

Minutes

EVERGREEN INDIANA EXECUTIVE COMMITTEE MEETING

TUESDAY, 12 AUGUST, 2014, 1.00 P.M.

ROOM 401

The 12 August 2014 Executive Committee Meeting, held at the Indiana State Library, was called to order by Chair Sheryl Sollars at 1:03 pm.

Present at the meeting were the following voting members:

Ruth Frasur (Hagerstown Jefferson Township Public Library)
Kerry Green (Hussey-Mayfield Memorial Public Library)
Mary Hartman (Peabody Public Library)
Shawn Heaton (Alexandria-Monroe Public Library)
Krista Ledbetter (Morgan County Public Library)
Kyle Qurazzo (Shelby County Public Library)
Sheryl Sollars (Westfield Public Library)
Christine Sterle (Thorntown Public Library)
Janet Wallace (Shelby County Public Library)

Non-Voting members present:

Anna Goben (Indiana State Library)

Guests present:

Bill Anderson (Indiana State Library)
Christie Beaver (Indiana State Library)
Jason Boyer (Indiana State Library)
Sarah Childs (Hussey-Mayfield Memorial Public Library)
Wendy Knapp (Indiana State Library)
Amber Painter (Indiana State Library)
Jill Stange (Indiana State Library)

The agenda was approved as presented on a motion by **Ruth Frasur** and seconded by **Mary Hartman**. All in favor.

The minutes of the 10 June 2014 meeting were approved as presented on a motion by **Janet Wallace** and a seconded by **Shawn Heaton**. All in favor.

I. Indiana State Library report – Anna Goben

- a. Shauna Borger, PDO Supervisor and former Evergreen Indiana Coordinator, has accepted a position in the library at the University of Wisconsin – Parkside. We all wish Shauna the best in her new position.
- b. Amber Painter is the new Southwest Region Coordinator. Welcome Amber!
- c. The next upgrade will probably be 2.7. This version will include
 - o Elements of the new web client
 - o Merging parts
 - o New item status: Lost and Paid
 - o Ability to search on fiction vs non-fiction
- d. The scheduled upgrade has been changed from 25 December to 24 December.
- e. Migration updates
 - o Royal Center’s automation project is about 66% complete.
 - o North Madison County Public Library System is currently in the data testing phase. Their go-live date has been postponed to 21 October due to staff emergencies.
- f. Payment Project
 - o The project is going very well; almost \$8,000 was collected in credit card payments in the 1st Quarter. As of 12 August there are only 5 libraries outstanding on the 2nd Quarter.

II. Committee reports

- Cataloguing Committee – Sarah Childs: There are three new members on the Committee: Wendy Page, Sandra Osborne, and Monica Boyer, and one resignation, Margaret Carter. The Committee is updating the cataloguing manuals to the current version.
- eContent Committee – Anna Goben: The meeting was cancelled because there was not enough to discuss. The Pronunciator group buy included 13 libraries. The company has agreed to leave the enrollment open at the current consortial discounted prices through the end of the year.
- Patron Services – Anna Goben: the Committee has five new members and selected new officers:
 - Class A: Laura Brzeski (Morgan County Public Library)
 - Class B: Christina Hime (Jackson County Public Library)
 - Class B: Portia Kapraun (Monticello-Union Township Public Library)
 - Class C: Celia Bandelier (Roanoke Public Library)
 - Class C: Karen Kahl (Union County Public Library)
 - Chair: Jennifer McKinley (Morgan County Public Library)
 - Chair-Elect: Laura Hull (Peabody Public Library)
 - Secretary: Sandy Rowland (Westfield-Washington Public Library)

- The new billing types have been implemented. Anna has gotten positive feedback.
- The Committee had several recommendations which will be discussed later in the meeting.

III. Old Business

- a. Regional Roundtables
 - Indiana is divided into five regions: Central, Northwest, Northeast, Southeast, and Southwest.
 - Locations were sought within a 65 mile radius
 - There will be representatives from all of the committees attending each roundtable.
 - To ensure structure, Anna will put together discussion topics.
 - Non-Evergreen libraries are welcome.
 - The sessions will run from 10 a.m. to noon or 9.30 a.m. to 11.30 a.m.

IV. New Business

- a. Regional EC Support Assignments
 - Northwest – Kerry Green
 - North Central – Shawn Heaton
 - Northeast – Mary Hartman
 - East Central – Ruth Frasur
 - Southeast – Kyle Qurazzo
 - South Central – Janet Wallace
 - West Central – Christine Sterle
 - Central – Sheryl Sollars
 - Southwest – Krista Ledbetter
- b. Patron Services Committee Recommendations
 - Patron Matrix Updates
 1. Update number of hold requests to 50 on Outreach profile
 2. New Patron Type: **Transitional** – Optional profile for libraries wishing to offer library services to persons without a permanent home in their library district. Services are limited to those locally available with a maximum circulation of 3 concurrent items. Applicants must have a community sponsor. Term of service has been set at 3 months. A blue card should be issued to indicate that the card is only good at the issuing library. There is a Transitional Patron Sponsor Form available that libraries may modify as needed. The new patron type has been added to the Patron matrix. **Krista Ledbetter** made a motion to approve the above two changes. **Mary Hartman** seconded; motion passed.

