

Minutes
Evergreen Indiana Executive Committee Meeting
December 14, 2010

The December 14, 2010 Executive Committee Meeting, held at the Indiana State Library, Room 401, was called to order by Chair Kristi Harms at 1:00 pm.

Present at the meeting were the following voting members:

- Kelly Ehinger (Adams Public Library)
- Kristi Harms (Madison-Jefferson Public Library)
- Mary Hougland (Jennings County Public Library)
- Marsha Lynn (Odon Winkelpleck Public Library)
- Karen Niemeyer (Thorntown Public Library)
- Mary Rueff (Hussey-Mayfield Memorial Public Library)
- Nick Schenkel (West Lafayette Public Library)

Non-voting members present:

- Alice Davidson (Indiana State Library)
- Jim Corridan (Indiana State Library)

Guests present:

- Jessica Jacko Barnes (Indiana State Library)
- Jason Boyer (Jackson County Public Library)
- Rick Deuschle (Hussey-Mayfield Memorial Public Library)
- Jason Fields (Indiana State Library)
- Niles Ingalls (Hussey-Mayfield Memorial Public Library)
- Wendy Knapp (Indiana State Library)
- Sherri May (Brownstown Public Library)
- Mike Peters (Indiana State Library)
- Sheryl Sollars (Westfield Washington Public Library & Circulation Committee)
- Jake Speer (Hussey-Mayfield Memorial Public Library)
- Edra Waterman (Plainfield-Guilford Township Public Library)

Members not present:

- Mary Hall (Bedford Public Library)
- Mary Reed (Jackson County Public Library)

The meeting agenda was approved with the following additions under other business – transiting of other materials (music, magazines) – on a motion by Ms. Ehinger and second by Mr. Schenkel. (all in favor)

The minutes of the October 12, 2010 meeting were approved by Mr. Schenkel and seconded by Ms. Rueff. (all in favor)

State Library Report –Jim Corridan & Alice Davidson

- Resolution to accept payments (The Resolution Authorizing Evergreen Indiana Libraries (Including the Indiana State Library) To Accept Payments for Fees & Fines on Behalf of the X Library (“Library”)) was discussed at length.
 - At present, only eleven (11) resolutions have been returned to the Indiana State Library (ISL). In order that all might collect on behalf of all of the participating Evergreen Libraries, all libraries must sign this resolution. Quarterly payments or invoices will be sent out by ISL. This does not mean that every library will need to accept credit cards – this can be done online by the individual patron through his/her account if the library does not accept credit cards. If payment is made through “My Account,” the payment must be made in full.
 - Libraries which accept credit cards will need to designate another “payment type” (not “credit card”) when accepting payments, so that it is not reconciled in the same way as a credit card receipt through “My Account.”
 - ISL collection and reconciliation of the payments will start after March 31, because all resolutions have not yet been received.
 - ISL will write a letter to the library directors who have not yet returned a resolution explaining the necessity and will list contact information of Executive Committee members.
 - Resolutions are due to the ISL by January 31, 2011. The Executive Committee set the due date for resolutions on a motion by Ms. Hougland and second by Ms. Ehinger. (all in favor)
 - The Executive Committee recommends that the resolution is made part of the agreement to join Evergreen. This may require a change in Bylaws which will need to be put forth to the entire membership at the annual meeting.
 - On a motion by Ms. Hougland and second by Mr. Schenkel, the Executive Committee acknowledges that fines generated after an item is renewed by the home library will accrue to the home library regardless of owning status.
- Overdrive:
 - The establishment of a Subcommittee on Overdrive policies was suggested by Connie Bruder, Lebanon Public Library. In particular, issues such as reciprocal borrowers and collection development will be discussed. On a motion by Ms. Hougland and second by Ms. Rueff, the Overdrive Subcommittee was established. Ms. Hougland was asked to chair the subcommittee. The committee shall be comprised of six members plus a representative from Sheridan.
 - Consortium Members: Fourteen Evergreen libraries have joined the consortium formed by the initial seven (6 Evergreen plus Sheridan). The seven report that all items selected by the consortium are “out” and usage continues to be high.
- As of today, 85 libraries are live – 82 public libraries, ISL, and two schools.
- Population served: over 795,000.
- Migrations:
 - Morgan County Public Library migrated on 12/9/10
- Evergreen International Conference
 - The 2011 conference will be held April 27-30, 2011 in Decatur, Georgia.

