

Minutes
Evergreen Indiana Executive Committee Meeting
February 14, 2012

The February 14, 2012 Executive Committee Meeting, held at the Hussey-Mayfield Memorial Public Library, was called to order by Vice 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)
Montie Manning (Alexandria-Monroe Public Library)
Karen Niemeyer (Thorntown Public Library)
Mary Rueff (Hussey-Mayfield Memorial Public Library)
Nick Schenkel (West Lafayette Public Library)

Non-voting members present:

Shauna Borger (Indiana State Library)

Guests present:

Jason Boyer (Jackson County Public Library)
Sarah Childs (Hussey-Mayfield Memorial Public Library)
Shawn Heaton (Alexandria-Monroe Public Library)
Niles Ingalls (Hussey-Mayfield Memorial Public Library)
Wendy Knapp (Indiana State Library)
Sherri May (Brownstown Public library)
Mike Peters (Indiana State Library)
Steven Schmidt (Indiana State Library)

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

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

State Library Report – Ms. Borger

- There are three new libraries joining the consortium with a migration date of Wednesday, April 11, 2012: Camden-Jackson Township Public Library, Montezuma Public Library and Akron Carnegie Public Library. All libraries except Montezuma are re-barcoding and all are excited to join the consortium. A modified catalog freeze will be in effect from the morning of Friday, April 6, 2012 until the morning of Wednesday, April 11, 2012. The lifting of the catalog freeze will be announced via the various EI listservs. The addition of these 3 new libraries will bring the total membership to 98 libraries.
- Ms. Borger had some conversations with some of the libraries involved with the Acquisitions pilot who suggested that we go in the opposite direction than we were headed in terms of how

our libraries will want to use the acquisitions module. It was suggested that records be downloaded from vendors and uploaded to EI. It was also suggested that a Cataloging Committee member look at the module and provide input. Megan Maurer is currently working on Ingram's FrontPage. Midwest and Amazon are both on the list of vendors to contact.

- The payment pilot is going well with the 6 participating libraries. Some libraries are owed less than \$5 at the moment.
 - Ms. Borger met with Charlie Pride from the State Board of Accounts regarding the name of the pass-through fund. Charlie suggested that this fund needs to be named the Evergreen Indiana Fund to ensure that its exact purpose is known and that it is used exclusively for this purpose.
 - Two points were clarified regarding collecting funds on behalf of other member libraries:
 - a) when funds are collected on the last day of the month, the deposit of such funds will be made in the next month; and
 - b) all future libraries that join the consortium will be required to collect funds on behalf of other member libraries and their Board of Trustees will be required to sign the resolution stating this and open an Evergreen Indiana Fund.
 - On a motion by Ms. Ehinger and second by Mr. Schenkel, a pass-through fund shall be established for each member library and shall be called the Evergreen Indiana Fund. All in favor.
 - Mr. Boyer asked if it would be possible to invoice member libraries on a quarterly basis, but communicate where libraries are regarding amount collected/owed on a monthly basis. Ms. Borger agreed that this was a good idea.
 - Mr. Peters discussed software development to divide the cost of fees and fines between libraries reliably. The development quote has been requested.
- The Gutenberg records were loaded into the EI database in January 2012. The collection, a combination of e-books and audiobooks, includes 525 items in a number of languages. Mr. Schenkel suggested that the list of titles in the collection have the initial articles removed from the title and then re-alphabetized. Ms. Childs suggested de-duping and merging records prior to doing this, as it appears there are duplicate records.

Committee Reports:

- Overdrive Committee – Ms. Ehinger: The Committee met at 10:00 am on February 14.
 - The decision was made to allow PLAC holders to use OverDrive.
 - The decision was made to allow holds on Harper Collins titles.
 - It was suggested that a cheat sheet / guide be created for new members.
 - There will be 60 member libraries in the Overdrive consortium by the end of the month.
 - There is no rule on number of holds per title before another copy is ordered, but many libraries are using 5 holds as the trigger to order another copy of a title.
 - Some member libraries are leaving their order lists open for too long and the committee suggests that those placing orders do a better job of placing orders on a more regular basis rather than leaving lists open too long.

