

Minutes
Evergreen Indiana Executive Committee Meeting
June 12, 2012

The June 12, 2012 Executive Committee Meeting, held at the Indiana State 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)
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)
Wendy Knapp (Indiana State Library)
Sherri May (Brownstown Public library)
Mike Peters (Indiana State Library)
Janet Wallace (Shelby County Public Library)
Christine Sterle (Thorntown Public Library)
Robin Crumrin (IUPUI)
Hannah Cox (Indiana State Library)

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

The minutes of the February 14, 2012 meeting were approved as amended on a motion by Ms. Ehinger and second by Ms. Ingmire. All in favor.

State Library Report – Ms. Borger

- It is hoped that the Acquisitions Pilot project will be recharged after conversations at the Evergreen International Conference held in Indianapolis in April. Sitka is currently using the Acquisitions Module without EDI. They have created end-of-year reports of their own that are not in the stock reports provided. Evergreen Indiana would like to work with South Carolina on the Acquisitions Module; Georgia, who is currently using version 1.6, is also interested in using Acquisitions. Megan Maurer of the Indiana State Library is working with Georgia and is also organizing an online Acquisitions Conference with Sitka, Georgia, South Carolina and Indiana in order to move the pilot project forward. The online conference will provide training and other valuable information to participants.

- For the Payment Pilot, April invoices were sent at the end of May. Ms. Borger is emailing those libraries who are owed money, even if it is less than \$5, so they know they are owed funds. She is including a copy of the payment policy from the Executive Committee in order to educate member libraries. She is also collecting contact information regarding the bookkeeping staff at each member library. The May invoices are almost ready to send out and it is hoped that from this point on, the invoices will be sent out mid-month. The Help Desk has created a priority list and script to separate the types of bills when there are multi-type bills owed by a patron. These include such bills as lost materials, processing fees, fines, etc. This will help in determining which monies are owed to owning libraries and which are owed to circulating libraries. Ms. Borger will send out a tentative quarterly report schedule for multi-type bills; an example of the period of time these quarterly reports will cover is: the report for December 1 through February 28 would be sent out in the first week of March.
- Ms. Borger reported that while the MARC records that came with the Gutenberg eBooks were free, some of the fixed field coding was not correct. Ms. Childs stated that a volunteer cataloger at the Westfield Washington Public Library is updating the records to make them more searchable in the catalog so that patrons can find them more easily.
- Advanced Circulation Training will be available in August 2012, and it will include Bookmobile training. Ms. Borger stated that the dates of this training will be announced in August as well as in Weekly Updates. There will be onsite classes as well as webinars and the training will be offered on a quarterly basis. A handout listing the proposed topics to be covered in the Advanced Circulation Training was available to those in attendance at today's Executive Committee meeting.

Committee Reports:

- Overdrive Committee – Ms. Ehinger: The Committee met at 10:00 am on June 12th at the Indiana State Library.
 - o There are currently 65 libraries that are live in the consortium and 5 more will go live in August.
 - o Five libraries that have been members of the consortium for quite a while have not ordered any titles yet. Ms. Ehinger is following up with them to determine if they did not realize they could place orders or if they need further training on how to do it.
 - o The eIndiana Digital Consortium website is being reworked and will offer more advanced searching options.
 - o There was discussion about requiring pins at login; some libraries do require them and others do not. It is up to the individual library to make that decision.
 - o The WIN program was discussed and it will go into effect on July 2nd. This program allows a user to purchase an eBook title from a vendor such as Amazon or Barnes & Noble and a portion of the purchase price will go to the consortium
- Circulation Committee – Mr. Heaton:
 - o There was a discussion at the last Circulation Committee meeting about the use of “void” and “forgive” when forgiving bills. If “forgive” is used instead of “void”, the collection agency, Unique Management, does not know to stop contacting the patron to try to get the library materials back or paid for. Some Executive Committee members stated that they had heard very early on after joining Evergreen Indiana that they should not use “void”, so they have been using “forgive”. Mr. Boyer stated that there are

instructions in the Circulation Procedures indicating when to use “void” and when to use “forgive”. Mr. Boyer also mentioned that the Jackson County Public Library had recently received a letter from Unique Management addressing this issue. He was asked to forward the letter to Executive Committee members to inform them of the contents.

