



MINUTES

Evergreen Indiana Executive Committee Meeting
Tuesday, 9 February 2016, 1:00 p.m.
Indiana State Library

Members Present:

Ruth Frasur, Hagerstown-Jefferson Public Library
Mary Glaser, Plainfield-Guilford Township Public Library
Krista Ledbetter, Morgan County Public Library
Jennifer McKinley, Morgan County Public Library
Kyle Qurazzo, Shelby County Public Library
Scott Tracey, West Lafayette Public Library

Absent:

Mary Hartman, Peabody Public Library
Nancy Disbro, Andrews-Dallas Township Public Library

Non-Voting Members Present:

Anna Goben, Indiana State Library
Jason Boyer, Indiana State Library

Guests Present:

Sarah Childs, Hussey-Mayfield Public Library
Laura Hull, Peabody Public Library
Wendy Knapp, Indiana State Library
Jacob Speer, Indiana State Library
Mindy Tuceryan, Danville-Center Township Public Library
Suzanne Walker, Indiana State Library
Janet Wallace, Shelby County Public Library

- I. Chair Ruth Frasur called the meeting to order at 1:01 p.m.
- II. On a motion made by Jennifer McKinley and a second by Scott Tracey, the Agenda was approved.
- III. On a motion made by Scott Tracey and a second by Kyle Qurazzo, the December Minutes were approved.
- IV. Indiana State Library Report- Anna Goben
 - a. Thirty-six people completed the CAT 1 refresher training in December.
 - b. A Patron Service refresher class is being created.

- c. The upgrade to version 2.9 went well with minimal follow-up. There were 244 participants in the live training.
 - d. Membership fee invoices were sent on 12/15/2015.
 - e. The Annual Report shows an overall increase in circulation, but the number of patrons is down 11% consortium-wide, mainly due to record clean-up. Remote circulation counts were redefined resulting in more accurate data and higher counts.
 - f. The migration for Starke County Public Library has been pushed back to the second week of April.
 - g. The integration of Overdrive records into the Evergreen catalog occurred in January. There has been a 15% increase in downloads in the eIndiana Digital Consortium since the record integration.
- V. Committee Reports
- a. Cataloging- Sarah Childs
 - i. Nothing to report. Next meeting is in March.
 - b. eContent – Anna Goben
 - i. The committee recommends integrating Hoopla records into the Evergreen catalog, pending the approval of the Cataloging Committee. The records would only appear if the library had a subscription to Hoopla. Removal of deleted titles is automatic.
 - ii. Krista Ledbetter moved and Mary Glaser seconded to amend the Agenda to include this recommendation in New Business. Motion carried.
 - c. Patron Services- Mindy Tuceryan
 - i. The committee has revised its by-laws
 - ii. Created an adult clean slate procedure (discussed under New Business).
 - iii. Proposed a Fine Free Library policy (discussed under New Business).
 - iv. The committee has updated a few chapters of the circulation manual.
 - v. Next meeting is March 15, 2016.
- VI. Unfinished Business
- a. The SRCS (Statewide Remote Circulation System) ballot to include the entire Evergreen Indiana consortium in SRCS failed by a vote of 63 in favor, 6 against and 40 abstaining. 68 member libraries agreed to participate on an individual basis.
- VII. New Business
- a. Motion made by Kyle Qurazzo and seconded by Jennifer McKinley, to accept Eckhart Public Library (Class B, population 13,665, Dekalb County, director Janelle Graber) and Garret Public Library (Class C, population 9,126, Dekalb County, director Matthew Etzel) into the Evergreen Indiana Consortium. Motion carried.
 - b. Scott Tracey moved and Mary Glaser seconded to accept the revised Patron Services Committee Rules of Governance. Motion carried. The revisions changed the membership from appointed to elected members, removed formation term limits, and changed membership to a three-year term.
 - c. An adult clean-slate procedure was presented. This optional procedure allows libraries to transfer outstanding bills from a young cardholder who has just reached majority to the account of the formerly responsible parent or guardian.
 - d. Scott Tracey moved and Krista Ledbetter seconded to launch a pilot of the Fine-Free Library for one year with an evaluation of project viability, fiscal impact, patron migration, and transit delays in spring of 2017, noting that the pilot may be cancelled if a significant negative impact is noted across the consortium. Motion carried. Libraries interested in participating in the pilot should submit a help desk ticket. This setting affects all card types.

- e. Anna Goben presented the 2016 budget which includes income of \$131,000 in membership fees. \$10,000 is budgeted for development and \$3,500 is budgeted for the Evergreen International conference.
 - i. After lengthy discussion, Jennifer McKinley moved and Mary Glaser seconded to pledge \$5,000 to the MassLNC Authorities development project. Motion carried. This project will introduce the use of the Metadata Authority Description Scheme (MADS) to extract and normalize authority headings and to improve the Evergreen software's ability to distinguish authority record hierarchies. This would improve cross-referencing and browse searching.
 - ii. Jennifer McKinley moved and Kyle Qurazzo seconded to create four \$875 scholarships for the Evergreen International conference in Raleigh, North Carolina on April 20-23, 2016. Motion carried. The scholarships are available to any employee of an Evergreen Indiana library. Applications for the scholarships are due by March 11th, and the Executive Committee will review them and decide on the recipients by March 18th.
 - f. The Annual Conference is at Fort Harrison on March 31st – April 1st. Kelly Krieg-Sigman is the keynote speaker. The full schedule and registrations will be available soon. Registration is free.
 - g. Nominations for elections close on February 12, 2016. There will be a chance for nominees to 'meet and greet' at the annual conference.
 - h. Kyle Qurazzo moved and Scott Tracey seconded to create a new Conference Subcommittee. Motion carried. This will be a 7 member committee, with members serving for 1 year with the exception of the chair-elect who will serve for two years. This is an appointed committee whose duties include selecting the site, soliciting speakers and vendors and developing marketing and event attendance materials.
 - i. Jennifer McKinley moved and Kyle Quarazzo seconded to elect Scott Tracey as Chair-elect of the Executive Committee. This position was vacated due to Shawn Heaton's resignation.
- VIII. Krista Ledbetter moved, and Jennifer McKinley seconded to approve the eContent Committee's recommendation of integrating Hoopla records into the Evergreen catalog pending Cataloging Committee approval. Motion carried.
- IX. Announcements
- a. The next meeting will be on Wednesday, March 30, 2016 at 1 p.m. at the Indiana State Library, Room 401.
 - b. Following a motion made by Mary Glaser and seconded by Kyle Qurazzo, the meeting was adjourned at 3:10 p.m.

Respectfully Submitted,
Krista Ledbetter, Secretary