- Circulation Committee – Mr. Heaton:
 - There was a discussion at the last Circulation Committee meeting about the transiting of lost items ; The committee decided not to require that a note be added to the patron records.
 - Regarding bounce-back emails: some are due to typos and some are incorrect emails; it is suggested that a note be added to a patron account to alert staff to the fact that the email address needs to be looked at; Mr. Schmidt suggested that when updating an email that has had a bounce-back, a good practice is to copy and paste the former email into the note so that it can be referred to in future discussion if needed.
 - The Circulation Committee discussed when to pull holds; most libraries pull holds before the library is open in the morning so that they are ready to ship when the courier arrives. Some libraries pull a second or third time in the day if they have the time.
 - Mr. Peters commented that the holds target runs every 15 minutes, 24/7.
- Cataloging Committee – Ms. Childs:
 - Ms. Childs commented that the Cataloging Committee meets quarterly and that they had not met since the last Executive Committee meeting.
 - Ms. Childs advised that Cindy Wilson sent out a survey on behalf of the Cataloging Committee to verify that each member library has a Cat 1 on staff. Half of the directors have responded so far and the Committee will re-send to those who have not yet responded.
 - There have been a lot of volunteers to replace Judy Hill, which is a surprisingly good response. The Committee now needs to come up with a selection process for new members.
 - Ms. Childs is updating the Cataloging Manual to reflect the changes with 2.1; this is a slow, long process, as there are many changes to the cataloging module with 2.1 and little guidance and few examples to use.
 - The first online cataloging class was held with a few glitches, but it went well. Ms. Childs reported that it was harder to do the class online but they will continue to have them to serve those member libraries that are far away from Indianapolis or have difficulty in getting staff to a regional training. Ms. Borger reported that the LEU certificates and Cat 1 Certifications have been sent out after this online training. A recording of this training will be available for catalogers to watch for reference and skill brush-up.
 - The catalogers are excited about the patch that is coming today (2/14/12). Mr. Peters commented that with the fix, catalogers will still see a network error when they make edits to buckets with several hundred items, but it will no longer crash the server, and the changes will still be working in the background, so the edits will go through.
 - Ms. Knapp reported that she and Mr. Peters are working on the booking feature. The storytime kits can be booked by librarians; these records are suppressed in the system. The booking feature is available and ISL staff are working to document it so that it is usable for other members of the consortium.
 - Mr. Boyer added that he has been testing and working on initial documentation for the new MARC batch editor, which will allow catalogers to make batch changes to bibliographic records.
- IT / Technology Committee – Mr. Peters:

- IT issues have been addressed through other committee reports. Mr. Peters showed the mobile app which will be used in an upcoming OPAC mobile app pilot. He also showed the Evergreen 2.2 OPAC which would be available sometime this summer.
- OPAC Committee – Ms. Borger:
 - Ms. Borger drew attention to Attachment B and called for a motion. On a motion by Mr. Schenkel and second by Ms. Lynn, the wording in the OPAC will be changed from “My Title Results” and “My Title Details” to “My Search Results” and “My Search Details”. All in favor. This change will happen within one day.
 - The OPAC Committee has not met since October 2011 and will meet at the end of this month.
 - A mobile device OPAC is coming. Two examples on the web were shown by Mr. Peters.
- 2012 International Conference Planning Committee – Ms. Borger:
 - Registration is currently at 186. The program schedule was available in January.
 - Vendors and sponsors are still welcomed and are still being solicited.
 - The local attraction committee is creating a packet as a PDF that will include information about travel, evening events, top 20 closest restaurants for lunches and dinners, etc.

