

Minutes
Evergreen Indiana Executive Committee Meeting
November 14, 2008

The November 14, 2008 Executive Committee of Evergreen Indiana was called to order at 1:00 p.m. at the Indiana State Library, 140 N. Senate Avenue, Indianapolis, IN 46204.

Present at the meeting were the following voting members:

Kelly Ehinger (Adams Public Library)
Diane Huerkamp (Mooresville Public Library)
Mary Houglan (Jennings County Public Library)
Kay Martin (Lebanon Public Library)
Sherri May (Brownstown Public Library)
Mary Reed (Jackson County Public Library)
Mary Rueff (Hussey-Mayfield Memorial Public Library)
Edra Waterman (Plainfield-Guilford Township Public Library)

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

Jim Corridan (Indiana State Library)
Catherine Lemmer (Indiana State Library)
David Lewis (IUPUI, representing academic libraries)
Wendy Phillips (ADOLPLI)

Present at the meeting were the following guests:

Rick Deuschle (Hussey-Mayfield Memorial Public Library)
Mike Peters (Indiana State Library)

The agenda was approved on a motion by Ms. Houglan/Ms. Huerkamp.

Mr. Corridan requested that the minutes of the September 23, 2008 meeting be amended to reflect that the members of the Serials/Acquisition Committee are: Lisa Dick, Carmel Clay Public Library, George Flexman, Indianapolis Marion County Public Library, Holly Kennerly, Hamilton East Public Library, Beth Kroehler, Muncie Public Library, Jamie Schlenk, Hussey-Mayfield Memorial Public Library, Dorothy VanBreedman, Johnson County Public Library, Glenna Walker, Jackson County Public Library, and Karen Warren, Evansville Vanderburgh Public Library. The minutes of the September 23, 2008 meeting, as amended, were accepted on a motion by Ms. Reed /Ms. Rueff.

State Library Report

Ms. Lemmer of the State Library reported that there are currently 9 libraries live on Evergreen Indiana. Brazil Public Library will migrate in late November/early December. Brazil Public Library and Franklin County Public Library District are cataloging their collections because despite repeated requests by Franklin County, INCOLSA would not respond in a timely manner with the cost to extract Franklin's records from the shared catalog. Ms. Lemmer further reported that the six December libraries are on schedule for migration on December 8 and December 15 and that the three January 26 libraries are on schedule as well. At the end of

January, there will be 19 libraries live on Evergreen Indiana serving over 230,000 Indiana residents.

Ms. Lemmer also reported that Creative DataProducts was close to finalizing the 19 individual patron card proofs and that the new patron cards should arrive in early December. Mr. Corridan noted that in the future it may be more efficient for the migrating libraries to purchase the cards and be reimbursed by the State Library. At that point Ms. Huerkamp asked if the last line of the patron card could be changed from “Fee is charged for replacement card.” to “A fee is charged for a replacement card.” Ms. Lemmer agreed to ask for the change if it would not delay the card processing.

Mr. Corridan reported that academic and school libraries and the Department of Corrections have expressed interest in Evergreen. The possibility of a pilot project with 5 or 6 schools is currently being explored for 2009.

In response to a question from Ms. Houglund, Mr. Corridan noted that the State Library plans to continue to provide support to libraries interested in joining Evergreen. He noted that the State Budget Agency is looking at ways to cut across state agencies, but supports Evergreen.

Nominating Committee

The Executive Committee has a vacancy as a result of Ms. Hemmerling leaving the Colfax Perry Township Public Library. A nominating committee comprised of Ms. May and Ms. Huerkamp was established to identify two nominees from member libraries that are Class C libraries. The committee shall provide the Executive Committee with two nominee by the next meeting. The nominees will then be voted on by mail ballot by the Class C member libraries. The newly elected committee member will serve out the Ms. Hemmerling’s remaining term until June 2009.

Committee Reports

- A. Circulation Committee: The Evergreen Indiana Circulation Policy and the Evergreen Indiana Circulation Policies were recommended by the Circulation Committee for review and approval of the Executive Committee. Discussed by the Executive Committee:
- Hold Period – currently patrons are allowed one week to pick up a hold after it arrives at the patron’s home library. The Committee agreed that shortening this period was not in the best interests of patrons. Jim Corridan reported that to assist member libraries in satisfying patron requests in a timely manner, “lending libraries” would get a second subsidized InfoExpress delivery day at a cost of \$75 (per day) to the library. This will become available in January 2009.
 - Each library should have its own circulation that covers local policies but does not contradict the Evergreen Indiana Circulation Policy.
 - Damaged Items – While checking in damaged items, the staff can change an item’s status to damaged. The system will prompt the staff to fine the patron, but the actual fine must be done manually by going into the patron record. The State Library is currently working with Equinox on a software modification that would automatically insert the price of the item into the bill.

