



## Minutes

Executive Committee

August 14, 2018

Plainfield-Guilford Township Public Library, 1:00 PM

### I. Roll Call

#### A. **Present**

Janet Wallace, Shelby County, Chair  
Judi Terpening, Jefferson County Public Library  
Winnie Logan, New Castle-Henry County, Chair-Elect  
Montie Manning, Plainfield-Guilford Township  
Karen Kahl, Union County Public Library  
Vanessa Martin, Greensburg-Decatur County  
Mandy Mawhorter, Noble County  
S. Neal Starkey, Alexandria-Monroe Public Library  
Sheryl Sollars, Westfield-Washington, Secretary

#### B. **Non-Voting Members Present**

Jason Boyer, ISL  
Anna Goben, ISL

#### C. **Guests/Committee Representatives Present**

Sarah Childs, Hussey Mayfield Public Library, Cataloging Committee

### II. Approval of Agenda

On a motion from Montie and a second from Vanessa, the agenda was approved.

### III. Approval of the Minutes

On a motion from Sheryl and a second from Montie, June 12, 2018 minutes were approved.

### IV. Indiana State Library Report

#### A. **Migrations**

1. Swayzee PL went live July 23 - Moved to the web client and went live the same day.
2. Ridgeville PL will be bringing into standards with migration, newly cataloged collection
3. Spiceland PL
4. Walkerton-Lincoln Twp PL go live September 27th.
5. Fayette County going live end of the August

#### B. **EI Consortium Collection**

1. First materials were received in late June
2. Since going live there have been 72 circulations

#### C. **2017/18 Active Development Projects--via MassLNC**



1. Retrieve multiple patron accounts at once
2. Batch actions in OPAC search, testing completed available in 3.2
3. Retain multiple/alternate patron name: Testing
4. Improved printing and email options from the catalog (implementation): Contracted; expect testing end of Z2/beginning of Q3 2018

**D. 2018 Projects -- via MassLNC**

1. Auto-retarget holds on missing items/Automatic notification of orphaned holds - Specs quote approved
2. Add "Test notification method" to patron account screen - contracted
3. Update hold notifications when patron information is updated -- in bid process
4. Inventory module -- testing
5. Editable patron notes / Consolidate patron alerts, messages, and notes - Contracted
6. Improved spine labels printing (allow standard printers/8.5"x11"--Testing
7. Editable copy notes - Already in place, result of other development
8. Deleting an issuance should remove associated copy records - Contracted
9. Ability to sort or limit search results and holdings by geographic locations - ???

- E. **Long term projects**--via MassLNC, development of "Did you mean?" -- out to bid, documentation available at <http://masslnc.org/node/3394>

V. **Fiscal Report**-- was reviewed. New Server has been received saved about 50% off of list price.

VI. **Subcommittee Reports**

- A. **Cataloging**--Sarah Childs: Committee hasn't met since last Ex. Committee meeting, continues to work on 3.1 documentation. Training scheduled for 8/16 and 8/17.
- B. **Econtent**--Finalized the plans to move forward with adding 50 periodical titles to the eIDC catalog. 5 libraries have committed to covering the gap in funds needed where other libraries were either opposed to adding the content or unable to afford it. A survey will go out tomorrow to the sponsoring libraries to select the titles that will be licensed. This should go live by the end of August.
- C. **Patron Services**--Brandy did not attend the meeting, but Anna reported the committee is working on the refresher course.
- D. **Strategic Plan**--no report

VII. **Unfinished Business -- None**

VIII. **New Business**

A. **New member applications**

1. **Henry Henley Public Library Carthage**

Class C (927)

1 location

Director Delaine Thomas

2. **Scott County Public Library (Scottsburg)**

Class B (24,181)

3 locations

Director Darlene Hall

On a motion from Montie and a second by Judi both new member applications were approved.



**B. Patron Services Committee Member Replacement**

By a motion from Montie and a second by Vanessa Emily Fox was appointed as an at-large member of the Patron Services Committee

**C. Circulation Policy**

**1. Defining eligible parents/guardians - clarifications & addition**

- a) By a motion from Judi and a second by Karen the committee approved to include language that a minor must be present to obtain a library card.
- b) Much discussion ensued concerning the clarification of addresses and should be captured and qualify.

By a motion from Judi and second by Karen the committee approved the following:

- (1) Contact addresses should be obtained for both the minor and the sponsoring adult.
- (2) The minor's home address must qualify for service.
- (3) The sponsoring adult's address will be used for mailed communications.
- (4) In the case that the sponsoring adult is a non-resident of the library district, libraries shall issue a "Student" profile card to the minor until the minor's address can be verified.

**D. Proper Identification**

1. By a motion from Montie and a second by Karen the committee voted to remove voter registration cards as a valid form of identification because they do not expire.

**E. Gala/Anniversary**

1. Live Music courtesy of Abigail Acosta (Harpist)
2. It will be a small crowd, a lot of people on vacation
3. Talk will focus on the highlights and achievements of the community over the past 10 years.
4. It was decided that an Anniversary book would be compiled. Each member library will receive a copy, additional copies may be purchased.
5. With the close of 2018 it is estimated that ½ of the public libraries in Indiana will be members of the Evergreen Indiana Consortium!

**F. 3.2 Upgrade**

1. On schedule for a release in late September
2. Admin team will evaluate status of critical functions and showstopper bugs.
3. Full timeline proposal to the EC in October
4. Upgrade training beginning immediately after the EC approves a timetable
5. Transition to all webclient in early-mid November



6. The EC will revisit the survey results for the development survey and choose projects to move forward on in October once we have a better idea of what 3.2 may already have addressed.

XII. **Next Meeting.** October 9, 2018, 1:00 pm at the Plainfield-Guilford Township Public Library.

XIII. **Adjournment.** On a motion from Vanessa and a second from Judi, the meeting was adjourned at 2:16 pm.

*Respectfully submitted,  
Sheryl A. Sollars*