



Minutes

Executive Committee

October 9, 2018

Plainfield-Guilford Township Public Library, 1:00 PM

Executive Session:

Members Present

Janet Wallace, Shelby County, Chair
Judi Terpening, Jefferson County Public Library
Montie Manning, Plainfield-Guilford Township
Karen Kahl, Union County Public Library
Vanessa Martin, Greensburg-Decatur County
S. Neal Starkey, Alexandria-Monroe Public Library
Sheryl Sollars, Westfield-Washington, Secretary

Non-Voting Members Present

Jason Boyer, ISL
Anna Goben, ISL
Wendy Knapp, ISL
Jake Speer, ISL

The executive session was called to order by Janet Wallace, Chair at 1:00 pm.

The executive committee discussed patron data collection and how it is stored and communication issues.

Executive session was closed at 1:28 pm.

I. Call Meeting to Order

Janet Wallace, Chair called the meeting to order at 1:30 pm

II. Roll Call and Welcome

A. Present

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

Absent

Winnie Logan, New Castle-Henry County, Chair-Elect



B. *Non-Voting Members Present*

Jason Boyer, ISL
Anna Goben, ISL
Wendy Knapp, ISL
Jake Speer, ISL

C. *Guests/Committee Representatives Present*

Sarah Childs, Hussey Mayfield Public Library, Cataloging Chair
Brandy Graves, Shelby County Public Library, Patron Services Committee
Matthew Stevenson, Plainfield Guilford Township Public Library
Paula Hilton, Plainfield Guilford Township Public Library
Kara Cleveland, ISL
Courtney Brown, ISL
Diane Slate, Newburgh Chandler Public Library
Cindy Horn, Newburgh Chandler Public Library
Trista Smith, Newburgh Chandler Public Library
Allen Tate, Newburgh Chandler Public Library
Colette McNeely, Newburgh Chandler Public Library

II. Approval of Agenda

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

III. Approval of the Minutes

On a motion from Karen and a second from Montie, August 14, 2018 minutes were approved.

III. Indiana State Library Report

A. Migrations

1. Walkerton-Lincoln Township went live on September 27th after a 2 ½ year journey!
2. Ridgeville PL will be bringing into standards with migration, newly cataloged collection
3. Spiceland PL
4. Scott County Public Library
 - a) Go-Live November 27, 2018

B. 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: Available in 3.2
4. Improved printing and email options from the catalog (implementation): Targeted for inclusion in 3.3.

C. 2018 Projects -- via MassLNC

1. Auto-retarget holds on missing items/Automatic notification of orphaned holds - Specs in 2019
2. Add "Test notification method" to patron account screen - Targeted release 3.3
3. Update hold notifications when patron information is updated -- No update
4. Inventory module -- In 3.2
5. Editable patron notes / Consolidate patron alerts, messages, and notes - Development slated for 2019.
6. Improved spine labels printing (allow standard printers/8.5"x11")--Targeted release 3.3



7. Editable copy notes - Already in place, result of other development
 8. Deleting an issuance should remove associated copy records - No update
 9. Ability to sort or limit search results and holdings by geographic locations - Development slated for 2019
- D. **Long term projects**--via MassLNC, development of "Did you mean?" -- Spec quote received awaiting clarification for approval vote. documentation available at <http://masslnc.org/node/3394>
- E. **Regional Roundtables**
1. 4 complete
 2. 25 libraries represented so far
 3. Remaining 2 roundtables this week.
- F. **The Gala** -
1. Small group, but very nice evening.
 2. The additional funds will be used to do some other promotional things for all Evergreen Libraries.
- IV. **Fiscal Report**-- There were some large bills were paid. OPAC enhancement services. Entirely new version of Novelist Select mostly visual changes allows patrons to trigger search through attributes and more purchases for the floating collection.
- V. **Subcommittee Reports**
- A. **Cataloging**--Sarah Childs: Committee met on September 6th. Shelby County Public Library has sent a new representative to the committee. Discussed recertification make roundtables for renewing certifications. They are releasing Cataloging manual chapters that are ready. Chapters 1-5 on available.
 - B. **Econtent**--No report
 - C. **Patron Services**--Eric Fisher, From Alexandria Monroe Public Library is the new co-chair of the committee. Transit packaging policy was discussed. New edition of the training manual. The Fall roundtable will concentrate on the Webclient.
 - D. **Strategic Plan**--no report
- VI. **Unfinished Business -- None**
- VII. **New Business**
- A. **3.2 Upgrade**
1. 3.2.0 officially released on October 3rd.
 2. Proposed upgrade dates:
 - a) November 17, 2018
 - b) December 8, 2018
 3. Most showstopper issues already dealt with; additional fixes are expected in 3.2.1 which predates both proposed dates.

