

**Minutes**  
**Evergreen Indiana Executive Committee Meeting**  
**April 9, 2013**

The April 9, 2013 Executive Committee Meeting, held at the Hussey Mayfield Memorial Public Library, was called to order by Chair Krista Ledbetter at 1:02 pm.

Present at the meeting were the following voting members:  
Andrea Ingmire (Greensburg – Decatur County Public Library)  
Karen Kahl (Union County Public Library)  
Krista Ledbetter (Morgan County Public Library)  
Montie Manning (Alexandria-Monroe Public Library)  
Mary Rueff (Hussey-Mayfield Memorial Public Library)  
Nick Schenkel (West Lafayette Public Library)  
Sheryl Sollars (Westfield Public Library)  
Christine Sterle (Thorntown Public Library)  
Janet Wallace (Shelby County Public Library)

Non-Voting members present:  
Shauna Borger (Indiana State Library)

Guests present:  
Adam Bowling (Indiana State Library)  
Ruth Cushman (West Lafayette Public Library)  
Shawn Heaton (Alexandria-Monroe Public Library)  
Wendy Knapp (Indiana State Library)  
Kyle Quarazzo (Shelbyville Public Library)  
Judi Terpening (Switzerland County Public Library)  
Bill Anderson (Indiana State Library)  
Shir Groulx (Indiana State Library)

The agenda was approved as presented on a motion by Nick Schenkel and second by Montie Manning. All in favor.

The minutes of the February 12, 2013 meeting were presented for approval. Changes to the minutes include: meeting was held at the Hussey-Mayfield Memorial Public Library instead of the Indiana State Library. It was also mentioned that the Hussey-Mayfield Memorial Public Library is missing “Memorial” throughout the document. The minutes were approved as modified on a motion by Montie Manning and a second by Karen Kahl. All in favor.

## **I. Indiana State Library report – Shauna Borger**

- a. New Indiana State Library staff. Shir Grioux is now the SW Regional Coordinator. She has just moved to Indiana and resides in Evansville. Shir is originally from the Philippines.
- b. Bill Anderson is the SE Regional Coordinator. Greetings to both of our new regional coordinators.
- c. Evergreen International – Niles Ingalls, Sarah Childs, Jason Boyer, Kelly Ehinger, Brian Dawson, Mary Glaser, Ruth Frasure and Shauna Borger will be attending the International Conference. They will report back at the Annual Conference.
- d. Payment Pilot. Invoices should be coming out next week. Shauna said they are making progress with Adam's help and maybe in the fall it can be opened up consortium wide.

## **II. Committee reports**

- a. Circulation Committee – Judi Terpening
  - i. Letter modifications added checkout library to the wording.
  - ii. Circ 1 added permission. Holds can now be placed on patron accounts with more than \$10 so that they can entice the patron to pay up.
  - iii. Alert notice on the account notice that will show that their card will expire soon.
  - iv. Kids OPAC. Some of the big issues... many of the records are not cataloged by audience. So some of the records are not pulling into the search correctly. Good feedback on the coloring and subject. Many of the wordings are not 'kid' friendly.
- b. Cataloging Committee – Sarah Childs (at EI conference)
  - i. Sarah giving presentation about RDA at annual conference. Libraries are starting to use the toolkits.
  - ii. Cataloging committee updated procedures to add RDA to the standards and procedures.
  - iii. The committee is asking for those who do not know how to edit these records to leave them alone for now.
- c. IT Committee – Adam Bowling
  - i. All Database servers have been patched. This turned out to be a bigger adventure than they would have liked. No reported reporting issues since the patches.
  - ii. Adam discussed the issue when staff are being prompted for the patron user name and password when attempting to place a hold. There is a reported 'bug' in the international community on this issue. There are a few issues which will prompt this issue... however there is a 'bug' that does popup and causes this problem without a reason. Adam is looking into it. Since it is a bug in the big community if it is fixed by someone else we will get the patch on this. Seems to have some correlation with when the logins expire or when the patron accounts expire.
  - iii. Adam suggested that checking expiration dates for staff accounts might be a good 'annual maintenance' item for member libraries.

- d. OverDrive Committee – Jake Speer
  - i. The committee has been discussing the issue of unspent funds in the eIndiana Overdrive consortium.
  - ii. The committee will send out notification letter to those libraries with a balance in their Overdrive account. This letter will go out next week (?) Shauna said that this initial letter will be a notification letter. As new libraries join they will be notified of the policy and if they do not spend their funds, the committee will spend it for them. A follow up letter will then be sent if the library does not spend their money.
  - iii. Freegal and other eContent vendors are being contacted about consortium pricing. eContent listserv is available for those who would like to keep up on the eContent letter.
  - iv. Krista recommended that the letter also include a statement which would offer the committees ordering assistance, therefore reducing the number of letters that must be sent. The eContent committee members will be asked to review this letter before it is sent out.

