

MINUTES

EVERGREEN INDIANA EXECUTIVE COMMITTEE MEETING
TUESDAY, 10 FEBRUARY, 2015, 1.00 P.M.
INDIANA STATE LIBRARY, ROOM 401

Members Present:

- Ruth Frasur, Hagerstown-Jefferson Twp Public Library
- Shawn Heaton, Van Buren Public Library
- Kerry Green, Hussey-Mayfield Memorial Public Library
- Krista Ledbetter, Morgan County Public Library
- Sheryl Sollars, Westfield Washington Public Library
- Kyle Qurazzo, Shelby County Public Library
- Janet Wallace, Shelby County Public Library
- Christine Sterle, Thorntown Public Library
- Mary Hartman, Peabody Public Library

Non-Voting Members Present:

- Anna Gobin, Indiana State Library
- Jason Boyer, Indiana State Library
- Sarah Childs, Hussey-Mayfield Memorial Public Library
- Jennifer McKinley, Morgan County Public Library

- I. Chair Sheryl Sollars called the meeting to order at 1.00 p.m.
- II. On a motion by Janet Wallace and a second by Mary Hartman, the amended agenda was approved.
- III. On a motion made by Shawn Heaton and a second by Kyle Qurazzo the December Minutes were approved.
- IV. Indiana State Library Report - Anna Gobin
 - a. Ethics and Policy Audit: there is still one library outstanding; over 1,250 staff around the state responded.
 - b. Upgrade:
 - i. There were 328 participants in the live webinars.
 - ii. All of the servers were back online as scheduled.
- V. Committee Reports
 - a. Patron Services Committee (Jennifer McKinley)
 - i. The committee approved the on-the-fly book club management procedures.
 - ii. Pest management: Various procedures for dealing with this problem are being considered.
 - iii. Option to use drivers' license in place of library cards: This was tabled without a decision while the committee looks at options.
 - b. Cataloguing Committee (Sarah Childs)
 - i. Sarah Childs reported that there will be advanced cataloguing webinars on 24 and 25 March.

VI. Unfinished Business

- a. Mission Statement review: This was tabled until a later date.
- b. Annual Conference 2015
 - i. The Evergreen Indiana Annual Conference this year will be on 9 and 10 April at Fort Benjamin Harrison Inn and Conference Center.
 - ii. Theme: Anna suggested that the Conference have a theme this year, and suggested a Henry Ford quote as a possibility: "Coming together is a beginning, Keeping together is progress, Working together is success."
 - iii. Workshop: Instead of having a keynote speaker, we will have a workshop on reports. Participants will have to bring their own devices, and enrollment is limited to 50 because that many trying to run reports at once will be a challenge.
 - iv. Call for Presenters
 - v. Vendors: If anyone has a particular vendor s/he would like to see at the conference, please use the link on the blog to express your interest.
 - vi. Conference Rates: Both days will cost \$75; the dinner and workshop only will be \$30; Friday only will be \$50. The Executive and eContent Committees will also meet on the 9th.
 - vii. This year we will try to solicit some scholarships so that people who may have not been able to attend past conferences may attend for free. Presenters will get a discounted rate.
 - viii. One of the EC members wanted to know if any non-Evergreen libraries ever attended the conference. Anna said that anyone is welcome to attend. Apparently patrons at some of the non-Evergreen libraries are asking why their libraries don't have "The Green Card". Perhaps an invitation to these libraries might generate more interest in joining the consortium. Anna suggested having an informational meeting and thought it would be beneficial for these libraries to attend so that they can get a feel for how we do things.
- c. 2016 Fee Schedule
 - i. This will go out before our next meeting.

Annual Membership Fee Rates (2016)

Tier	Annual Fee	Maximum Annual Expenditure
1	\$0	\$50,000
2	\$500	\$100,000
3	\$1,000	\$200,000
4	\$1,500	\$300,000
5	\$2,500	\$500,000
6	\$3,500	\$750,000
7	\$5,000	\$1,000,000
8	\$6,500	\$1,500,000
9	\$8,000	>\$1,500,000

- ii. On a motion by Krista Ledbetter and a second by Ruth Frasur, the proposed 2016 Fee Schedule was approved.
- d. Circulation Matrix Update
 - i. New circulation modifier for the eReader.

1. 7/14/21 day circulation durations
 2. Non- transiting
 3. Holdable
 4. Renewable (1x)
 5. High Fine option: \$5
 - ii. Return equipment to shorter circulation period: 1/7/3 day.
 - iii. The policy change was approved with a motion made by Ruth Frasur and seconded by Janet Wallace.
 - e. Refining Reporting
 - i. Unsharing local report templates: One of the first steps to be taken to simplify and improve Evergreen's reports.
 - ii. Create submission process for people who have written outstanding reports to get them submitted to the Admin Group.
 - iii. These steps would ensure consistency across all of the libraries. Anna will poll the EI community to see which reports are used the most.
 - f. Election Nominations
 - i. Solicitation of nominees
 - ii. There are three committees with openings. The eContent does not, but wishes to extend an open invitation to anyone who is interested in serving.
 - iii. Timeline:
 1. Nominations: 16 February - 15 March
 2. Slate formation: 30 March
 3. Meet and Greet at Annual Meeting: 10 April. Some libraries have expressed an interest in this because they have no idea who the candidates are.
 4. Ballots out: 15 April
 - iv. Committee openings: 3 on the Executive Committee, 5 on Patron Services, and 1 (possibly 2) on the Cataloguing Committee.
 - v. Walter Warren's term on the Patron Services Committee actually ends in 2016 instead of 2015, as previously thought. His replacement, Dana Thomas, needs to be approved through 2016. Janet Wallace made a motion to approve the extension and Sheryl Sollars seconded the motion. Motion carried.
- VII. Announcements
- a. Next meeting: 9 April 2015, 2 p.m. at the Fort Benjamin Harrison Inn - Roosevelt Ballroom.
 - b. The eContent Committee will meet at 1 p.m.
 - c. The meeting was adjourned with a motion made by Kyle Qurazzo and seconded by Kerry Green.

Respectfully submitted,
Shawn Heaton