



MINUTES

Evergreen Indiana Executive Committee Meeting
Thursday, 31 March 2016, 10:00 a.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
Scott Tracey, West Lafayette Public Library

Absent:

Mary Hartman, Peabody Public Library
Nancy Disbro, Andrews-Dallas Township Public Library
Kyle Qurazzo, Shelby County Public Library

Non-Voting Members Present:

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

Guests Present:

Sarah Childs, Hussey-Mayfield Public Library
Wendy Knapp, Indiana State Library
Mindy Tuceryan, Danville-Center Township Public Library
Jacob Speer, Indiana State Library
Virginia Hilbert, Hussey-Mayfield Memorial Public Library
Christine Searle, Thorntown Public Library
Beau Cunyngnam, Lebanon Public Library

- I. Chair Ruth Frasur called the meeting to order at 10:06 a.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 Jennifer McKinley, the February Minutes were approved.
- IV. Indiana State Library Report- Anna Goben
 - a. The Hoopla digitization was completed on March 22nd with all Hoopla libraries opting in.
 - b. The MassLNC project is moving forward and we are waiting on a timeline.
 - c. All membership fees have been paid.
 - d. Scholarships for the Evergreen International conference were awarded to Sarah Childs and Jocelyn Lewis. The amount of the scholarship was raised to \$1,000 and approved by the Executive Committee on March 28, 2016.

- e. Starke County Public Library migration is set for April 12th, with a go live date of April 13th.
 - f. Eckhart Public Library and Garrett Public Library's migration will be in August.
- V. Committee Reports
- a. Cataloging- Sarah Childs
 - i. The by-laws have been approved.
 - ii. A new quality metric which judges which record will be the main records has been approved.
 - iii. Changes to the Procedure Guide have been approved.
 - b. eContent – Nothing to report. Next meeting in June.
 - c. Patron Services- Mindy Tuceryan
 - i. The committee is updating the training manual.
 - ii. They are working on a circulation refresher course.
 - iii. They have recommended changes to the Circulation Matrix (see New Business).
 - iv. They are investigating combining the Teacher & Student profiles so that access to eContent is the same (see New Business).
- VI. Unfinished Business
- a. Fine-free library pilot – Hagerstown Public Library is the only participating library. It was recommended that items for Fine Free libraries should be marked lost at 28 days, rather than 45 days. Motion made by Krista Ledbetter and seconded by Mary Glaser to mark items as lost at 28 days for Fine Free libraries. Motion carried.
 - b. New subcommittees - The Conference subcommittee has one applicant. We will have a talent survey at the Evergreen Indiana conference to help identify individuals for a Training subcommittee.
 - c. A motion was made by Scott Tracey and seconded by Mary Glaser to accept the Rules of Governance for the Cataloging Committee and eContent Committee.
- VII. New Business
- a. Motion made by Krista Ledbetter and second by Scott Tracey to keep the Membership Fee Tiers for 2017 at the same level as 2016 and at the 75% step. Motion carried.
 - b. Virginia Hilbert, Christine Searle & Beau Cunyningham from the three Boone County library systems gave a presentation about their Alternate Tax Credit Contractual Rate program. Jennifer McKinley moved and Krista Ledbetter seconded to accept the following proposal: Where libraries are receiving income tax draws from communities which lie outside of their property taxing district, they may choose to implement township contracts with those communities wherein credit for that income tax draw is applied to the cost of a non-resident fee. Motion carried.
 - c. Patron matrix updates – Scott Tracey moved and Mary Glaser seconded a motion for a change to the Patron Matrix where non-resident teachers working in schools that are part of a library's taxing district shall be assigned the "Student" profile and a consortium Stat Cat Education entry of a "Teacher" shall be entered on the patron record.
 - d. Circulation matrix updates - Krista Ledbetter moved and Scott Tracey seconded the following changes to the circulation matrix: Addition of an "M-rated" game type that is restricted from use by LimitedAccess users. Removal of the "Video New" types . Updated limits on the number of items patrons may borrow at one time for the following items: Equipment -2, eReader – 2, Software gaming – 2 and removing limits on video. Also included in the motion was to poll the Evergreen Indiana community regarding limits on Music CDs. Motion carried.
 - e. Jennifer McKinley moved and Scott Tracey seconded the proposed changes to circulation policy. Motion carried:

- i. Allow people to renew items as long as the total fines did not exceed \$10, even if they had more than 15 items overdue.
- ii. Language discussed earlier regarding fine-free libraries
- iii. Updated circulation matrix.

VIII. Scott Tracey moved and Jennifer McKinley seconded proposed Evergreen Indiana Conference dates of March 30 & 31, 2017.

IX. Announcements

- a. The next meeting will be on Tuesday, June 14, 2016 at 1 p.m. at the Indiana State Library, Room 401.
- b. Following a motion made by Krista Ledbetter and seconded by Scott Tracey, the meeting was adjourned at 11:55 a.m.

Respectfully Submitted,
Krista Ledbetter, Secretary

