



## MINUTES

Evergreen Indiana Executive Committee Meeting  
Tuesday, June 13, 2017, 10 am  
Indiana State Library, Room 401

### 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  
Monica Casanova, Monticello-Union Township Public Library  
Montie Manning, Alexandria-Monroe Public Library  
Janet Wallace, Shelby County Public Library  
Vanessa Martin, Greensburg-Decatur County Public Library  
Sheryl Sollars, Westfield Public Library

Absent: Sherri Risse, Spencer 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 Public Library

- I. Chair Scott Tracey called the meeting to order at 10:00 a.m.
- II. Introductions were made around the room.
- III. On a motion made by Janet Wallace and a second by Jennifer McKinley, the Agenda was approved.
- IV. On a motion made by Montie Manning and a second by Jennifer McKinley, the March 31st Minutes were approved.
- V. Indiana State Library Report- Anna Goben
  - a. Migration for the New Castle-Henry County Public Library was a success. Knightstown Public Library is in the process of migrating now. Anna is scheduling cataloging parties for the following libraries: Ohio Township Public Library, Spiceland Public Library, Swayzee Public Library, and

Walkerton-Lincoln Township Public Library. 8,217 items have been cataloged by our transitioning members as of June 13, 2017.

- b. Acquisition Pilot- Both the West Lafayette Public Library and the Noble County Public Library have agreed to be pilot libraries and their ILS has been configured for basic use.
- c. Transiting videodisc pilot- 97 systems have received videodiscs transits with minimal damage reported. The volume has been a challenge for couriers. EI is exploring alternate options. Patrons have complained that not all titles are available to borrow. There were 8700 odd transits received from March-June, not including materials going home, not quite half have everything on offer. The top lenders were: Jackson county Public Library; Zionsville Public Library; Lebanon Public Library; Jennings County Public Library; Kendallville Public Library. The top borrowers were: Morgan county Public Library, North Madison County Public Library; Jackson County Public Library; Peabody Public Library; Greensburg-Decatur County Contractual Public Library.
- d. Development Projects- Via MassLNC, there are searchable reports; can place multiple holds simultaneously; suspend hold at time of placement; retrieve multiple patron accounts at once; batch actions in OPAC search (specs only); retain multiple patron names (specs only); improved printing and email options from the catalog (specs only). These will all be available through the web-based client. Anna asked the committee if they want to approve or have representatives approve. The committee wants a survey instead of a vote, have the community be informed, and have a say so.
- e. EIAC 2017- There was lots of positive feedback. Evergreen International was the following week and there was a good turnout. Next year it's in St. Charles, Missouri.
- f. Bylaws Amendment- Passed with 88 votes in favor; 2 written abstentions; 2 votes against. Updated Bylaws posted 5/31/2017.
- g. 2017 Ethics audit-  $\frac{3}{4}$  received. Active through August 2017.
- h. Spring upgrade and the webclient- Upgrade to 2.12; Webclient testing. There's a new training course, global audience stat cat, added second optional stat cat that was requested following the EC meeting for fictional status. 58 libraries were fully converted which prompted a lot of location cleanup! Just under 58% adult; 16% unknown, 22% juvenile, and about 4% YA. Anna sent it to directors and roundtable. When fully converted, we're talking about audience. A lot of libraries chose not to have audience. Anna says it's going to be process and with SRP going on, we can wait for a clean-up.

#### VI. Committee Reports

- a. Cataloging- Sarah Childs
  - i. Sarah explained why cataloging discs with parts was going to be strongly encouraged. The cataloging committee is to start addressing it and have parts party.
  - ii. Cataloging manual. It will need a complete overhaul for the webclient. The entire cataloging manual is on the google docs so that the cataloging committee can update the manual and write new procedures.
  - iii. The Cataloging Committee welcomed three new members from the following libraries- Lebanon, Garrett, and Danville libraries.
- b. eContent – Montie Manning
  - i. Nothing to report.
- c. Patron Services- Mindy Tuceryan
  - i. Brigitte Dorsey, chair for next year has been working on refresher course.
  - ii. They will be meeting a week from today.

