

Minutes
Evergreen Indiana Executive Committee Meeting
December 13, 2011

The December 13, 2011 Executive Committee Meeting, held at the Indiana State Library, was called to order by Chair Krista Ledbetter at 1:00 pm.

Present at the meeting were the following voting members:

Kelly Ehinger (Adams Public Library)
Andrea Ingmire (Greensburg-Decatur County Contractual Public Library)
Krista Ledbetter (Morgan County Public Library)
Marsha Lynn (Odon Winkelpleck Public Library)
Mary Rueff (Hussey-Mayfield Memorial Public Library)
Nick Schenkel (West Lafayette Public Library)

Non-voting members present:

Shauna Borger (Indiana State Library)
Jim Corridan (Indiana State Library)
Robin Crumrin (IUPUI)

Guests present:

Jessica Barnes (Indiana State Library)
Adam Bowling (Indiana State Library)
Jason Boyer (Jackson County Public Library)
Sarah Childs (Hussey-Mayfield Memorial Public Library)
Wendy Knapp (Indiana State Library)
Steven Schmidt (Indiana State Library)

The agenda was approved as amended on a motion by Ms. Ehinger and second by Mr. Schenkel. All in favor.

The minutes of the October 11, 2011 were approved as amended on a motion by Mr. Schenkel and second by Ms. Lynn. All in favor.

State Library Report – Ms. Borger & Mr. Corridan

- Payment Pilot continues with the addition of the three Boone County Libraries in Lebanon, Thorntown and Zionsville, who joined the pilot in November.
- All Evergreen Indiana member libraries have returned their resolution allowing the Indiana State Library to accept payments for fees & fines on behalf of their library. There is no firm date yet for all member libraries to collect fines and fees for other libraries. The pilot libraries will continue to accept cash and checks from patrons of any Evergreen Indiana member libraries and it is anticipated that the credit card functionality will be implemented at some point in 2012.

- Noble County Public Library was added to the group of pilot libraries for the Acquisitions Module. Each library has been asked to set up an EDI account if using Baker & Taylor or Ingram; EDI for Midwest Tapes is currently not available. A conference call will be scheduled later in December with all the pilot libraries to see how their experience with the module is going.
- The order for blue Reciprocal cards has been placed, a bit later than anticipated due to the longer period of time it took to receive all the proofs back from member libraries. It is hoped that the cards will be received prior to January 1, 2012, but is not guaranteed. Future surveys will be sent out to member libraries to place orders for green and blue cards as well as item barcodes.

Committee Reports:

- IT / Technology Committee – Mr. Bowling:
 - The upgrade to 2.1 occurred as scheduled over this past weekend, December 9-11. Mr. Bowling reported that the upgrade went as well as expected, especially when compared to the last upgrade in March 2011. It was not perfect, has included some errors, but not as many as expected.
 - There are MARC editing errors. Reinstalling the staff client has helped every situation that has been encountered so far.
 - Reports server errors have been reported, so it is currently off-line; Indiana State Library IT staff is doing some rebuilding and it should be ready by tomorrow morning.
- Overdrive Committee – Ms. Ehinger: The Committee met at 10:00 am on December 13.
 - The Committee continued discussion of PLAC borrowers and whether we can get statistics on borrower type.
 - Another topic of discussion was the addition of MARC records for Overdrive titles to the Evergreen Indiana catalog; there was good discussion but no decision was made. There are pros and cons to both sides of the discussion.
 - The placing of orders for promotional materials was discussed.
 - Mr. Corridan brought up the topic of PLAC and nonresident users of the Evergreen Overdrive collection and a discussion among the Executive Committee ensued. Mr. Corridan stated that Overdrive will be contacted to see if the PLAC use statistics can be obtained.
 - Indiana State Library will follow up on the licensing issue (or whether there is a licensing issue) with allowing PLAC and non-resident cardholders access to Overdrive.
- Cataloging Committee – Ms. Childs:
 - Ms. Childs announced that Judy Hill, the Cataloging Committee Chair, resigned from the Committee, as well as retired from the Plainfield Guilford Township Public Library. Ms. Childs commended Ms. Hill's leadership since the inception of Evergreen Indiana in 2008.
 - At the Cataloging Committee meeting on December 6, 2011, Ms. Childs was elected as the new Chair and Cindy Wilson of Butler Public Library, was elected as the first-ever Vice Chair.
 - The Committee is working on revising the documents from 2008. There are still some that are being worked on and the updated Cataloging Policy has been brought to the Executive Committee for approval.

o Ms. Childs explained the updates to the Cataloging Policy, including the need to enforce the requirement that each member library have a CAT 1 trained cataloger on staff. After discussion among the Executive Committee, it was suggested to amend the updated Policy to include the following statements: All member libraries must have at least one Certified (CAT 1) cataloger on their cataloging staff, or a written agreement with another Evergreen Indiana library with a CAT 1 cataloger on staff to provide CAT 1 services. The agreement must be on file with the Evergreen Indiana Executive Committee in care of the Indiana State Library.

o On a motion by Ms. Ehinger and second by Mr. Schenkel, the updated Cataloging Policy, as amended, was approved. All in favor.