On a motion from Judy and a second by Montie the **November 17, 2018** date for the upgrade was approved.

B. Increase Holds Limit

- a) Mooresville Public Library proposed that the holds limit be increased from 20 to 30 active holds.

By a motion from Neal and a second by Vanessa the holds limit was increased to 30 active holds.



C. Transit Packaging Policy

By a motion from Karen and a second by Sheryl it was approved to update the transit policy with the following statement: "Transit packaging materials are not billable to patrons"

D. Sets Circ Modifier

By a motion from Neal and a second by Vanessa it was approved to reinstate the sets circ modifier for general use with the following terms:

- a) Patron Restrictions: none
- b) Durations: 6 weeks(short)/8 weeks (default)/12 weeks (long)
- c) Count limit: 2
- d) Renewable: no
- e) Holdable: yes
- f) Transitable: yes
- g) Fines: \$0.25(low)/\$2.00(default)/12 weeks (long)

E. Creative Commons Licensing

By a motion from Judi and second by Montie creative commons licensing will be applied to our training documentation.

F. Selection of Development Projects/Bugfix projects

1. Development Projects

- a) Expanded user settings for search
- b) Reading program search interface (Lexile/AR)
- c) Store workstation information somewhere other than in the browser cache
- d) Homebound/outreach module
- e) Cover image uploader
- f) Online purchase requesting by patrons

2. Bugfix top projects

- a) Keyboard shortcuts(143706) - Work in Angular interfaces, general development bringing online as other interfaces are angularized.
- b) Batch editing call numbers (1746536)
- c) Auto-refresh copies after updating in Item Status (1721109)
- d) Sortable holds lists (1712854) - available in 3.2
- e) Copy templates missing values when applied (1772062)

After much discussion, by a motion from Neal and a second by Judi it was approved to pursue the following 3 projects:

- (1) **Bugfix for auto-refreshing updated items in Item Status**
- (2) **Creation of reading Program search interface in the OPAC**
- (3) **Expansion of available search settings in the user record (grouping, availability, exclusion of electronic resources, etc.)**

G. Permissions Review Project

A cross-committee (a member from Patrons Services, Cataloging and Ex. Committee)team will review new permissions that have come into play with the client updates and assign them.

H. Patron Data Collection

The committee reviewed our patron data collection practices in combination with staff training, data obscurement, and legal requirements in the pursuit of protecting patron data.



The finding of the committee is that we do hold our patrons' data carefully and with reasonable access based on the use of that data for performing the tasks involved in offering library service.

I. Migration Preparation Committee Proposal

1. Newburgh Chandler Public Library sent a team to express concerns over how their migration went and subsequent issues that have arisen out of their migration. The team also proposed some enhancements to the how the migrations can be improved going forward. The Committee requested that they provide a written list of recommendations on how to improve the experience for future members. The committee will revisit this matter in December with a view to make plans to collect data from other recent migrating libraries, expand documentation and further solutions as they present themselves.

VIII. **Next Meeting.** December 11, 2018, 1:00 pm at the Plainfield-Guilford Township Public Library.

IX. **Adjournment.** On a motion from Montie and a second from Judi, the meeting was adjourned at 3:15 pm.

*Respectfully submitted,
Sheryl A. Sollars*