#### VII. Unfinished Business

- a. Breach Insurance- Anna has been working with 4 different agencies. There are problematic elements: EI is not a legal entity; EI has no way to enforce data security measures across membership (beyond what is already in place); the State of Indiana owns and manages the equipment and is self-insured already; we cannot legally insure the state. There are no numbers yet but an estimate based on what’s found online. Anna reminds the EC about the data breach with Anthem. That trial case was brought and finding of the federal courts and that Indiana does not support cases. Our legal responsibility would be to notify only. Ransom ware is not really an issue for us. Nancy Disbro provided specs and it won’t cover ransomware. It is a complicated issue. Montie made a motion to drop it and Janet seconded. Motion carried.
- b. Fine-Free Juvenile Program - Policy Draft  
 “Libraries may choose not to levy local circulation fines for all juvenile cardholders at their library with the exception of materials classified as “equipment”. This is an administrative setting which may be changed up to one time annually. Member libraries shall, however, pursue whatever measures are feasible and expeditious to recover monies related to materials classified as “lost” or “damaged” regardless of the cardholder’s age. This policy shall only apply solely to those items borrowed on site at participating member libraries including items transited from other Evergreen Indiana libraries, IN-SHARE, or the Statewide Remote Circulation Service (SRCS). Items borrowed directly from another Evergreen Indiana library using a participating member card shall be subject to the policies of that library.” Krista Ledbetter made a motion to approve policy as written and Nancy seconded it. Motion carried. Second motion, this is a pilot program for 1 year from now. Krista made a motion for a pilot program, Nancy seconded. Motion carried.

VIII. New Business

- a. 2018 Budget:

Category	Revenue	Expense
Membership Fee	\$ 274,500	
Conferences and Trainings		\$20,000
Consortium Digital Services		\$76,000
Equipment Maintenance/Refresh		\$50,000
Development		\$100,000
Promotional Materials		\$9,000
Consortium Collection		\$12,000
Migrations		\$1,000
Security	-	<del>\$6,000-\$10,000???</del>
Miscellany		\$2,500

Actively soliciting other locations for the Hack-a-way. Fall back location. Tentative expense. If money left over can we send people to the Hack-a-way. More of a mentorship program in place. Developing a portion of the Hack-a-way can help people become a developer. Breach insurance not an issue. We want flags and banners for promoting EI libraries. Writing utensils and bags were popular too. Every library would get a vinyl banner. The estimated cost would be \$4000 which would be miscellaneous. Janet Wallace made a motion to accept the budget, Jennifer seconded. Motion carried.

- b. "Equipment" Circ Mod- Change renewability? Mary Glaser  
Send to Patron services. It goes from 1 renewal to 0 renewals. Some libraries want to use it for lucky day or Wi-Fi hotspots which have a higher fine. Jason Boyer would rather add circ modifier than pick one out of a hat. We got 50/50 responses about this. Libraries want to control lending so that it's higher. Mindy Tuceryan asked for it to go the Patron Services Committee. Not a local decision would have to be a server change. It'll go to Patron Services then EC.
- c. Auto-delete long lost/missing items-  
Proposal:  
Allow the system to automatically delete materials that have been missing or lost for more than 3 years. More accurate representation of the collection. Does not affect billing. Cleans up any poor bib records (legacy lost items). This is an asset issue. It could be lost or missing (even damaged). Committee likes 5 years as the demarcation point when materials are considered lost. There could be a report that libraries run. This can be explored with the cataloging committee to discuss the various status of items. Tabled this item pending further discussion.
- d. 2017/2018 Officer Elections:
  - i. Jennifer McKinley will be chair
  - ii. Janet Wallace – Chair elect
  - iii. Nancy Disbro- secretary
  - iv. Jennifer McKinley nominated Janet Wallace as chair elect and Nancy Disbro as secretary, Montie seconded. Motion carried.
  - v. Possible nominees for Class B replacement
    - i. Mandy Mawhorter
    - ii. Judi Terpening
    - iii. Both are still available and interested. No additional vote, going with the person with the most votes. Jennifer McKinley moved to accept Mandy Mawhorter. Motion carried.

IX. Announcements

- a. The next meeting will be on Tuesday, August 8, 2017 at 1 p.m. at the Indiana State Library, Room 401.
- b. Following a motion made by Jennifer McKinley, the meeting was adjourned at 11:36 a.m.

Respectfully Submitted,  
Monica Casanova, Secretary