- Circulation Committee – Ms. Borger:
 - o Most of what is being presented regarding the Circulation Committee will be covered under New Business.
 - o There are 2 new at-large positions on the Circulation Committee.
 - o Lost items and expired patrons are 2 main items that will be covered under New Business.
- OPAC Committee – Ms. Borger:
 - o The Committee recommended several updates to the OPAC which have been included in the 2.1 release. These include:
 - take out the “Maybe you meant” feature
 - move the “Place Hold” button to the left center of the screen to accommodate the variation in screen resolutions
 - transcendence database setting was set to not transcend on December 19 for the Overdrive records that are already in the OPAC. This will prevent the records from displaying in searches for which the e-Resources are not actually available.
- 2012 International Conference Planning Committee – Ms. Borger:
 - o Registration is open for the conference and hotels.
 - o The keynote speaker has been engaged. He is Jono Bacon of Ubuntu. He spoke at the open source conference in Portland.
 - o The schedule has shifted a bit; Wednesday, things will begin later and Saturday afternoon will feature an Acquisitions workshop.
 - o The deadline to submit programs for consideration has been extended to December 21, 2011. Thirty-nine programs have been submitted so far and there are time slots available for 36. Some submittals were evening events and lightning talks and one was not appropriate, thus the extension. Each program is slated to last 45 minutes.

Old Business:

- Regional Circulation Training -- Ms. Borger
 - o There has been interest expressed by some member libraries in having regional circulation training, both for initial pre-live date training and training of new staff for established Evergreen Indiana libraries.
 - o Ms. Barnes stated that while training for Circulation, Cataloging and Admin/Reports is provided on a monthly basis by Indiana State Library staff at the Indiana State Library, it does not necessarily make sense for the Indiana State Library’s staff to do regional training for one or even 2 small libraries. Circulation staff does not need to earn LEUs. It might be better to have local circulation staff who use the Circulation module every day train new staff.

- Ms. Barnes further noted that it might be better for regionally-provided Circulation training to be done at a regional library; requirements include a computer lab or setting with at least 10 computers, a screen and projector and, at minimum, 5 hours of dedicated time for a workshop.
- Another option might be to do “Train the Trainer” sessions at the Indiana State Library to train Circulation staff who can then train others.

New Business:

- New Circulation Committee members: 2 new At-large Circulation Committee members have been nominated. A total of 15 are required and the addition of these 2 brings the total number to 14. The 2 nominees are Judi Terpening of the Switzerland County Public Library and April Gross of the Fulton County Public Library. On a motion by Ms. Ingmire and second by Ms. Lynn, the 2 members were approved. All in favor.
- Updated Circulation procedures: a variety of procedures have been updated
 - Local admin may grant permission for CIRC 1 to delete patrons
 - When transiting lost items, the circulating library will still check in the item but now will override the LOST status to transit the item, and will add an alert in the item attributes re: that the item was LOST, such as “Lost item checked in at ___ Library on DATE”; the owning library will decide how to handle once received.
 - A resident patron account may be updated by staff from a non-home library if the patron shows valid ID with photo and same address; staff must add a note to the account that states ” account updated at ____ Library on DATE”
- Updated Cataloging Policy and Procedures – discussed earlier in meeting
- Ballot to change by-laws was voted on by the membership. Results: 67 “yes” votes, zero “no” votes; several “no responses”. This is enough to make the change, so the Annual Evergreen Indiana Meeting will now be held in the spring of each year and the 2012 Annual Meeting will be held in conjunction with the Evergreen International Conference in April 2012
- Gutenberg MARC records: Mr. Schenkel presented “E-Discover the Classics” Free E-books for Libraries”; this is a collection of almost 500 downloadable classics from Project Gutenberg whose MARC records are available free to download into library catalogs; MARC records provide links to the actual books on the Gutenberg website. After discussion by the Executive Committee, on a motion by Ms. Ehinger and second by Ms. Ingmire, the addition of the Gutenberg MARC records to the Evergreen Indiana catalog was approved. All in favor.
- New Members: On a motion by Ms. Ehinger and second by Mr. Schenkel, the Camden-Jackson Township Public Library and Montezuma Public Library were accepted as new Evergreen Indiana members. All in favor.

Announcements:

- The next migration is tentatively scheduled for March 20, 2012 and will include the 2 newest members: Camden-Jackson Township Public Library and Montezuma Public Library.

Chair Ms. Ledbetter adjourned the meeting at 3:10 pm.

The next meeting of the Executive Committee will be on Tuesday, February 14, 2012 at 1:00 pm at the Hussey-Mayfield Memorial Public Library.

Respectfully submitted,

Mary Z. Rueff