

**Minutes**  
**Evergreen Indiana Executive Committee Meeting**  
**February 23, 2010**

The February 23, 2010, meeting of the Executive Committee of Evergreen Indiana was called to order by the Chair Mary Hougland at 1:00 p.m. at the Indiana State Library, 315 West Ohio Street, Indianapolis, Indiana, 46204.

Present at the meeting were the following voting members:

- Mary Hougland (Jennings County Public Library)
- Kelly Ehinger (Adams Public Library)
- Kristi Harms (Madison-Jefferson Public Library)
- Karen Niemeyer (Thorntown Public Library)
- Mary Rueff (Hussey-Mayfield Memorial Public Library)
- Edra Waterman (Plainfield-Guilford Township Public Library)
- Sherri May (Brownstown Public Library)
- Kay Martin (Lebanon Public Library)

Mary Reed (Jackson County Public Library) was unable to attend.

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

- Jim Corridan (Indiana State Library)
- David Lewis (IUPUI, representing academic)
- Jason Boyer (Jackson County Public Library)
- Rick Deuschle (Hussey-Mayfield Memorial Public Library)
- Niles Ingalls (Hussey-Mayfield Memorial Public Library)
- Catherine Lemmer (Indiana State Library)
- Mike Peters (Indiana State Library)
- Jake Speer (Indiana State Library)
- Megan Mauer (Indiana State Library)
- John Helling (Bloomfield-Eastern Greene County Public Library)
- Chase Martin (Lebanon Public Library)
- Wendy Phillips (Carmel Public Library)

The meeting agenda was approved on a motion by Ms. Waterman and a second by Ms. Martin.

The minutes of the December 8, 2009, meeting were distributed and accepted on a motion by Ms. Waterman and a second by Ms. Ehlinger.

**State Library Report – Catherine Lemmer**

**Membership and Migration Update.**

Evergreen Indiana currently has 74 member libraries, 71 of which are public libraries. The remaining members include Shoals School Corporation, the Department of Corrections and the Indiana State Library.

58 member libraries serving over 628,000 Indiana residents are currently live. The shared catalog has over 3.5 million items (2.1 million bibliographic records) and serves 464,991 registered patrons. By way of comparison, at year end 2008, there were 15 libraries live serving 187,646 Indiana residents.

An additional six libraries and the Indiana State Library plan to migrate in the first half of 2010 with additional libraries following later in 2010. In total, the member libraries serve over 703,890 Indiana residents.

In December 2009, the Indiana State Library staff migrated West Lafayette Public Library and Syracuse Turkey Creek Township Public Library. Indiana State Library staff are currently working on the Indiana State Library, Centerville-Center Township Public Library and Barton Rees Pogue Memorial Public Library migrations. The State Library has added Bob Jackson to provide additional tech support and data migration assistance. The ability to handle the migrations in-house will significantly reduce costs.

### **Upcoming Training and Roundtables**

On March 9<sup>th</sup>, Equinox will provide State Library staff with training on the Version 1.6 Acquisitions module. The State Library staff will then develop training for the member libraries.

The upcoming training sessions are now posted online at: <http://www.in.gov/library/3380.htm>. The goal is to offer circulation training once a month; and the introduction to cataloging and administration/reports training every other month. Additional classes are being added and the new schedule will be posted on-line and distributed to the members. The Catalog Committee has also scheduled two roundtable sessions in May to address basic MARC questions.

### **Catalog Committee Report – Kelly Ehinger**

Kelly Ehinger (Adams County Public Library) reported that the Catalog Committee is updating the training manual and procedures to reflect Version 1.6. The Catalog Committee presented two roundtables in December on the new features in Version 1.6; which roundtables were attended by 33 library staff. The roundtable presentation is online at: <http://www.in.gov/library/3380.htm>. Two additional advanced catalog courses will be held in April 2010.

### **Circulation Committee Report – Chase Martin**

Chase Martin (Lebanon Public Library) noted that a patron that has renewals available on overdue items is unable to renew the items if the patron has exceeded the \$10 overdue fine/15 items overdue threshold. The patron must contact the library and the renewals must be manually forced by the staff. Mike Peters informed the Committee that the software is performing correctly. The thresholds place a soft block on the account which limits a patron's access until the threshold issues are resolved. Mr. Martin also reported that the Circulation Committee was not in favor of DVDs transiting between the libraries at this time.

### **Nominating Committee Report – Kelly Ehinger**

Kelly Ehinger presented the following slate of nominees for the May 11, 2010 Annual Member Meeting and requested that the Executive Committee approve the slate and the mailing of the ballot:

Class A Library: Mary Hall, Bedford Public Library; Montie Manning, Alexandria-Monroe Public Library

Class B Library: Nick Schenkel, West Lafayette Public Library; Andrea Ingmire, Greensburg-Decatur County Public Library

Class C Library: Marsha Lynn, Odon Winkelpleck Public Library and Nancy Disbro, Andrews-Dallas Township Public Library

Upon motion by Ms. Ehlinger, seconded by Ms. May, the Committee unanimously approved the proposed slate of nominees and mailing the ballot. The Chair asked Ms. Lemmer to have the ballots mailed to the members.

