

# MINUTES

EVERGREEN INDIANA EXECUTIVE COMMITTEE MEETING  
TUESDAY, 9 DECEMBER, 2014, 1.00 P.M.  
ROOM 401

## Members Present:

- Ruth Frasur, Hagerstown-Jefferson Twp Public Library
- Shawn Heaton, Van Buren Public Library
- Kerry Green, Hussey-Mayfield Memorial Public Library
- Krista Ledbetter, Morgan County Public Library
- Sheryl Sollars, Westfield Washington Public Library
- Kyle Qurazzo, Shelby County Public Library
- Janet Wallace, Shelby County Public Library
- Christine Sterle, Thorntown Public Library

## Members Absent:

- Mary Hartman, Peabody Public Library

## Non-Voting Members Present:

- Anna Goben, Indiana State Library
- Jason Boyer, Indiana State Library
- Jill Stange, Indiana State Library
- Jake Speer, Indiana State Library
- Bill Anderson, Indiana State Library
- Sarah Childs, Hussey-Mayfield Memorial Public Library
- Mary Glaser, Plainfield-Guilford Twp Public Library
- Andrea Ingmire, Greensburg-Decatur County Public Library
- Vanessa Martin, Greensburg-Decatur County Public Library
- Jennifer McKinley, Morgan County Public Library

- I. Chair Sheryl Sollars called the meeting to order at 1.00 p.m.
- II. On a motion by Ruth Frasur and a second by Krista Ledbetter the agenda was approved as presented.
- III. Two corrections were made to the 14 October 2014 Minutes: Brandy Graves was not present and her name was removed from the Non-Voting Members Present. Sarah Childs was present and her name was added to the Non-Voting Members Present. On a motion made by Kyle Qurazzo and a second by Ruth Frasur the amended Minutes were approved.
- IV. Indiana State Library Report - Anna Goben
  - a. Regional Roundtables: These were very successful, with 64 libraries participating and more than 150 people attending.
    - i. General approval of on-the-fly book club management
    - ii. DVD transits: Reactions are about 50/50. A pilot project with just non-fiction DVDs in the second half of next year is a possibility, *if* sturdy cases can be found to protect the items. A suggestion was made to transit only specific part of a collection, e.g. non-fiction

1. Pros
    - a. Patrons would love it
    - b. The next logical step in resource sharing
    - c. Improves the breadth of a/v access beyond local budget
    - d. Already happening in areas where libraries are clustered
  2. Cons
    - a. DVD borrowers most opportunistic group
    - b. Too long off-site
    - c. Too much damage (fragile media)
    - d. Too much work/staff time
    - e. Too much patron training (what's eligible, how long, etc.)
    - f. Would require procedural changes (R-rated cataloguing) and revised local policy standards (juvenile media circulation)
- b. Development Requests
- i. OPAC
    1. Better focus on parts holds
    2. Call number sort in My Lists: long-term development
    3. Autocorrect for search
  - ii. Staff Client
    1. Search in copy buckets
    2. Options to store patron pictures and files (patron documentation): This would require a massive amount of space.
    3. Family Groups (not using the current clone tool): This would enable libraries to lock in maximum family fines.
    4. Policy and Procedure Requests:
      - a. Pest policy
      - b. INfoExpress packing and handling procedures (with justifications) - if libraries are having problems with drivers abusing items or refusing to bring in the forms to be signed, they should contact Mike, and he can lodge a complaint with the courier. Also, if libraries are not using the zip ties on their bags, the courier is not liable if something happens to your items. This includes not just falling out, but any damage at all (including water).
- c. Migrations: Two migrations since the last EC meeting - North Madison County Public Library System went live in October and Royal Center-Boone Twp Public Library came on last week.
- d. 2014 Trainings: ISL has had numerous trainings this year: RDA, Catalogue Clean-up, Report Building, Evergreen 2.5, etc.
- e. Ethics and Policy Audit
- i. Almost 60 libraries have submitted so far.
  - ii. Anna is sending out reminders this week.
  - iii. These are due by 2014-12-31. Anna has read several local exception policies that should be examined the committees. One of these policies involves the alternate form of ID that was discussed at the last EC meeting.
- f. Deduplication
- i. Reduced the total bib count by 183,221 records

