



## Executive Committee Meeting

### I. Call Meeting to Order

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

### II. Roll Call and Welcome

#### A. *Present*

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

#### B. *Absent*

No members were absent

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

Jason Boyer, ISL  
Anna Gobin, ISL  
Wendy Knapp, ISL

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

Brandy Graves, Patron Services Committee  
Mary Glaser, Plainfield Guilford Township Public Library  
Courtney Brown, ISL

### III. Approval of Agenda

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

### IV. Approval of the Minutes

On a motion from Vanessa and second from Montie, the December 11, 2019 minutes were approved as amended. (Date was changed)

### V. Indiana State Library Report

#### A. *Annual reports*

1. Top Resource sharing library in 2014 was Morgan County with 9,873 remote circulations.
2. 18 libraries exceeded that number in 2018!
3. Remote Circulation was up another 22.77% over 2017.
4. Transit processing almost topped 1M; increasing 20.79% over 2017.

#### B. *Migrations*

1. Fortville - Vernon Township Public Library
2. Henry Henley Public Library
3. Ridgeville Public Library
4. Spiceland Public Library



- a) Looking at an early spring 2019 go-live date.
- C. **2017/18 Active Development Projects**--via MassLNC
  1. Retrieve multiple patron accounts at once - No update
  2. Improved printing and email options from the catalog (implementation): Final testing after additional fixes.
- D. **2018/2019 Projects -- via MassLNC**
  1. Auto-retarget holds on missing items/Automatic notification of orphaned holds - In development (See Hopeless Holds Project)
  2. Add "Test notification method" to patron account screen - Final testing: Targeted release 3.3
  3. Update hold notifications when patron information is updated -- No update
  4. Editable patron notes / Consolidate patron alerts, messages, and notes - Development slated for 2019.
  5. Improved spine labels printing (allow standard printers/8.5"x11")--Targeted release 3.3
  6. Deleting an issuance should remove associated copy records - No update
  7. Ability to sort or limit search results and holdings by geographic locations - Development slated for 2019
- E. **Long term projects**--via MassLNC,
  1. Acquisitions:
    - a) Sprints 0 in active development
    - b) Sprint 1 in funding phase released very expensive
    - c) Sprint 2-4 specs expected by end of year funding is a major issue.
  2. "Did you mean?" -- Search <http://masslnc.org/node/3394>
    - a) No Update
  3. Hopeless Holds
    - a) Funded and development has begun.
  4. Update hold notification method
    - a) No update
- F. **Evergreen Development Initiative**
  1. Early contracts have been drafted.
  2. Advisory approval vote taken by MassLNC Development Initiative members
  3. Preparing to send out to the various agency heads for approval
  4. Position has been sent to state HR division for creation and posting
- G. **Special Project Participation**
  1. Transiting media
  2. Transiting Videodiscs - 63 active libraries
  3. Transiting Music CDs - 21 active libraries
  4. Fine - Free
    - a) Fine Free - 7 active libraries - 5 BKM only
    - b) Juvenile Fine Free - 1 active library
- H. **Evergreen Indiana Annual Conference**
  1. Confirmed for March 29, 2019
  2. Currently soliciting presentation proposals



I. **2019/22 Courier Contract**

1. Wendy Knapp reported that ISL is still in negotiations with vendors for delivery service but Libraries need to expect a significant increase.
2. One comment from the committee was that if the cost is going to increase, the service needs to improve as well.

J. **Fiscal Report--**

1. *Bookkeeping updates*
  - a) Waiting on service fee schedule from ISLF
  - b) Waiting on resolution to open checking account
  - c) Actively work the pass-thrus on the Wowbrary and RDA Toolkit group purchases
  - d) Collection final payments for 2019 membership fees.