### **Technology Committee Report – Mike Peters, Rick Deuschle and Niles Ingals**

Mike Peters reported that additional capacity had been added to the server in January 2010 and the system has not experienced downtime since that time. Mike also reported that the 45 day lost/overdue notice process has been completed and is in place. The programmers are now looking at adding two additional features. Once completed, a written notice will be generated when an item is manually marked lost (instead of waiting for 45 days to pass) and when an item is manually marked damaged.

Catherine Lemmer noted that there is some discrepancy in the documentation about 14 day notices and asked for clarification. Currently, the 3 day pre-notice; day of notice and 7 day notices are being sent via email. The documentation is unclear as to whether the 14 day notice is to be emailed or a print notice to be mailed. The 28 day and 45 day notices are printed and mailed. Mike Peters indicated that notices must be print or email; they cannot be both. After discussion, the committee unanimously decided that the 14 day notice should be a print notice that is mailed.

Mike Peters advised that old report output and overdue notices were accumulating on the server and requested that the Executive Committee approve a rolling deletion of items that were more than 30 days old. Mr. Peters noted that the reports can be re-run and/or the report output downloaded and stored locally at the library. Upon motion by Edra Waterman, seconded by Kelly Ehinger, the Committee unanimously agreed to delete report output and overdue notices that are more than thirty days old.

Niles Ingalls then presented an update on the telephone module. Mr. Ingalls reported that phase one will be outbound calls informing patrons that items are due and holds available for pick up. The system is designed to make calls the day after the event occurs (hold arrives/items due) and calls will not be made if the item has been picked up or returned. Three attempts will be made to reach the patron and the message will be generic to protect a patron's privacy. Libraries will be able to use the Evergreen reporting module to report on the number of calls made and failed calls. The reports will include contact information so the library will be able to manually make the phone call if it wishes to do so. The member libraries should start to advise patrons to provide a preferred phone number.

Phase two will be incoming telephony that will allow patrons to renew and other actions. Equinox will need to develop some additional SIP2 protocol programming before Phase two can be implemented.

### **Other Business**

Catherine Lemmer requested that the Executive Committee approve two new circulation modifiers: “e-resource” and “government document” to accommodate the State Library’s collection needs. The new circulation modifiers would have a default lending period of 28 days; a short period of 14 days and a long period of 21 days; in addition, both would have one renewal. Ms. Lemmer also requested that the committee approve the changing of the name of the “magazine” circulation modifier to “serial.” The lending periods and renewal options would remain unchanged. Upon motion by Ms. May, seconded by Ms. Rueff, the Committee unanimously approved the addition of the new circulation modifiers and the name change.

The Chair then announced the new members: Brookston Prairie Township Public Library, Flora Monroe Public Library, Monon Town and Township Public Library and Spencer County Public Library. The new members were unanimously approved by consensus.

The Chair then called for approval of the members of the cataloging, acquisitions and serials, OPAC, Technology and circulation committees. The committee members were unanimously approved by consensus.

Catherine Lemmer reported that a member library was requesting that the Executive Committee reconsider charging a \$1 per day overdue fine on DVDs. After discussion, the committee unanimously agreed to leave the current overdue fine of 25 cents per day per item in place.

Ms. Lemmer also reported that a member library was asking for guidance on how to deal with items marked “lost.” In particular, should a non-owning library check-in an item that is marked lost if the item is returned to the library? Or should the library send the item back to the owning library without checking it in and generating a transit slip? The Committee determined that the best practice was to check-in the item and transit it back to the owning library. Including a note with the item that notes the item was marked lost when the item was checked-in would be helpful to the receiving library. This procedure keeps track of the item and alerts the owning library to deal with any overdue or lost charges. Ms. Lemmer agreed to get this information out to the member libraries.

Mr. Corridan provided an update on pending library legislation related to the collection of fees. The legislation in SB 212 has been added to HB 1098.

Sherri May shared a library brochure created and used by four county library systems in Kentucky and asked if Evergreen wanted to do such a program. Under the program, patrons show their library cards and receive discounts at local eateries and other businesses. After discussion, it was referred to the member meeting in May for discussion.

The Chair reported that the officers would be meeting subsequent to the Executive Committee meeting to discuss the upcoming annual member meeting.

The possibility of providing door clings for the member libraries to use to identify themselves as Evergreen libraries was discussed. Mr. Corridan responded that he would have Drew Griffiths look into this matter.

The next meeting will be April 13, at 1:00 p.m. at the Indiana State Library. The annual meeting will be May 11, and future Executive Committee meetings will be held at 1:00 p.m. on the second Tuesday of July, October, and December.

There being no further business, Ms. Niemeyer moved and Ms. May seconded that the meeting be adjourned. Motion carried and the meeting adjourned at 2:12 p.m.

Respectfully Submitted,

Karen K. Niemeyer, Secretary