- ii. Used 3 new keys to match on (010 - LC control, 024 - other standard identifier, and 035 - system control)
    - iii. The Catalogue Committee has requested that this become a final stage in the new migration process.
  - g. Novelist Contract Final
    - i. Novelist Select is now live for all Evergreen Indiana libraries.
    - ii. Catalogue integration is part of the upgrade.
    - iii. Libraries that have individual contracts may be released from their contracts and receive a pro-rated refund. Libraries that have any other Novelist products will need to contract for those individually.
  - h. Equipment Refresh
    - i. Because of new QPA rates, ISL was able to procure another server for Evergreen which will be going live later in the month. The new rates brought the cost of the equipment down to under \$100,000.
  - i. Upgrade
    - i. We are on schedule and the testing is completed.
    - ii. The conceptual art for the new icons is ready and was shown to the Cataloguing Committee last week for feedback.
    - iii. Training schedule is set for 12, 15, and 17 December 2014.
- V. Committee Reports
  - a. Cataloguing Committee - Sarah Childs
    - i. The Committee recommends that Cat1 certification be renewed annually to keep everyone updated on any changes and to maintain quality cataloguing practices. The training will be asynchronous and developed by the Committee. This will be discussed further under New Business.
    - ii. The Committee recommends a new circ modifier for eReaders, which will go before the Patron Services Committee and then the Executive Committee.
  - b. eContent Committee - Shawn Heaton
    - i. CustomGuide: This is a tech training program that leans heavily toward MicroSoft products (such as Excel and Word), and offers basic through intermediate assistance. The price is \$8 per registered user, per month. The Committee decided to take another look at this in another year.
    - ii. Ancestry and ProQuest: Unfortunately, Ancestry *might* give us a 5% discount if we can subscribe a large number of *new* accounts. This would not include libraries that already have an Ancestry subscription. They are offering four new products and will give a 20% discount if a library subscribes to two or more of the products.
    - iii. ConsumerReports.org: The rep has not gotten back with Anna yet with any numbers. This product is currently available through INSPIRE.
    - iv. The RDA renewal through and the invoices should arrive soon.
  - c. Patron Services - Jennifer McKinley
    - i. The Committee will meet next week. Jennifer reported that the damaged materials roundtable went very well.
- VI. Unfinished Business
  - a. Mission Statement review: Krista and Kerry are still working on this and will make a report at the next meeting.
  - b. Registered Sex Offenders: Our attorney tells us that this data may be captured legally. However, since these patrons are not prevented from coming to the library and libraries

must serve them, why bother to capture the data? Libraries have access to the Indiana Sex Offender Registry so there is no need to attach anything to the patrons' accounts. The Committee's recommendation is do not capture.

VII. New Business

- a. Annual Conference 2015: Our next annual conference is on 9-10 April, location TBD. The eContent and Executive Committees will hold their meetings during the pre-conference. Anna is open to suggestions for the keynote speaker.
- b. Regional Roundtables 2015
  - i. There were some suggestions that we add a structured educational component that would be LEU eligible. Anna pointed out that if we did this there would be less time for discussion and the exchange of ideas.
  - ii. Tentative dates for this year's roundtables will be September and October. Sheryl Sollars of Westfield has offered to host.
- c. Cat1 Recertification:
  - i. Users who are not keeping updated with RDA and policies are costing the consortium a lot of money. The Cataloguing Committee is requesting all Cat1 users to take a 1-2 hour asynchronous annual refresher course for which they can earn LEUs. The course will take 6 months to develop, and then the users will have 6 months to take it. If the user does not take the course by 12/31, s/he is reverted to a Cat2 until the training is completed.
  - ii. On a motion by Janet Wallace and a second by Ruth Frasur, the Committee approved the annual recertification of Cat1 cataloguers.
- d. Lost Materials Policy Clarification: The State Library was approached by two libraries regarding confusion over who may forgive a "Lost Materials" fee, and a request for policy clarification. The State Library recommends that a letter be sent from the Executive committee regarding the proper handling of lost materials' fines and fees in Evergreen Indiana. The Committee is going to monitor the situation over the next few months to ensure the policy is observed. On a motion made by Ruth Frasur and a second by Christine Sterle, the above-mentioned letter will be sent to the director in question.
- e. 2015 Meeting Schedule: The June Committee meeting will be held at the Westfield Washington Public Library due to lack of meeting room space at the State Library that month.

VIII. Announcements

- a. The next meeting will be on 10 February 2015 at the Indiana State Library.
- b. Jason Boyer has been promoted to MIS Director. Congratulations, Jason!
- c. Bill Anderson will be leaving the State Library later on this month and taking a position in Jackson County. Best wishes, Bill!

Respectfully submitted,  
Shawn Heaton