ILF Annual on eIndiana and will include a Q&A session on new features.

- Circulation Committee – Ms. Borger
  - A new slate of candidates for the committee was introduced.
  - A bookmobile working group meeting will take place after the next Circulation Committee meeting.  There are currently six bookmobiles in the Evergreen Indiana consortium.  The meeting will be held in December at the Greenwood Public Library beginning at 1:00 PM.
  - A train the trainer program will begin in early 2013.
  - The policy questions that were discussed at the last Executive Committee meeting will become circulation tips.

- There will be regional trainings on a quarterly basis, beginning with Admin/Reports in Kendallville in November.

- Cataloging Committee – Ms. Borger
    - The committee hosted a fall roundtable to discuss the changes to the system with the upgrade and had 46 participants.
    - There was also discussion of RDA questions and training. The committee is exploring options for practical RDA training over theoretical training.

- IT/Technology Committee – Mr. Bowling
    - Mr. Bowling attended all committee meetings throughout the month of September, following the upgrade, to address any questions, concerns.
    - Mr. Bowling also attended a meeting with a group of Purdue University undergraduate students who are working to develop a mobile app (Android) for Evergreen. The app will focus on searching the catalog and placing a hold. Mr. Bowling will continue to act as a liaison with the group, as the project develops.
    - The upgrade leftover issues were outlined, although most would require funding, these include: copy location search, Vandalay match sets (ISBN change), patron name display when placing a hold and copy notes in the OPAC.
    - Mr. Peters provided the group with a brief demonstration of the Kids OPAC. The committee asked that it be made live as soon as possible.

- OPAC Committee – Ms. Borger
    - During the recent committee meeting, there was discussion of the new software features and how the 856 subfield 9 would display.
    - The committee is considering if they want to recommend the previous changes that were in place in 2.1 should be applied to 2.2, these include spacing and title display.
    - There were questions about patrons placing holds on specific volumes of serials and the possibility of making the "more details" view the default view by library. This will most likely require funding.

Old Business:
- Unique Management meeting
    - The Committee representatives shared their thoughts after the meeting with Unique.
    - Unique plans to provide Evergreen Indiana with a separate report that will show an itemization of what was forgiven, book costs, fees, etc. To encourage the use of forgive over void, which is a best practice in the Evergreen Indiana consortium.
    - Ms. Ledbetter mentioned a discussion about the payment program and who will get certain fees when sent to collections. It was recommended that it fall back to the circulating library collecting the fees, while the book money goes to the owning library.
- OPAC enhancements

- The current contract for book covers and added content will end October 31. The new contract was send to bid. The bids that were submitted were over budget, so the process has begun again.
- When the current content goes away on November 1, 2012, the possibility of using Google books is being explored. Legal is checking to make sure this is acceptable.

New Business:
- Library Setting Editor recommended changes. All to be applied on November 1, expect second point.
  - Checkout can fill a unrelated hold (patron doesn't want to get the item twice, but forgets to cancel hold)
  - Cap fines at item price ($2.00 item can only accrue $2.00 in fines/fees, not the normal ceiling of $10.00)*discussion postponed until next meeting
  - Target copies to branch, even if close that day (larger number of libraries are closed on Sunday, won't target, but smaller number of libraries)
  - Auto extend grace periods, extend for all closed dates (Can't fall on a closed day for circulating library)
- Circ modifier audit
  - Discussion and recommendation to wait until the circ policy audit.
- RDA toolkit
  - ALA consortium subscription options will include free training in the form of a webinar. Libraries have the option to choose between a solo user or a institutional membership. The State Library will coordinate the final numbers to ALA. The go live date at this point is unknown.
- Expired patrons at school libraries – Ms. Knapp
  - The school libraries, of which there are two, have a yearly challenge of expired patrons that fall into the traditional expiration of patrons (1 or 2 years). The MIS staff at the State Library was able to set all student cards to expire on 2025. These cards are only able to checkout and place holds on their own materials, so this should not impact the other member libraries. The school libraries will be in charge of annual clean-up of graduated students, or those who have left the district.
- New Circulation Committee members
  - A slate of committee members for the circulation committee was recommended to the Executive Committee. The slate was approved on a motion from Mr. Schenkel and seconded by Mr. Manning. All in favor.

- Policy Issues
  - Patron confidentially issue
    - A member library's board of trustees requested a report of card holder from a specific township. This information was requested on behalf of the township trustee in order to verify that the card holders lived in the township. Because this request did not include any legal standing, the report request was denied based on the Patron Record Confidentiality Policy of Evergreen Indiana.
  - Transit issue
    - The State Library has received complaints about a member library's lack of punctuality for items transiting from their library. Upon further investigation the average transit time from the library is 24 days, while the member average is 5-8. As chair, Ms. Ledbetter will draft a letter to the member library about the importance of prompt item transits.

Announcements
- Peabody Public Library will go live on October 16. They are the 100th library to go live.
- The December meeting scheduled for the 11th at 1:00 PM, has been moved to the 14th at 1:00 PM to accommodate statehood day festivities at the State Library.

Chair Ms. Ledbetter called for a motion to adjourn. On a motion by Ms. Rueff and second by Ms. Sterle, the meeting was adjourned at 3:06 PM.

Respectfully submitted,
Megan T. Maurer