### III. Old Business

- a. Transit issues at Lebanon Public Library – An updated graph showing transit times was presented to the Executive Committee. The volume/quantity of shipments will be added to this graph as well. The process and expectations for Evergreen transits will be spelled out in this letter so that the Library Board will also understand the expectations. Shauna will finish this letter and send to Executive Committee for review. This letter will be sent after the Annual Conference and action will be required by June 30, 2013.
- b. Marking a patron exempt from collections – Montie indicated that this status does not keep the notices from being generated. Krista noted that their outreach cards have the institution name in the middle name with stars around it. ex: \*\*\*\*Arbor Grove \*\*\*\*
  - i. Homebound setting will keep the patron from getting overdue fees, but will not stop the lost item changeover.

### IV. New Business

- a. Feedback on changes to by-laws which were posted in the weekly blog. These will be voted on at the Annual Meeting. Changes include committee names and the electronic participation in the meetings. 2/3 of the membership should be included in the meeting; the wording made it sound like 2/3 of a 'member' should be present. Krista asked for clarification on this matter. Shauna said that this would be cleaned up and will be voted on at the membership meeting.
- b. Circulation policy and procedure updates – Page 3 of the circulation policy. Current government issued photo id. Procedures states US id. So these will be changed to make these the same between the policy and procedures.
- c. Cataloging policy and procedure updates – Sarah sent out the updated procedures to the cataloging committee listserv. Shauna updated the website to reflect the changes. The changes include a Copy Cataloger procedures vs cat1 procedures and info on RDA training and updates.
- d. Membership fee structure – Shauna would like to start talking about this at the Annual Meeting.

- i. Option 1 – Fee by Circulation
  - ii. Option 2 – Library population (talked about this last time)
  - iii. Option 3 – Membership fee with the circulation incentives. Circulation per population. The circulation will be in a circulation per capita.
  - iv. Karen Kahl suggested we might want to use a formula similar to what the Indiana Library Federation uses for membership costs. This formula uses the operating budget of the library and applies a % to it. If we know how much it costs to run Evergreen Indiana we can then figure what % would need to be used. This suggestion was met with positive feedback.
- e. Evergreen Indiana Annual Meeting –
  - i. Will be held at Caribbean Cove in Indianapolis
  - ii. Registrations will go out next week.
  - iii. Business meeting will be after Lunch in the main room. At this meeting the election ballot will be announced. In addition, there will be a short presentation of activities of the past year and update on current projects: payment pilot, mobile OPAC, development queue, membership fee.
- f. OPAC credit card payment option – VPS, point of service website for the public services website. API for web junction calendar for the classes. Feedback from EC has been passed along to the company and they are working on this functionality.
- g. Nominating committee report – Nick Schenkel and Montie Manning – Ballot is ready. Ballot will be sent out next week with the deadline May 3<sup>rd</sup>. Personal statements in the weekly update blog. Shauna will ask the nominees to send a personal statement to include in the blog.
- h. New library – Montpelier Public Library – Last library in Blackford County to go with Evergreen. Krista asked for a motion. A motion to accept the Montpelier Public Library was made by Andrea Ingmire. Second by Montie Manning. All in favor.
- i. Exit Fee – (Cost to leave the consortium) – Shauna clarified that no libraries are asking to leave the consortium.
  - i. This came about because the cover letter of the membership packet states: “Please note that this agreement signifies an investment of approximately \$5000 of resources by the Indiana State Library. If your library should terminate its membership within 12 months of the migration, the Indiana State Library would need to be reimbursed for the work performed.”
  - ii. Discussion about this resulted in the Executive Committee suggesting that there should be a cost for leaving the consortium. And this should not be limited to the 12 months after migration. In addition perhaps there should be two fees. A fee for leaving and then a fee if the library needs assistance extracting their records. Some libraries may have tech staff who can perform this task on their behalf.
  - iii. It was also suggested that perhaps this information should not be on the front page of the Membership packet.
  - iv. Shauna will consult with Sylvia Watson, ISL legal Consultant, about the enforceability of this policy.

- v. Shauna said this will be added to the membership agreement and then we can tweak the numbers.
- j. Circ Modifier – Montie suggested the addition of an R rated videogame and R rated music circ modifiers. He stated that it would be helpful to his library as they have these items.
  - i. Adam will research what it takes to add the circ modifier and he will report back at the annual meeting. He also suggests that we add a ‘strategic plan’ for adding circ modifiers.
- k. Karen Kahl asked a question about the reporting module – she recommended that we develop a short list of reports that the consortium can use to get accurate reports.
  - i. Krista asked about a reporting 3<sup>rd</sup> party module, but Adam has concerns about the security of this option.
  - ii. It was recommended that a Reports Task Force address this issue. Collecting lists of reports that most libraries use and then find the best reports to fill the consortium reporting needs. Montie, Karen and Krista all volunteered to be on this Task Force. They agreed to ask Jason Boyer to participate as well, since he is the reports guru.

**V. Announcements**

- a. Libraries going live
  - i. Covington Veedersburg Public Library – April 30, 2013
- b. Next meeting – May 9, 2013

Chair Ms. Ledbetter called for a motion to adjourn. On a motion was made by Janet Wallace and second by Montie Manning, the meeting was adjourned at 2:38 PM.

Respectfully submitted,  
Andrea Ingmire