

Minutes
Evergreen Indiana Executive Committee Meeting
October 12, 2010

The October 12, 2010 Executive Committee Meeting, held at the Indiana State Library, Room 401, was called to order by Acting Chair Mary Reed at 1:05 pm.

Present at the meeting were the following voting members:

- Kelly Ehinger (Adams Public Library)
- Mary Hall (Bedford Public Library)
- Marsha Lynn (Odon Winkelpleck Public Library)
- Mary Reed (Jackson County Public Library)
- Mary Rueff (Hussey-Mayfield Memorial Public Library)
- Nick Schenkel (West Lafayette Public Library)

Non-voting members present:

- Wendy Knapp (Indiana State Library)
- Jim Corridan (Indiana State Library)

Guests present:

- Jason Boyer (Jackson County Public Library)
- Alice Davidson (Indiana State Library)
- Rick Deuschle (Hussey-Mayfield Memorial Public Library)
- Jason Fields (Indiana State Library)
- Niles Ingalls (Hussey-Mayfield Memorial Public Library)
- Sherri May (Brownstown Public Library)
- Mike Peters (Indiana State Library)
- Jake Speer (Hussey-Mayfield Memorial Public Library)
- Edra Waterman (Plainfield-Guilford Township Public Library)

Not present:

- Kristi Harms (Jefferson County Public Library)
- Mary Hougland (Jennings County Public Library)
- Karen Niemeyer (Thorntown Public Library)

The meeting agenda was approved with the following additions under other business – reciprocal agreements, PINs, and \$10 processing fee for lost items – on a motion by Mr. Schenkel and second by Ms. Ehinger. (all in favor)

The minutes of the August 10, 2010 meeting were approved with a correction to the paragraph starting with “Mr. Boyer.” The word “serials” should be “series.” The motion was made by Mr. Schenkel and seconded by Ms. Hall. (all in favor)

State Library Report – Wendy Knapp & Jim Corridan

- Ms. Knapp introduced two people new to the State Library – Jason Fields, the director of the Library Development Office; and Alice Davidson who will be starting on October 19 as the new Evergreen Indiana coordinator.
- As of today, 76 libraries are live – 73 public libraries, ISL, and two schools.
- Population served: 705,359.
- The catalog holds 3.3 million bibliographic records and 5.2 million items.
- By the end of the year, 85 libraries will be live and serving a population of 795,322.
- Migrations through the end of the year:
 - 10/21: Benton County PL, Clinton PL, South Whitley PL, Warren PL, Worthington PL
 - 10/20: non-automated library, Union City PL, will begin cataloging
 - November.: Van Buren PL, Winchester Community PL
 - December: Morgan County PL
- Overdrive: A compilation of answers to questions asked during the September webinar was distributed. The Executive Committee agreed that reciprocal borrowers should have access to only the items selected to their library. It was the opinion of Mr. Deuschle that the authentication may be able to check patron type, but this has not yet been determined. Mr. Peters, Mr. Deuschle, and Mr. Ingalls will investigate this with Overdrive.
- Library Cards / Overdrive Authentication: At present, authentication is done by the barcode indicator. This prompted discussion on the use of different barcode indicators for reciprocal borrowers. Also discussed was whether all Evergreen libraries should use blue cards for reciprocal borrowers. This and the practice of not issuing a new Evergreen card to patrons who have moved into an Evergreen district from another Evergreen district was addressed, but no decisions were made.
- Fines & Fees: Mr. Corridan announced that we are waiting on code from Michigan to set in place the fines and fees reconciliation. The state has a QPA with credit card vendors. All funds deposited on a daily basis will be transferred to the state library. Quarterly reports that will include credit card use and cash receipts at each library will be sent to each Evergreen library. Libraries will need to pass a resolution to allow the Indiana State Library to collect fines on our behalf.
- Boone County Pilot Project: three townships are participating in this test project through June. Only three patrons have made use of the agreement. Because of the difficulty in allowing a “reciprocal” patron at one EI library to also be reciprocal at another without creating a new patron record, the Hussey-Mayfield Memorial Public Library is registering these patrons as non-residents. Each record also has a patron statistical category designating them as reciprocal and part of this project. The libraries involved are obligated to report findings to the State Library at the end of this project which is attempting to address unserved in Boone County.
- International Evergreen Conference will be held in Indianapolis in 2012.
- Pennsylvania: Mr. Corridan reported that the state of Pennsylvania is using Indiana libraries as a model and implementing its own Evergreen catalog consortium. Representatives have visited Brownstown PL, Plainfield, Zionsville, and Jackson County.

Cataloging Committee: The Cataloging Committee has three classes set for October and November. Roundtables are also scheduled on October 27. At the last committee meeting, members discussed adding bibliographic records for eBooks and are currently working on procedures to add to the manual.

Circulation Committee: The Circulation Committee brought three items to the attention of the Executive Committee:

- Some libraries are forcing renewals for staff members on items belonging to other Evergreen libraries.
- Staff members are keeping materials beyond due dates.
- A few libraries are concerned with the variation of due dates. Ms. Knapp will provide a list of libraries not using the three week period for books at the next Executive Committee meeting.
- The Executive Committee took no action on any of these items.

IT/Technology Committee – Mr. Peters: New equipment has been installed, but we are now waiting on Equinox acceptance testing to finalize. Mr. Peters is working on servers and Mr. Ingalls is working on SIP. The new servers should eliminate the intermittent down time we have been experiencing lately. Version 2.0 is being used by King County, Washington. We will be migrating to 2.0 in the first quarter 2011.

Approval of New Members

On a motion by Mr. Schenkel and second by Ms. Rueff, the Kewanna Union Township Public Library was approved as a new member. (all in favor)

On a motion by Ms. Ehinger and second by Ms. Rueff, the Cannelton Public Library was provisionally approved as a new member pending the outcome of merger discussions with another library.

Other Business

- Reciprocal agreements: Ms. Knapp distributed a list of Evergreen libraries and their reciprocal agreements. These agreements are becoming more cumbersome because of the way in which reciprocals are treated. Discussion on whether Evergreen libraries should enter into other reciprocal agreements ensued. No decision was made, but the Executive Committee will need to address this issue soon.
- PINs: the resetting by patron initiation has been removed because of staff confusion since the code was on HMMPL's website. This option is written into version 2.0 code and will be available again soon.
- The \$10 processing fee: That some libraries waive this fee is causing issue with other libraries. Libraries which waive the fee are obligated to tell their patrons that they are making the exception to the rule. Occasionally, the libraries which operate according to the rules are fielding calls from irate patrons about the fee. Libraries are reminded to deal with their own patrons and their patrons' misunderstandings.
- Canceling Hold Transits: Mr. Boyer asked for clarification on whether one could cancel a hold transit from the item status screen.

On a motion by Ms. Lynn and second by Ms. Rueff, the meeting was adjourned at 3:10.

The next meeting of the Executive Committee will be on December 14, 2010 at 1:00 pm.

Respectfully submitted,

Kelly A. Ehinger,
Secretary