- Lost Section to include a policy on damaged items – this was discussed at length, but no decision was made. The Committee determined that because the libraries had different ways of treating items returned that were damaged by the patron, this issue would need to wait until we had more experience consortially before adding a policy to address it.
- Authentication of eBooks and downloadable audio-books use – Although these items may have records in the catalog, only those authenticated through their local library would have access.
- Staff as fine-exempt – Several Executive Committee members expressed an interest in creating fine-exempt status for staff. After much discussion, the Committee agreed not to change the Evergreen policy.
- Account types - The Evergreen software includes a library user profile for in-house use. For example, if you need to check out materials for a program or a display. This user does not incur fines and has an extended circulation period. Libraries should register a new patron and give it the first name of “ProgramName” and the last name “Your Shortname-LibUse.” Ms. Lemmer agreed to distribute this information to the member libraries.
- Limit of 100 items – the Committee discussed at length whether to lower the 100 item limit and made no decision to change it.
- Holds limit – on a motion by Ms. Houglan/Ms. Reed, the limit on the number of holds a patron may have will be raised from ten to twenty (20).
- Additional circulation modifier: On a motion by Ms. Houglan/Ms. Huerkamp, two circulation modifiers were added in a similar vein to DVDs and DVD-new: “software, gaming new” and “software, gaming.” “Software, gaming new” would have loan durations of 3 days, 7 days and 14 days; no renewals; and only one may be checked out at a time. “Software, gaming” would have loan durations of 7 days, 14 days and 21 days; no renewals; and only one may be checked out at a time.
- The Evergreen Indiana Circulation Policy and the Evergreen Indiana Circulation Procedures were adopted as amended on a motion by Ms. Rueff/Ms. Ehinger. Ms. Lemmer agreed to distribute them to the member libraries.

B. Cataloging Committee:

- On a motion by Ms. Ehinger/Ms. Houglan, the Evergreen Indiana Cataloging Policy was accepted as amended. Ms. Lemmer agreed to distribute it to the member libraries.
- Ms. Ehinger reported that the Cataloging Committee is discussing the training of CAT1s and how that will be accomplished. A training session will be held in December.
- The Executive Committee wishes to recognize and commend the Cataloging Committee members for their hard work and dedication to writing the Cataloging manual and procedures.

C. IT/Technology Committee met for the first time on October 30. Jason Boyer from Jackson County is chairing the Committee. The committee members established an online forum to discuss and solve technology issues. The committee members are: Jason Boyer, Jackson County Public Library, Jim Brown and Anna Goben, Lebanon Public Library, Kerry Green, Plainfield Public Library, Marsha Lynn, Odon Winkelpleck Public

Library, Rick Deuschle and Niles Ingalls, Hussey-Mayfield Memorial Public Library, and Adam Bowling and Mike Peters, Indiana State Library.

- D. OPAC Committee will meet in December. The committee has three members (Becky Brewer and Julia Aker, Jackson County Public Library, and Carrie Smith, Hussey-Mayfield Memorial Public Library) and could use a few volunteers. Any ideas on OPAC display and additional volunteers should be forwarded to Ms. Lemmer.
- E. Serials & Acquisition Committee has not met. The module should be released in early 2009.

Approval of New Members

The following libraries were accepted on a motion by Ms. Huerkamp/Ms. May:

Carnegie Public Library of Steuben County
Huntingburg Public Library
Ladoga-Clark Township Public Library
Madison-Jefferson County Public Library
Noble County Public Library
Oakland City-Columbia Public Library
Otterbein Public Library
Pike County Public Library
Thorntown Public Library
Vermillion County Public Library
WaterLoo Grant Township Public Library
Waveland Brown Township Public Library

Reciprocal/PLAC Committee

Tabled indefinitely pending statewide 2009 decisions.

Evergreen Software Upgrade Policy

On a motion by Ms. Houglan/Ms. May, the Executive Committee approved the Evergreen Software Upgrade Policy unanimously. Ms. Lemmer agreed to distribute it to the member libraries.

Other

- A. Authorizing additional membership application acceptance – On a motion by Ms. Houglan/Ms. Huerkamp, the Executive Committee authorized Chair Ms. Waterman to accept new applications prior to the January 2009 meeting with notification to Executive Committee members within 48 hours.
- B. Meeting Schedule: meetings shall be held every other month on the second Tuesday of the month starting on January 13, 2009.

Next Meeting: January 13, 2009 at 1:00 pm at the Indiana State Library.

The meeting was adjourned on a motion by Ms. Huerkamp at 3:05 pm.

Respectfully submitted,
Kelly A. Ehinger