

Minutes
Evergreen Indiana Executive Committee Meeting
August 19, 2008

The first meeting of the Executive Committee (the "Committee") of Evergreen Indiana (the "Consortium") was called to order at 1:00 pm on Tuesday, August 19, 2008, at the Cobblestone Grill, 140 North Main Street, Zionsville, IN.

Present at the meeting were the following voting members:

- Kelly A. Ehinger (Adams Public Library)
- Judy Hemmerling (Colfax-Perry Public Library System)
- Diane Huerkamp (Mooresville Public Library)
- Mary Hougland (Jennings County Public Library)
- Kay Martin (Lebanon Public Library)
- Sherri L. May (Brownstown Public Library)
- Mary Reed (Jackson County Public Library)
- Mary Rueff (Hussey-Mayfield Memorial Public Library)
- Edra Waterman (Plainfield Public Library)

Present at the meeting were the following non-voting members:

- Jim Corridan (Indiana State Library)
- David Lewis (Academic Libraries)
- Catherine Lemmer (Indiana State Library)
- Wendy Phillips (ADOLPLI)

Present at the meeting were the following guests:

- Martha Catt (Hussey-Mayfield Memorial Public Library)
- Rick Deuschle (Hussey-Mayfield Memorial Public Library)
- Judy Morehouse (Mooresville Public Library)
- Jake Speer (Indiana State Library)

Jim Corridan called the meeting the order and each attendee introduced themselves. Mr. Corridan then led a discussion of the role of the Executive Committee and its responsibility to represent all the member libraries and governing in a manner that benefits the Consortium.

Mr. Corridan then called for nominations for Chairperson. Edra Waterman was nominated. There being no further nominations, a motion was made by Diane Huerkamp, with

a second by Kelly Ehinger to close the nominations. Ms. Waterman was unanimously elected as Chairperson.

Ms. Waterman then called for nominations for Chairperson-Elect. Mary Hougland was nominated. There being no further nominations, a motion was made by Diane Huerkamp, with a second by Edra Waterman to close the nominations. Ms. Hougland was unanimously elected as Chairperson-Elect.

Ms. Waterman then called for nominations for Secretary. Kelly Ehinger was nominated. There being no further nominations, a motion was made by Kay Martin, with a second by Mary Reed to close the nominations. Ms. Ehinger was unanimously elected as Secretary.

Ms. Waterman then asked Mr. Corridan to lead a discussion of the business items on the agenda. Mr. Corridan noted that Section V of the Consortium's bylaws allow the Executive Committee to establish appropriate sub-committees. He further noted that the bylaws list circulation, cataloging, bibliographic records, OPAC and serials/acquisitions as possible committees. A lengthy and thorough discussion of the sub-committees and their roles ensued. Members discussed the types of committees noted in the bylaws. During the discussion, Ms. Lemmer distributed a list of individuals who had volunteered to serve on various committees, a copy of which is attached hereto. Ms. Lemmer noted that volunteers had only been solicited for the Circulation, Technology and Cataloging committees. At the conclusion of the discussion, Diane Huerkamp made the following motion:

- five committees are to be formed: Circulation, IT, Cataloging, Acquisitions/Serials; and OPAC;
- the volunteers would serve as the initial committee members;
- Chairpersons for each committee would be elected at the first meeting of the committee; and
- that it was not necessary, but permissible, for an EC member to serve on a sub-committee.

The motion was seconded by Mary Reed and carried unanimously.

Ms. Lemmer was asked to solicit volunteers to serve on the OPAC and Serials/Acquisitions committees and to report such names to the Executive Committee at their next meeting. Mr. Speer was asked to research the availability of WebX or other electronic means for meetings for the committees to use. Ms. Lemmer volunteered to give notice to the sub-committee members and help them get organized to hold their first meetings in the next few days.

Mr. Corridan then opened a discussion of the patron card. The members reviewed the options provided by Creative Data Products, copies of which are attached hereto. There was general consensus that the Evergreen Indiana logo was well done and that the card/key tag combination was the best option. Ms. Lemmer reported that one way to keep the price down is to keep the back of the card consistent across all the member libraries. The front of the card would permit each member library to add unique information (name, address, web address etc.) on the card the library issues. Ms. Rueff asked that the language on the back of the card be changed to include "fees and fines" and not just fines. Ms. Lemmer was asked to continue pricing options and to report back to the Executive Committee at their next meeting. Diane Huerkamp made a motion that the Consortium use a single patron card and that it be a card/key tag combination one that allowed the libraries some unique information on the front. Kay Martin seconded the motion. The motion was unanimously carried.

A discussion was raised regarding which member libraries would need to re-barcode. Mr. Corridan and Mr. Deuschle explained that only those libraries with other than 14 digit barcodes would need to re-barcode. A library with less than a 14 digit bar code will be assigned a pre-fix. A series of 0s would then bridge the new pre-fix with the old bar code. For example, 678890 would become 54448-000-678890.

