# Missouri Evergreen Executive Board Meeting

Thursday, January 31, 2019, 10:00 am

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# Minutes

Attending

Carrollton Public Library – Sue Lightfoot

Cass County Public Library – Dan Brower

Festus Public Library – Kathy Condon-Boettcher

Jefferson County Library – Pam Withrow

Lebanon-Laclede County Library – Cathy Dame

Polk County Library – Colleen Knight

Poplar Bluff Municipal Library – Shannon Midyett

Scenic Regional Library – Steve Campbell

Sikeston Public Library – Ron Eifert

Webster County Library – Terri York

1. Call to Order – Colleen Knight

Knight called the meeting to order at 10:00 am

2. Minutes

Knight entertained a motion to approve minutes from the two previous Executive Board meetings: 10/18/2018 and 11/01/2018. Sue Lightfoot moved the minutes be approved; Steve Campbell seconded. Minutes approved.

3. Executive Committee Report – Colleen Knight

Knight reported that Amigos was the only organization to return a proposal following the RFQ for a fiscal manager that was sent out in December 2018. Previously this service was provided by MOBIUS. Including first-year set up costs, Amigos proposed $17,180. Ongoing service costs were priced at $12,000 per year.

Discussion involved how Missouri Evergreen would pay the costs of the first year. Knight reported that the payment would have to come from reserves as this is the only money Missouri Evergreen can currently access. Each library pays fees yearly according to when they joined Missouri Evergreen; board discussed the possibility of Amigos billing monthly or quarterly instead of yearly. Knight will find out if Amigos will bill this way.

Board members discussed the services encompassed in the contract with Amigos. MOBIUS currently provides hosting for the website, hosting for Go To Meeting, and other services; these are not services Amigos would provide per the contract. Membership will need to come to an agreement with MOBIUS about how to handle these services in the future.

Steve Campbell moved to accept the proposal and pay the Amigos fee from reserves; Kathy Condon-Boettcher seconded. Motion approved.

4. Committee Reports

 a. Finance Committee – Sue Lightfoot

Lightfoot reported that the Finance Committee will begin working on financial policies and gathering examples from elsewhere.

 b. Cataloging Committee – Ron Eifert

Eifert discussed upgrades to Webby. The cataloging committee is concerned that our current version of Webby does not have security support and that by July at the latest there will be no more security patches for the XUL client. This is a concern as many libraries have not moved to Webby for day to day circulation, and a greater number are cataloging exclusively in XUL due to the problems with Webby.

Eifert mentioned that a lot of libraries are not responding to tasks associated with lists sent out monthly by Missouri Evergreen. By not addressing these jobs, more records are left in the catalog with issues and these should not be the responsibility of anyone but the owning library.

 c. Circulation Committee – Michelle Swane

In the absence of Swane, Colleen Knight mentioned that there was a vacancy on the Circulation Committee following Peggy Northcraft’s retirement. Dan Brower will have a staff member from Cass County Public Library email Swane about joining the committee.

Other – The date of the next meeting is set for Thursday, February 14 at 9:00 am, when membership will vote on the bylaws changes.

5. Adjourn

Colleen Knight entertained a motion to adjourn. Steve Campbell moved, Sue Lightfoot seconded. Motion passed and meeting adjourned at 11:00 am.

Respectfully submitted,

Kathy Condon-Boettcher, Missouri Evergreen Secretary