



## MINUTES

Evergreen Indiana Executive Committee Meeting  
Tuesday, December 12, 2017, 1 pm  
Indiana State Library, Room 401

### Members Present:

Jennifer McKinley, Morgan County, Chair  
Nancy Disbro, Andrews-Dallas Township, Secretary  
Ruth Frasure, Hagerstown-Jefferson Township  
Montie Manning, Plainfield-Guilford Township  
Vanessa Martin, Greensburg-Decatur County  
Mandy Mawhorter, Noble County (remote)  
Sheryl Sollars, Westfield-Washington  
Scott Tracey, West Lafayette

### Absent:

Janet Wallace, Shelby County, Chair-elect

### Joining via link:

Britta Dorsey, Patron Services Committee Chair

### Non-Voting Members Present: Anna Goben, ISL

Wendy Knapp, ISL  
Jacob Speer, ISL  
Jason Boyer, ISL

- I. Chair Jennifer McKinley called the meeting to order at 1:00 p.m.
- II. On a motion from Ruth and a second from Montie, the Agenda was approved with the addition of International Conference for new business.
- III. On a motion from Vanessa and a second from Sheryl, the October minutes were approved with the correction of Sheryl's library being Westfield Washington, not Noble County.
- IV. **Indiana State Library Report**
  - A. **Hackaway 21** attended and provided positive feedback, event determined it to be most productive yet, and future Hackaways will be longer because of its success
  - B. **Migrations**
    1. Ohio Twp. went live on Oct. 19 and is exclusively using the webclient, staff had 2 days training, and ISL staff available at all locations for the go live
    2. Knightstown projected to go live in January

3. Spiceland migration is delayed due to a search for a new director
  4. Swayzee and Walkerton-Lincoln still being scheduled, Walkerton in the midst of a building project
  5. Whiting projected to go live in February
  6. 26,351 items cataloged in, 5,152 item increase since last report
- C. Acquisitions pilot**—Trainings with West Lafayette, Noble County, Ohio Twp., and Jackson County to begin use in the first quarter of 2018
- D. Transiting videodisc pilot**
1. ¾ year complete, 111 systems received items, 44 systems shipping
  2. 378,874 transiting videodiscs have resulted in just under 48,000 remote circulations.
  3. Some frustrations with monographic parts and libraries not packaging items correctly for return
  4. Anna will provide language regarding packaging not being required to return to originating library
- E. Development projects**
1. **10 projects selected for development** for 2018 including auto-retarget holds on missing items; add test notification to patron account; updating hold notification upon patron info update; inventory module; editable patron notes and consolidation of alerts, messages, and notes; improving spine label printing, auto notice orphan holds; editable copy notes; deleting an issuance also removing associated copy records (not used by EI); and ability to sort or search with geographic limits
  2. **MassLNC search project**-Multilingual search currently in testing phase, initial development took place during Hack-A-Way, Partners: Albany PL (OR), C/W MARS (Massachusetts), Sage Lib System (OR);
- F. 2017 Library Tour**—completed, 116 systems visited (including migrations) totaling 163 locations, took 31 days, interactive map can be found at <http://www.evergreenindiana.org/2017tour.html>, common themes across the sites include appreciation for the community of resources, benefits for the library, a sense that member libraries know their patrons well, everyone needs more money and space, and reports are frustrating
- G. Audit**—pending, will be completed and filed as time allows
- H. Upgrades and the Webclient**—multiple upgrades in last few weeks as Jason sees important fixes applied; basic classes have been drafted and will be completed by next quarter; upgrading asynchronous training to be made available in the new year, upgrade/feature review will be scheduled for the week before Christmas
- I. Upcoming Community Surveys** regarding new hourly circulation modifier and transiting VHS; 80 libraries currently have VHS holdings, 61 of those have fewer than 100 items, 6 have more than 1000; determining validity of retaining format, although some are archival; Anna will collect more accurate and relevant info on vhs transits before requesting action
- J. EIPP Disciplinary policy**—1 library lost consortium access
- V. Committee Reports**

- A. Cataloging**—successful fall roundtable regarding monographic parts, there have been revisions to procedures guide and an increase in adding parts consortium wide, set target to complete cataloging manual revision by end of January, official release after March meeting, cat1 refresher course from 2017 has been dropped in favor of highly detailed webclient based refresher; Lauren Pike resigned due to schedule, committee not opening position because of upcoming election in January
- B. EContent**—did not meet, \$42,000 to spend as of December, ½ way through
- C. Patron Services**-Britta joined via link, committee continues to update manual and will be meeting next week

**VI. Unfinished Business**

- A. Revision of patron privacy policy**—tabled for next meeting, identifying CPS as an agent for reporting patron information will be addressed
- B. Transit subsidies**—23 libraries have only 1 day, 42 have 2 days; discussion of requiring 2 days and subsidizing 2 days for all member libraries; discussion of library staff time, delayed transit times and patron relations; will be revisited next meeting

**VII. New Business**

- A. Webclient**—Scott had an issue with Hatch that is now resolved; Some issues with a random white screen; Jason suggested that holding down the control key and clicking refresh will reload the files and may fix many random hang-ups.
- B. Executive Committee communications**-Committee determined to incorporate executive session at the beginning of each committee meeting; when necessary, the session will start at 1:00 and last 15 minutes and up to an additional 15 minutes, with the regular meeting starting at 1:15 or immediately following the executive session.
- C. New director welcome program**—Ruth and Jennifer are identifying new directors within the EI community and directors of newly migrated libraries to invite to the February meeting
- D. Retention of materials after payment**—Committee agreed the concept is established that a library keeping an item after a patron has paid for it qualifies as unjust enrichment of the library, and Anna will request Patron Services Committee to state in policy.
- E. Autodeletion of patrons with outstanding fines**—Ruth posed question from discussion with libraries outside of consortium regarding fines older than 7 years; no action as libraries are able to provide amnesty at migration or at any point within their determined parameters and board approval
- F. Responsible fiscal agents**
  - 1. Moving EI consortium funds into a separate account from ISL Foundation.
  - 2. On a motion by Montie and a second from Ruth, motion passed to appoint Jacob Speer and Wendy Knapp as responsible fiscal agents for the account holding Evergreen Indiana consortium funds.
- G. International Conference**
  - 1. Hosted by MOBIUS in St. Charles, Missouri, \$5,000 budgeted for scholarships;
  - 2. On a motion by Scott and a second from Sheryl, motion passed to keep scholarship levels the same as last year at \$100 for pre-conference, \$150 for one-day, and \$650

for full conference. Applications will be submitted via a webform and recipients selected by the EC.

**VIII. Announcements**

A. The next meeting will be at Plainfield on Feb. 13 at 1 p.m.

B. Following a motion made by Scott and seconded by Vanessa, the meeting was adjourned at 2:37 p.m.

Respectfully Submitted,  
Nancy Disbro, Secretary