

MINUTES

Evergreen Indiana Executive Committee Meeting
Tuesday, 11 August 2015, 1:00 p.m.
Indiana State Library

Members Present:

Nancy Disbro, Andrews-Dallas Township Public Library
Ruth Frasure, Hagerstown-Jefferson Public Library
Kerry Green, Hussey-Mayfield Memorial Public Library
Mary Hartman, Peabody Public Library
Shawn Heaton, Van Buren Public Library
Jennifer McKinley, Morgan County Public Library
Kyle Qurazzo, Shelby County Public Library
Scott Tracey, West Lafayette Public Library

Absent:

Krista Ledbetter, Morgan County Public Library

Non-Voting Members Present:

Anna Gobin, Indiana State Library
Jason Boyer, Indiana State Library

Guests Present:

Sarah Childs, Hussey-Mayfield Public Library
Laura Hull, Peabody Public Library
Marie Kaufmann, Kendallville Public Library
Mindy Patterson, Kendallville Public Library
Janet Wallace, Shelby County Public Library

- I. Chair Ruth Frasure called the meeting to order at 1:03 p.m.
- II. On a motion made by Shawn Heaton and a second by Mary Hartman, the Agenda was approved.
- III. On a motion made by Kerry Green and a second by Kyle Qurazzo, the June Minutes were approved.
- IV. Indiana State Library Report- Anna Gobin
 - a. Regional Roundtable dates and locations have been set for 5 different sessions across the state.
 - i. Possible points of discussion: pests, packaging and transits, new vendors to consider.
 - b. Training Platform <http://learn.evergreen.lib.in.us>
 - i. Proof of concept completed; transitioning to EI servers
 - ii. Basic cataloging available later this week; refresher Cat1 training available shortly

- iii. Other courses under revision for posting.
 - c. Social Media—Does EI need a social media presence?
 - i. Ruth Frasure pointed out that there is an Evergreen FB group already created.
 - ii. Committee decided that for now individual library FB pages should be focused on including EI related information (maintenance issues, upcoming events, etc.) instead of creating a separate EI page.
- V. Committee Reports
 - a. Cataloging- Sarah Childs
 - i. Draft of the cat refresher is done and should be available by the end of August.
 - b. Patron Services- Laura Hull
 - i. Pest policy is being finalized
 - ii. Wording for proposed Driver's License option has been finalized
 - iii. Working on a transfer of bills from a juvenile's account to their responsible party's account once they turn 18
 - iv. No longer a grace period for equipment
 - v. Restrictions placed on ability to void bills
 - vi. Currently working to update circulation procedures manual.
 - c. eContent
 - i. Received a quote from Niche Academy, which is a platform for e-learning for patrons and staff- \$1,890 year per library (plus \$200 for each additional branch).
 - ii. eIndiana consortium taking recommendation to allow batch loading of EI DC records and bringing in 1 copy/1 check-out titles and no more metered items.
 - iii. Committee is polling eIndiana consortium members to see if the Student Card profile should have access to OverDrive in the future.
 - iv. Committee is exploring the vendor Total Boox, where libraries only pay for what patrons actually read. For example, if they finish only 10% of the book you would only pay for that portion.
- VI. Unfinished Business
 - a. Mission Statement Vote- 80 votes of approval for proposed statement, 3 abstentions; motion passed.
- VII. New Business
 - a. 2015-2016 Regional Support Assignments were mapped, with each EI Executive committee member given a different region to serve as a point of contact.
 - b. Circulation Alternate ID Policy
 - i. After extensive discussion at the PSC it was decided that the policy needed to be flexible enough to reflect local service standards.
 - i. Primary concerns:
 - a. Misidentifying users
 - b. Limited viability in libraries with significant self-check systems
 - c. Encouraging negligence
 - d. Discriminating against juvenile users

- ii. Following a motion made by Shawn Heaton and seconded by Nancy Disbro, the following Alternate ID Option was approved:

As an occasional courtesy, a patron's home library may offer to circulate materials to a patron by looking up the patron's account using a current driver's license. The current license must match the driver's license ID number and/or the complete combination of name, DOB, and address in the Evergreen Indiana system. Patrons traveling to Evergreen Indiana libraries other than their home library must present their official Evergreen Indiana library card at all times. Patrons who repeatedly fail to present their library card at their home library will be required to purchase a replacement card.

- c. EIPP Reconciliation Fixes

- i. Following a motion made by Shawn Heaton, and seconded by Kyle Qurazzo, the following was approved:

- a. When there is a mistake made, notice must be provided to the EI team within 72 hours of the affected EIPP daily, or the full billed quarterly balance must be paid and a challenge entered.
- b. Challenges will be reviewed and managed quarterly.

- VIII. Announcements

- a. The next meeting will be on Tuesday, 13 October, 2015 at 1 p.m. at the Indiana State Library, Room 401.
- b. Following a motion made by Mary Hartman and seconded by Kyle Qurazzo, the meeting was adjourned at 2:04 p.m.

Respectfully Submitted,
Jennifer McKinley