

**Minutes**  
**Evergreen Indiana Executive Committee Meeting**  
**May 12, 2009**

The May 12, 2009 Executive Committee of Evergreen Indiana was called to order at 1:05 pm 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)  
Mary Hougland (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)

Present at the meeting were the following guests:

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

The agenda was approved on a motion by Ms. Hougland and a second by Ms. Ehinger.

The minutes of the March 10, 2009 meeting were accepted as amended on a motion by Ms. Rueff and a second by Ms. May. The minutes distributed to each member lacked the list of approved new members on page 4. The new members that were approved at the March 10, 2009 meeting were: Alexandria-Monroe Public Library, Bloomfield-Eastern Green County Public Library, Monticello-Union Township Public Library, Roachdale-Franklin Township Public Library and Shoals Public Library.

**State Library Report: Ms. Lemmer:**

1. As of May 11, 2009 twenty-seven of the forty-eight member libraries are live on Evergreen.
2. Current database stats:
  - a. 250,209 registered borrowers
  - b. 1,707,502 bibliographic records
  - c. Serving 345,225 Indiana residents (The forty-eight libraries represent 536,253 residents.)
3. Upcoming migrations:
  - a. June 11: Huntingburg Public Library
  - b. June 25: Alexandria-Monroe Public Library, Waterloo Grant Public Library, Pike County Public Library and Kendallville Public Library

- c. July 16: Andrews Dallas Township Public Library, Loogootee Public Library, Middletown Fall Creek Public Library, Milford Public Library and Washington Township Public Library
  - d. September 10: Bloomfield Eastern Greene County Public Library and Mitchell Community Public Library.
4. Mr. Corridan informed the Executive Committee that OCLC is scrutinizing the way in which large consortium are sharing bibliographic records and may be attempting through MaRC editing changes to prevent resource sharing. Mr. Corridan reported that the State Library had written in opposition of such a position.

## **Committee Reports**

A. Circulation Committee: no meeting

B. Cataloging Committee:

- The Cataloging Committee met most recently on April 29. The Committee discussed some issues with the MaRC editor which seems to have been resolved. The Committee will move to a bi-annual revision of the training manual. A revised manual will also be made available after any major software upgrade.
- The next cataloging class will be held on June 16 with an advanced cataloging class on July 22. Both classes will be held at the Indiana state library.
- The Executive Committee reviewed a request from an Indiana public library not currently in Evergreen which wished to have z39.50 access to Evergreen records. The Executive Committee did not vote on the request, though the consensus was that this library should consider joining Evergreen Indiana.

C. IT/Technology Committee:

- Mr. Peters and Mr. Deuschle reported on the recent downtime on May 9 and May 11. The May 9 issues were fixed by Equinox and everyone was back up by 10. The May 11 issues were caused by Equinox finishing the Greenwood migration in the middle of the day.
- Slow response time: It was reported that many variables can cause slow response. Mr. Peters is working closely with ENA to ensure that Evergreen Indiana quality of service is implemented (EI Internet traffic first before You-Tube, for example) It is recommended that all staff computers running Evergreen software have at least 512 Mb RAM. In addition, approximately \$50,000 new hardware and software will be added to provide load balancing which will help the system handle large transactions and balance transactions to help prevent slowness. It is also recommended that each library check their routers to ensure EI quality of service and reconfigure the routers as needed.
- Mr. Peters and Mr. Deuschle gave the Committee homework to help pinpoint response time issues – keep track of slow times and provide specifics to Mr. Peters. The more specific the information, the better able they will be to solve the issues. Forward the exact time, the amount of time it takes for the transaction, what other functions are going on at the time, etc.
- Mr. Corridan also encouraged Evergreen Indiana libraries to ask for additional T-1 lines if needed. The State has some unappropriated funds for additional Internet connectivity. Evergreen Indiana libraries will be given priority.
- A toll-free number (877-262-0025) has been established to provide tech support.

- D. OPAC Committee – no meeting
- E. Serials / Acquisitions Committee– no meeting

Old Business:

- A. Circulation Policy and Circulation Procedures: The Circulation Committee suggested a change in the policy and procedures with respect to the sections on issuing Evergreen Indiana cards. The Executive Committee revised the documents (p.2 in both documents) submitted to read, “Proper Identification must be presented to apply for an Evergreen Indiana library card. Proper Identification is a valid Indiana Driver’s License, valid Indiana State ID, or other valid government-issued ID which displays a current address.”
- B. Annual Meeting: Ms. Lemmer informed the Committee that 51 people have pre-registered for the May 13, 2009 annual meeting.

New Business:

- A. New Members: On a motion by Ms. Reed and second by Ms. Rueff, the following members were approved: Alexandria-Monroe Public Library, Bedford Public Library, Jay County Public Library, Kendallville & Limberlost Public Library, Loogootee Public Library, Middletown Fall Creek Public Library, Milford Public Library, Mitchell Community Public Library, Paoli Public Library, Poseyville Carnegie Public Library.
- B. New circulation modifier: A circ modifier for special collections was requested. This would be used for materials that can be circulated to local patrons (for instance, something purchased from a grant specifically for a certain community or local historical materials.) On a motion by Ms. Hougland and second by Ms. Rueff, “Special Collections” was approved with a default borrowing time of one week, short 3 days and long 14 days.
- C. Temporary Card: The Committee discussed the necessity and use of the patron profile “Temporary Card.” The discussion was tabled until the next meeting. Ms. Lemmer will report to the Committee on the number of these cards.
- D. Refer to Committee:
  - Mature rated TV programs – referred to the Cataloging Committee to address how to handle these items
- E. Other
  - Food for fines – the possibility of Food for Fines was discussed. The progress on the discussion of receiving fines for other libraries was also discussed. The State Library and the State Board of Accounts are still working on this issue.
- F. The 2010 Annual Meeting date has been set for May 11, 2010.
- G. Next Meeting: July 14, 2009 at 1:00 pm at the Indiana State Library.

The meeting was adjourned at 2:20 pm.

Respectfully submitted,  
Kelly A. Ehinger, Secretary