Mr. Corridan further explained that the State Library was going to assist those libraries by purchasing re-barcode printers and loaning them to the member libraries as needed. These printers scan the current barcode and print the new barcode. This alleviates the need of any keying. Ms. Lemmer reported that the Equinox programmer who developed the software for these printers was going to be onsite at Colfax-Perry Public Library during their migration on October 13 to make sure it all worked.

Mr. Corridan requested that the Committee authorize the State Library to establish a pre-fix scheme that would ensure there was no conflict with any Indiana public library's existing bar code range. Mr. Corridan suggested that the Indiana State Library solicit information (via an email to all the public libraries) about their current barcode ranges for patrons and items. Based on these responses, a pre-fix scheme could be established so as not to prohibit any library from joining the Consortium based on a need to re-barcode. There was consensus from the Committee members that this was the best way to proceed.

Ms. Lemmer was then asked to present an update on the Migration Schedule. She reported that Hussey-Mayfield Memorial Public Library was scheduled to migrate on August 25; that Adams Public Library System was to migrate on October 6; and that on October 13 the six SIRSI libraries and Colfax-Perry Township Library were schedule to migrate. The 7 member

libraries with miscellaneous ILSs were scheduled to migrate in early December. The remaining two member libraries, Greenwood and the Indiana State Library are to migrate in 2009.

At that point, Mr. Corridan raised the issue of whether the Consortium wanted to establish a timing scheme to admit libraries into the Consortium in the future. It was suggested that the Consortium have two entry points each calendar year and that a deadline be set by which interested libraries had to submit an executed Membership Agreement and Code of Ethics. It was anticipated that interested libraries would then be migrated within a two to three month period following the deadline. There was consensus that this was the best way to go forward and that the deadlines for submission of the Membership Agreement and Code of Ethics be May 1 and November 1 of each calendar year.

Mr. Speer raised the issue of whether the member libraries were to issue Evergreen Indiana cards immediately upon migration or use of their existing supply of unique library cards. Ms. Waterman stated that it would be best if member libraries issued the Evergreen Indiana cards immediately upon migration to build support for the project. Mr. Corridan noted that a patron will only get one Evergreen Indiana card from his or her home library. A long and lengthy discussion ensued regarding how the use and patron statistics may or may not be impacted by the Consortium. There was consensus that the Evergreen Indiana cards be issued immediately upon migration.

A long discussion ensued as to the impact of Evergreen Indiana on the PLAC program and reciprocal borrowing agreements. In addition, Ms. Lemmer noted that Equinox has an Interlibrary Loan module. Ms. Catt suggested that an additional committee be formed to further explore these issues. There was consensus that an additional committee be formed, that the Chairperson would solicit and select library directors (from both member and non-member libraries) to further review and study this matter.

Last Mr. Corridan introduced the topic of standard policies and noted that most critical at this juncture were the catalog and circulation policies. The circulation policy is needed to prepare the circulation map necessary for migration. At this point, Ms. Lemmer distributed copies of the Michigan Evergreen and Georgia Pines cataloging policies, copies of which are attached hereto. She noted that the Georgia Pines policy has a hierarchical structure that provides for review of records and permits only designated regional cataloguers to upload reviewed records. A long discussion ensued about the need to maintain a clean database and the need to allow cataloging of local genealogy/historical materials. There was consensus that it was better from a long term perspective to start with a more rigid and structured cataloging policy at the beginning.

Ms. Lemmer then distributed the Georgia Pines circulation matrix, a copy of which is attached hereto. Mr. Deuschle explained that “Blocked” is an automatic setting triggered by the system once a patron reaches a certain threshold and that “Barred” is a setting that must be manually entered by the library staff. After extensive and exhaustive discussion, the committee established by unanimous consensus the following standard fee and fine schedule and threshold levels:

- \$0.25 per day per item for overdue items;
- a \$10.00 cap per item for fee accruals; and
- a patron will be “blocked” by the system when a patron has the following number of items overdue:
 - 15 - Average Patron
 - 15 - Teacher/Educator
 - 50 - Outreach
 - 15 - PLAC

The number of overdue items is calculated on a Consortium level and not at a library level. The Committee also requested on a motion by Mary Reed and seconded by Mary Houglund that the State Library investigate the costs associated with contracting with one vendor to produce all fines and fee letters and recoveries. (all in favor)

The committee also established the following patron limits by unanimous consensus:

User	Max Items Out	Fine Threshold	Overdue Threshold
Resident	100	\$10.00	15
NonResident	100	\$10.00	15
Admin	UL	UL	UL
Professional NonRes	100	\$10.00	15
OutReach	100	00	50
Circulation	UL	00	0
ILL	UL	\$10.00	0
PLAC	100	\$10.00	15
Staff	100	\$10.00	15

The Committee determined it was best to seek additional advice from the circulation subcommittee prior to making additional decisions on the circulation matrix.

Ms. Waterman suggested that the Committee meet again to finalize aspects of the circulation and cataloging policies that will be necessary for migration. It was decided that the next meeting would be at 1:00 on Wednesday, August 27, at the Indiana State Library.

A motion was made by Kay Martin to adjourn, and seconded by Judy Hemmerling. The meeting was adjourned at 4:35 pm.