Prior to addressing Old Business, Mr. Peters showed the Executive Committee a view of the 2.2 OPAC.

Old Business: None

New Business:

- Attachment A is a sample payment policy and included the following text: “Regarding the Evergreen Indiana payment program, Evergreen Indiana libraries will collect patron fines and fees on behalf of one another. The Indiana State Library will invoice libraries quarterly throughout the year to collect all payments accepted on behalf of other libraries and will provide each library with the payments that were accepted on their behalf. If a library is owed less than \$5 at the end of the quarter, the funds will be held without interest, until the funds equal \$5 or more and will be disbursed with the next set of Evergreen payments.” Ms. Ehinger questioned whether such a policy is needed before seeing how the pilot project plays out. Ms. Ingmire suggested that all Evergreen Indiana libraries get in the habit of reconciling funds with those taken in. Ms. Ledbetter stated that the policy needs to reflect the member libraries’ need to be included in the policy and also at the end of the year.
 - After much discussion, Attachment A was amended to read “Regarding the Evergreen Indiana payment program, Evergreen Indiana libraries will collect patron fines and fees on behalf of one another. The Indiana State Library will invoice libraries quarterly throughout the year to collect all payments accepted on behalf of other libraries and will provide each library with the payments that were accepted on their behalf. If a library is owed or owes less than \$5 at the end of the quarter, the funds will be held without interest, until the funds equal \$5 or more and will be disbursed with the next set of Evergreen payments, except for the 4th quarter which will be paid out regardless of the amount”. On a motion by Mr. Schenkel and second by Mr. Manning, the above amended attachment will be added to the Circulation Policy. All in favor.
- Discussion ensued about the need for a separate Circulation Modifier for bookmobiles.

- The reason given for adding this Circ modifier was to allow easier checkout for bookmobile units that stop at schools.
- Ms. Ehinger stated that she is not sure that this is the best solution for the problem.
- It was suggested that a bookmobile users' group might be a good idea
- Ms. Borger will research the issue and follow-up with the affected libraries.
- There is a discrepancy between the daily circulation report numbers and the annual circulation report numbers. If it is found that the report is broken, IT staff at the State Library will send an email to Evergreen Indiana member libraries telling them that they need to move to a new report and the old one will be deleted after 2 weeks. At that time, ISL staff will also provide an updated report.
- On a motion by Ms. Ledbetter and second by Ms. Ingmire, if any reports do not work, they may be deleted by Indiana State Library staff with advance notification membership. All in favor.
- Ms. Borger asked the Executive Committee whether guidelines or rules need to be created regarding exemption from third party collections queue, before applying. The Executive Committee agreed that no such guidelines or rules need to be created and indeed the functionality need not be added to the system.
- Marsha Lynn's term ends June 30, 2013 and she would like to find a replacement for her position which would begin July 1, 2012. The other EC members whose terms end on June 30, 2012 are Karen Niemeyer [Class C library], Kelly Ehinger [Class B library], and Mary Reed [At large]. Ms. Borger will send out the ballot to the Executive Committee and then to the membership. March 16, 2012 is the deadline to submit nominations, March 23, 2012, the ballots will be sent out to the membership and April 20, 2012 will be the deadline to send the ballots back.

Announcements:

- New Member: On motion by Mr. Manning and second by Kelly Ehinger, the Shelbyville-Shelby County Public Library was accepted as a new Evergreen Indiana member. All in favor.
- The Annual Evergreen Indiana meeting will be held on April 27, 2012 during the International Evergreen Conference either at 4:30 PM or as a lunch meeting at the Indiana State Library.

Chair Ms. Ledbetter called for a motion to adjourn. On a motion by Mr. Schenkel and second by Ms. Ingmire, the meeting was adjourned at 3:13 pm.

The next meeting of the Executive Committee will be on Tuesday, April 10, 2012 at 1:00 pm at the Indiana State Library.

Respectfully submitted,
Mary Z. Rueff