IV. **Subcommittee Reports**

A. **Cataloging--no meeting/no chair**

1. New cataloging templates will be out this week.
2. Cataloging training

B. **Econtent--**

1. No meeting

C. **Patron Services--**

1. ½ of updated Circulation manual for 3.2 all but 2 chapters

D. **Strategic Plan**

1. The committee met and brainstormed on what should be included in the strategic plan
2. A shared document was created for input from the committee

V. **Unfinished Business --**

A. **Evergreen International 2019 Scholarships**

1. Held in Valley Forge, PA on April 24-27, 2019.
2. There is \$6,000 budgeted for scholarships

On a motion from Judi and a second from Montie it was approved that all six applicants will receive \$1,000 scholarships each to Evergreen International

VI. **New Business**

A. **2020 Membership Fee Rate**

1. There was a discussion on the 2020 Membership fee rates

On a motion from Sheryl and a second from Vanessa it was approved to have a 3% rounded up increase for the 2020 membership fees.

B. **Autovoiding bills on return of lost materials** : Making it a consortium setting

Regular services disruptions

Has historically been a local determination, increasing failure rate suggests libraries are not keeping up with bill clearance.

Does not prohibit libraries from rebilling patrons who damage materials



Libraries may also delete holdings prior to the 5-year autodeletion if they wish a shorter term for permanent billing.

On a motion from Montie and a second from Winnie it was approved to make autovoiding bills on return of lost materials a consortium setting.

**C. Pilot Proposal : Transiting Videogames**

1. Materials currently offered by 35 member libraries: only 16 have more than 100 items in the catalog
2. Opt-in circ mod(s) as with other transiting media programs
3. Single circulation term (95% of videogames currently circ for 7 days); otherwise match existing circ mod (Limit of 2, 1 renewal, \$.25/day, holdable)
4. Uses existing cases

On a motion from Judi and a second by Montie it was approved to start the Transiting Videogames pilot.

**D. "R-rated" books circ mod**

1. Requested by BLMFD for their new adult graphic novel collection
2. Community feedback was reviewed and discussed by the committee

On a motion from Montie and second by Sheryl it was approved **NOT** to add the R-rated circulation modifier. Montie: Motion

**E. Update circulation policy**

1. Existing policy:  
Applicants for an Evergreen Indiana library card must present the required Proper Identification in person at the Evergreen Indiana library that will issue the library card (see below for definition of "Proper Identification"). Property owners who do not reside in Indiana will be required to show proof of real property ownership, such as a tax bill or deed.
2. Proposed policy:  
Applicants for an Evergreen Indiana library card must present the required Proper Identification in person at the Evergreen Indiana library that will issue the library card (see below for definition of "Proper Identification") **or renew privilege**. Property owners who do not reside in Indiana will be required to show proof of real property ownership, such as a tax bill or deed.

On a motion from Vanessa and a second from Karen it was approved to update the circulation policy.



**F. Extend hold expiration term**

1. Current setting is 9 months; proposed increase to 12 month.
2. This will assist with libraries implementing Acquisitions so that early publication notices don't prevent patrons from getting requested materials.
3. May wish to go even longer once the Hopeless Holds development is in place (2020?)

On a motion from Vanessa and a second from Judi it was approved to increase the hold expiration term to 12 months.

**G. Bylaws amendment : Allow for full video conference meeting option**

1. Meeting Requirements - Current Bylaws
  - a) IV. Executive Committee
    - (1) N. Participating Electronically
2. Meeting Requirements - Proposed Changes
  - a) Update bylaws to offer 2 in-person meetings beginning in 2020
  - b) Allow for other meetings to be held 100% by video conference
  - c) Require audio/video streaming so that active participation may be fully verified by all participants and guests.
    - (1) Leverages our video conferencing license
  - d) Reduces travel requirement for participants opening up committee service to wider group of staff
  - e) Explicit written record of every individual vote going forward
  - f) Have requested a review of the legal status of this group to see which laws are applicable

**VII. Announcements**

Next meeting: 1pm, April 9, 2019 @ Plainfield

**VII. Adjournment**

On a motion from Vanessa and second by Montie the meeting was adjourned.

*Respectfully submitted,  
Sheryl A. Sollars*