

**Minutes**  
**Evergreen Indiana Executive Committee Meeting**  
**June 11, 2013**

The June 11, 2013 Executive Committee Meeting, held at the Indiana State Library, was called to order by Chair Krista Ledbetter at 1:07 pm.

Present at the meeting were the following voting members:

Andrea Ingmire (Greensburg – Decatur County Public Library)  
Christine Sterle (Thorntown Public Library)  
Janet Wallace (Shelby 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) – via conference call  
Sheryl Sollars (Westfield Public Library)

Non-Voting members present:

Anna Goben (Indiana State Library)  
Shauna Borger (Indiana State Library)

Guests present:

Adam Bowling (Indiana State Library)  
Ben Boyer (Jackson County Public Library)  
Jason Boyer (Indiana State Library)  
Jill Stange (Indiana State Library)  
Judy Terpening (Switzerland County Public Library)  
Kyle Quarazzo (Shelby County Public Library)  
Mary Hartman (Peabody Public Library)  
Mary Reed (Jackson County Public Library)  
Niles Ingalls (Hussey-Mayfield Memorial Public Library)  
Ruth Frasur (Hagerstown Jefferson Township Public Library)  
Sarah Childs (Hussey-Mayfield Memorial Public Library)  
Shawn Heaton (Alexandria-Monroe Public Library)  
Vanessa Martin (Greensburg – Decatur County Public Library)  
Wendy Knapp (Indiana State Library)

The agenda was approved with modifications on a motion by Mary Rueff and second by Montie Manning. All in favor.

The minutes of the April 9, 2013 meeting were not brought before the committee for formal approval.

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

- a. Welcome to the new Evergreen Coordinator, Anna Goben and the new Evergreen Systems Administrator, Jason Boyer. We are pleased to have these excellent additions to our Evergreen team.
- b. Shauna reported that the Evergreen Annual meeting very successful. There were 120 members in attendance. Fifty attendees filled out survey and there were very good suggestions for future training opportunities.
- c. Managing patron data will be the topic of the Fall Patron Service Committee roundtable.
- d. Payment pilot update: In the First quarter Jan 1 – March 31, \$1684.57 was collected by pilot libraries on behalf of other libraries in Evergreen. The second quarter is April 1 – June 30<sup>th</sup>. Shauna showed a PowerPoint presentation about the payment pilot process. She is hopeful that the Payment program will go live to the full consortium in the Fall of 2013.
- e. Consortium exit fee: Shauna presented a revised exit fee statement. There was much discussion about the cost as well as the wording. It was generally agreed that wording should address the investment made by ISL to bring in a new library. In addition the fee of \$5000 should include a copy of the library's records (Holdings and patron data). In the interest of database stability patron records could not be totally deleted from Evergreen, but would be removed from display. Shauna will revise for the next meeting.

## **II. Committee reports**

- a. Patron Services Committee – Judi Terpening
  - The Patron Services Committee was two members short. The committee has filled the openings and will request final approval at the August executive committee meeting. Laura Jones – Culver Union Township, Virgie Dowell – Jefferson County Public Library.
- b. Cataloging Committee – Sarah Childs
  - Change in members. Members resigning: Janet Buckley, Greenwood; Miriam Bunner, Mooresville. New members: Matthew Stevenson, Plainfield; Sherry Meyer, Princeton; Karen Coffey, Union County.
  - Committee is recovering from work on RDA. They are making plans for data cleanup projects and de-duplication projects. The survey will be reissued by the committee.
- c. IT/Technology Committee – Adam Bowling
  - Mobile OPAC Update– Required features: Access to my account, search (author, title, call #) search results screen displays (location and holds). Fall 2013 target for completion
  - Reports task force – Bob Jackson has an updated version of the reports matrix that is keyword searchable. There are approximately 950 templates

from the shared folders. Includes report name and description. Anna has started reviewing early ISL reports to refine them so that they can provide usable data. Reports task force: Montie, Kyle, Karen and Krista will come up with a list of all the reports that are 'standards' for libraries.

- New Circulation Modifiers Update – Changing of circ modifiers is very difficult with the current setup of Evergreen. There are 4 legacy scripts that would need to be touched (rewritten) in order to change these modifiers. In Evergreen 2.4 this change will be located in the database and will be much easier. Adam recommends that we wait until after the December upgrade. This was agreeable to the committee.
- d. eContent Committee – Shauna Borger
  - eContent letter was sent to all Overdrive libraries regarding unused credits in Overdrive. This amount has decreased significantly since the committee started contacting libraries. It is the hope of the eContent committee that all Overdrive members will spend their own balances before the January 2014 deadline.

### **III. Old Business**

- a. Transit issues – Shauna presented the committee with graphs showing updated information regarding the Lebanon Public Library transit issues. While it appears that Lebanon has made some improvements the committee decided that more needed to be accomplished. It was agreed that the committee would move forward with additional contact to the Lebanon Public Library Director and Library Board Members. A final letter will be sent to the Executive Committee before it is sent. In addition, it was recommended that a couple members of the Executive Committee (Krista and Montie) would attend an upcoming Board Meeting to explain the issue to the Lebanon Public Library Board of Trustees.
- b. Marking a patron exempt from collections – Testing ongoing – The Indiana State Library will meet with Unique Management at the end of June, to discuss how this is or is not working. In addition it was suggested that there need to be guidelines for using this feature.
- c. Membership fee structure – Shauna showed additional information regarding the membership fee structure. Using a tiered structure, using the libraries Operating Budget. Much discussion was had regarding libraries with budgets of less than \$100,000. It was decided that Shauna would revise the structure. The revision would include a tier that offered Evergreen for free to libraries with a budget of less than \$50,000. We will discuss this again at the next meeting.
- d. OPAC credit card payment option – Shauna has been in contact with the State Credit Card contract company. There are still a number of issues which need to be ironed out before an OPAC credit card payment option can be finalized. Niles Ingalls (Hussey-Mayfield Memorial Public Library) expressed a number of concerns regarding this service. Shauna will report back next month regarding these concerns as well as the legality of requiring a minimum payment.

#### IV. New Business

- a. Krista asked for nominations for next year's officers.
  - o Chair-Elect – Sheryl Sollars
  - o Secretary – Christine Sterle

A motion to accept these nominations was made by Janet Wallace, seconded by Montie Manning. All in favor.

- b. Updentity -- This company from North Webster, Indiana contacted the North Webster Public Library about providing their services to the Evergreen Indiana Consortium. The Executive Committee as well as a number of guests had many concerns about this. The company states that they will update contact information for the consortium. Shauna presented the Evergreen Indiana policy on Patron Confidentiality and using a service like this is in clear violation of this policy. In addition there were many questions about how the data would be used further by Updentity as well as where the updated information would be found.

#### V. Announcements

- a. New libraries
  - o Montpelier Public Library /Migration Date: TBA
- b. Next meeting –August 13, 2013 at the ISL (401)
- c. Resource sharing and Evergreen Indiana – Wendy Knapp provided an update on the cost for OCLC to load Evergreen records and keep them updated. The cost to Evergreen would be \$90,000 annually. The Resource sharing committee is looking into other models such as: Ohiolink, MEL cat and Pacific Library Partnership. Wendy suggested that perhaps a Resource Sharing representative could present at the August Executive Committee.

Chair Ms. Ledbetter called for a motion to adjourn. On a motion by Janet Wallace and second by Christine Sterle, the meeting was adjourned at 2:48 PM.

Respectfully submitted,  
Andrea Ingmire, Secretary