3. Circulation Modifier Matrix Updates: Because many libraries are adding various electronic devices to their collections, such as tablets and e-readers. Many libraries questioned whether there was any way to enter the fines other than manually because \$.25 is not enough of a barrier on an expensive piece of equipment. Many libraries are also cataloguing this equipment as realia because the circulation period on their equipment did not fit their needs. The following two changes are proposed:
 - a. High fine option (\$5/day) Optional; libraries may decide to adopt the higher fine or keep it at \$.25/day. This would cap the maximum fine at \$225.
 - b. 14-day loan duration (replaces 3-day loan)
 - c. A motion was made by **Janet Wallace** and seconded by **Ruth Frasur** to accept the proposed Circulation Modifier Matrix Updates; motion carried.
 4. Settled Item Maintenance: Currently when an item is lost/damaged and paid for, it remains in the catalogue until the cataloguer does a clean-up. This process should be automated so that there aren't years of lost and paid items taking up space in the OPAC. Six months is the proposed time limit for removing the items. Reports are available for those wanting to know which items are about to be removed.
 5. New Conversions: There have been instances when an item has been moved from the new section to the regular section in the stacks without the new status being taken off the item. Then when a patron at another library tries to reserve the item he can't because it is still under the age protection. In other words, a circ modifier got missed. The proposal is to set the system to automatically take these missed items (DVDs, videos and books) off the new status after 12 months. Reports are available for those who wish to see these items. A motion was made to accept the Settled Item Maintenance and the New Conversions proposals by **Kyle Quarazzo** and seconded by **Kerry Green**; motion carried.
- c. Holds – Soft Stall Reinstatement: The soft stall prevents an item that is available locally from being captured by another library (for a period of one day) before local staff have a chance to capture it. This feature was previously available. **Krista Ledbetter** made a motion to approve reinstating the soft stall feature, which was seconded by **Christine Sterle**; motion carried.
 - d. User Identification: Municipal IDs: Because of immigration reform issues, some municipalities are now issuing official identification on their own terms. Evergreen Indiana's current policy allows a government-issued ID. Some of the larger cities, such as New York, already have this type of ID which allows people to get library cards, vote, and access health care, regardless of immigration status. Anna says that we are covered under current Evergreen policy if we want to make these IDs an option.

- e. **Sets Management:** This is a statewide program from the State Library and the Indiana Humanities Council that offers sets for book groups around Indiana. The Indiana Humanities sets are partially catalogued into Evergreen, and Suzanne Walker, who is the head of the youth literacy program, would like to include her collection. The problem is the inability to put reservations on the sets; everything has to be done manually. Suzanne would like to automate the process. Evergreen will bring them on this fall. To do this a new user type must be created, as well as a new circ modifier. Set users will have access to sets only. Individual libraries that have book club sets may now catalogue them. There will a registration form that the user must fill in, and the user must be sponsored by a library that is on INfoExpress. There are no circ fines based on ISL's and the Humanities Council's policies.
- f. **Budget Draft:** We need to start planning now on how the Evergreen money we collect will be used:
 - o Projected 2016 draw: \$131,750
 - o Outlays
 1. Conferences and meetings
 2. Development
 3. Equipment refresh
 4. Subscriptions
 5. Support
- g. **Ethics and Policy Audit:** Many directors have not completed a code of ethics form since the first director signed the original paperwork. For some libraries that was six years ago, and Anna wants to be sure that the directors and staff are aware that Evergreen does observe a code of ethics and patron privacy. This would be a good time for directors to go over this code with their staff this fall. There are three sections in Article 3 of the agreement:
 - o EIMA III [Conditions of Membership]:
 - (c): Abide by the Code of Ethics
 - (s): Refrain from internal policy changes that would adversely affect other participating Evergreen Indiana libraries.
 - (u): Regularly participate as appropriate with the Council, the Executive Committee and the Indiana State Library in review of operations of Evergreen Indiana and participate in joint development of plans.

Letters will be sent out, along with an audit report, with the intention that the directors discuss this with their staff. One suggestion was to have the director discuss the code with the employees and then have the employees sign the document. The director should also send in any locally developed or local exclusionary policies so that the State is aware of them. Anna will add this topic to the regional roundtable discussions, and then give the libraries time to discuss and complete by the end of 2014.
- h. **Media Transits:** Anna is hearing increased interest in adding DVDs to the transit list. Many other questions/issues need to be addressed:
 - o Limited collections?

- Shipping cases?
- What about libraries that don't allow juvenile media circulations? (About 25%)
Ruth Frasur recommended a pilot study. Krista Ledbetter would like to see how many Evergreen libraries are in favor of this, so the topic will be discussed at the regional roundtables next month.
- i. Development: Mobile Application: Allen County Public Library has developed their own app and is willing to give us, for free, the source code. Jason Boyer is doubtful that it will do Evergreen any good because of a few issues:
 - Created exclusively for use with SIRSI databases
 - Cannot integrate OverDrive (3 consortia)
 - No shared event calendarJason will play around with it to see if it will work with Evergreen.
- j. Database Optimization: Aging Circulations:
 - Anonymizing circulation transactions after 3 years
 - Does not affect patron or item billing information
 - Circ history in user's My Account will be retained
 - Will increase speed of some transactions

A motion was made to adopt the Database Optimization for circ transactions after 3 years was made by **Janet Wallace** and seconded by **Mary Hartman**; motion carried.

V. Announcements

- a. Next meeting – 14 October, 2014 at the Indiana State Library.

Chair Sheryl Sollars called for a motion to adjourn. On a motion by **Mary Hartman** and seconded by **Ruth Frasur**, the meeting was adjourned at 2.48 p.m.

Respectfully submitted,

Shawn Heaton