- While some libraries accept their library materials back after they are 45 days overdue, other libraries do not. The current wording on the 45 day notice tells the patron to return overdue materials to the library; the Circulation Committee is asking that the wording be changed to something like “Please contact your local library regarding these overdue materials.”
- The Circulation Committee would like someone to contact email carriers that have been regularly bouncing Evergreen emails to ask the providers to white list Evergreen and the member library addresses so that there are not so many bounces.
- Mr. Heaton verified that the 6 month age protection does not prevent a patron from a different member library visiting a library and checking out an item that is currently under the 6-month age protection. These items just do not transit to other libraries during the initial 6 months they are in circulation.
- Cataloging Committee – Ms. Childs:
 - Ms. Childs advised the Executive Committee that there are 4 new members on the EI Cataloging Committee. Three members resigned from the committee and they had originally wanted to add 3 new ones. However, they received 4 applications and all 4 were excellent candidates, so the decision was made to add all 4 new members. With the Library of Congress moving to RDA in March 2013, this will add additional work to the Cataloging Committee so the addition of a 4th new member is welcome. The 3 members who left are Judy Hill (Plainfield-Guilford Township Public Library), Jocelyn Lewis (Lebanon Public Library), and Terri Wichman (Jackson County Public Library). The 4 new members are Miriam Bunner (Mooresville Public Library), Margaret Carter (Culver-Union Township Public Library), Mary K. Emmrich (Newton County Public Library), and Jennifer Steffey (Noble County Public Library) .
 - The Cataloging Committee is preparing for the policy change which limits permissions for Cat 2 catalogers going into effect on July 1, 2012. There are currently 2 member libraries that do not have a Cat 1 at their library; one is a public library and the other is a school library. Ms. Childs stated that she expects the public library to have a Cat 1 certified cataloger by the end of the year; attempts have been made to schedule the training and these were cancelled but she expects the training to be accomplished. The Cataloging Committee has had no success in getting the school librarian certified as a Cat 1. Ms. Ehinger asked if a higher authority than the school librarian had been contacted, such as the school principal or district superintendent and Ms. Childs said no. It was advised that a letter be sent to one of these higher authorities stating that the school library is currently out of compliance with Evergreen Indiana Cataloging Standards and that if the school librarian is not certified as a Cat 1 or the school does not contract with a library with a Cat 1 certified cataloger to catalog their materials, the school librarian will no longer be able to catalog new materials. Apparently the school librarian is using an Admin login to catalog, so cutting off the Cat 2 login would not accomplish preventing the cataloger from cataloging materials.
 - The Cataloging Committee held training for 25 catalogers in the month of May. The Cataloging Roundtable was also held in May and, for the first time, was held as a webinar; there were 45 in attendance from across the state. The webinar format was

deemed successful and helpful in reaching catalogers from the far reaches of the state who have difficulty traveling to central Indiana for a meeting.

- o Ms. Childs stated that the Cataloging Committee members will not be doing RDA training for Evergreen catalogers. The Committee will send out an email containing information about where catalogers can receive training in RDA.
- IT / Technology Committee – Mr. Peters:
 - o The issue with Syndetic Solutions was fixed 2 weeks ago.
 - o Version 2.2 is almost done and a test server is up.
 - o Some OPAC features have been changed
 - o Ms. Borger stated that she will send out a testing doc to committees to discuss. The look and feel of the OPAC is different and the response time is faster. Other features include the option to send a text message, auto-correcting and a mobile site.
 - o Mr. Peters stated that Version 2.2 will probably launch after Christmas.
 - o Ms. Ingmire asked about electronic resources showing up in results when specific non-electronic resource searches are done, e.g. searching for only easy children's books. Others on the Executive Committee agreed that this was very frustrating to both patrons and library staff. Mr. Peters stated that these electronic resources are supposed to show up in every search. Ms. Ingmire stated that she's sure that the system is working the way it is supposed to, but that it doesn't mean that it's the best way for it to work for the best customer service. Wading through pages and pages of electronic resources in order to get to the items that the searcher really wants is time consuming and frustrating. Ms. Childs indicated that records for these types of resources are coded differently in the fixed fields, so it should be possible to use those to develop a search filter. She offered to write up a description of the desired development. She also mentioned that she has seen this topic discussed in the Evergreen listservs and other Evergreen installations may be interested in co-sponsoring the development.
- OPAC Committee – Ms. Borger:
 - o Members of the OPAC Committee requested that, if one exists for a title, that the series statement be moved so that it is displayed under the title of the item on the title record. This change has been made.
 - o Help buttons have been added to the Basic [next to "My Account" along green strip near bottom of display] and Advanced Search [along left-hand side of screen] screens.

Old Business: None

New Business:

- Ms. Borger provided a list of member libraries that the Indiana State Library has not heard from regarding a motion or resolution being passed by their Library Boards to establish the Evergreen Indiana Pass-through Fund for use with the Payment Plan. Each Executive Committee member has been assigned several of the libraries to contact to ask about the establishment of this fund. If the Library Board has already established the fund or after it does so, the EC member will ask the Library Director to email a copy of the motion or resolution the Board made to this effect to Ms. Borger. Executive Committee members should complete these calls by the next EC meeting on August 14, 2012.

- The Nominating Committee previously included Ms. Ledbetter and Mr. Schenkel and both agreed to continue in this capacity, although interested parties should let Ms. Borger know of their interest in serving on this committee. Nominations are sought for the offices of Vice Chair and Secretary. If any Executive Committee members are interested in serving in either of these offices for the next year, they are asked to contact either Ms. Ledbetter or Mr. Schenkel.

Announcements:

- There is a branch of an existing member library joining the consortium later in June; this is an unusual circumstance. The Shelby County Public Library is opening a new branch in a school library and it is this school library that is joining and being migrated. The migration day is Tuesday, June 26th and there will be a catalog freeze from Thursday, June 21st through Tuesday, June 26th.

Chair Ms. Ledbetter called for a motion to adjourn. On a motion by Ms. Ehinger and second by Ms. Ingmire, the meeting was adjourned at 2:40 pm.

The next meeting of the Executive Committee will be on Tuesday, August 14, 2012 at 1:00 pm at the Indiana State Library.

Respectfully submitted,
Mary Z. Rueff