- The 2012 conference will be held in Indianapolis April 25-28, 2012. The Hyatt Regency and ISL have negotiated a competitive room rate. The conference planning committee met on December 14, 2010 at noon at ISL prior to the Executive Committee meeting. Several subcommittees will work on the planning of the conference including marketing (chaired by Edra Waterman), program committee (chaired to be determined) and sponsorship (chaired by Rick Deuschle). The website development will be done by ISL. Some receptions will be held during the conference – a welcoming reception likely to be at the Eagle’s Nest (Hyatt) and one at the Indiana State Library. The planning committee will meet at noon on February 15, 2011 at the Hussey Mayfield Memorial Public Library prior to the Executive Committee meeting.
- The Annual Evergreen Indiana conference will likely be held on May 10, 2011 at the Indiana State Library.

Committee Reports:

- Cataloging Committee: the Cataloging Committee met on December 7. They are working on book trailers in bib records and many libraries are dropping OCLC subscriptions. Ms. Davidson and the Cataloging Committee are investigating Bookwhere to see if Evergreen libraries can get a consortium discount. Steuben County, Alexandria-Monroe, and Butler are currently using this service. The Committee is developing a procedure for cataloging MP3s and is also addressing libraries which are releasing books prior to release dates. Three advanced cataloging workshops were given this fall. The number of EI CAT1s is now 172.
- Circulation Committee: Sheryl Sollars, Westfield-Washington, presented the report from the Circulation Committee.
 - Borrowing Periods – standardization: At the last Executive Committee meeting, the Executive Committee referred the matter of a standard borrowing periods for all items, in particular books. The Circulation Committee at its last meeting addressed this issue and came back with a recommendation that all books (except bestsellers) be circulated for three weeks. The Executive Committee discussed this recommendation at length. With consideration for the work the Circulation Committee has done and with consideration for the preparation and/or change to policies, the Executive Committee voted to change the circulation modifier (short, long, default) for books to three weeks. (6 in favor, 0 opposed, 1 abstention). The Executive Committee suggests an April 1 date for the change to occur.
 - Issuing library cards – the Circulation Committee also recommends issuing new cards to patrons who move from one Evergreen district to another.
 - Virginia Jenson, Mooresville, and Teresa Hudson, Culver, were approved for membership in the Circulation Committee on a motion by Ms. Lynn and second by Ms. Ehinger. (all in favor) These two will replace Carol Thornton-Anderson and Paula Hilton.
- IT / Technology Committee: The Turtle on hold transit slips has been removed and replaced by the InfoExpress logo. Evergreen Indiana will upgrade to Release 2.0 toward the end of March 2011. The new hardware reported at the October meeting is now up and running. The situation with ENA, its domain name service recognizing

the Evergreen domain name has been solved. The IT / Technology Committee requested descriptions of the circulation modifiers (item description, loan period, whether the items are renewable). This matter was sent to the Cataloging Committee.

New Business

- Approval of New Members: Membership of the Hartford City Public Library and Cambridge City Public Library were approved on a motion by Ms. Hougland and second by Mr. Schenkel. (all in favor)
- Meeting Dates: The following meeting dates were approved on a motion by Ms. Hougland and second by Mr. Schenkel:
 - February 15 (meeting at Hussey Mayfield Memorial Public Library)
 - April 12 (meeting at Hussey Mayfield Memorial Public Library)
 - June 14
 - August 9
 - October 11
 - December 13
 - The first two meetings are being held at Zionsville to avoid the parking problems during legislative session.
- Statistics for annual reports: an annual report folder in EI Templates is available for libraries to help prepare annual reports.
- Transiting other types of items: This matter was referred to the Circulation Committee.

Other Business

- The de-duplication project has been tested against 200,000 bibliographic records. The entire database will be sent out for a de-duplication project.

On a motion by Ms. Hougland and second by Mr. Schenkel, the meeting was adjourned at 3:00.

The next meeting of the Executive Committee will be on February 15, 2011 at 1:00 pm at the Hussey Mayfield Memorial Public Library.

Respectfully submitted,

Kelly A. Ehinger,
Secretary