# Missouri Evergreen Executive Board Meeting

Thursday, October 18th, 10:00 am

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# Minutes

Attending

Carrollton Public Library – Sue Lightfoot

Caruthersville Public Library – Teresa Tidwell

Festus Public Library – Kathy Condon-Boettcher

Lebanon-Laclede County Library – Cathy Dame

Marion County Library Subdistrict #1 – Peggy Northcraft

Ozark Regional Library – Michelle Swane

Polk County Library – Colleen Knight

Poplar Bluff Municipal Library – Sue Szostak, Belinda Birrer

Scenic Regional Library – Steve Campbell

Sikeston Public Library – Ron Eifert

Trails Regional Library – Kyle Constant

Missouri State Library – Robin Westphal, Jennifer Thompson, Debbie Musselman

1. Call to Order

Knight called the meeting to order at 10:03 a.m.

1. Minutes

Northcraft moved minutes be approved. Campbell seconded. Minutes approved.

1. Executive Committee Report

a. Possible Bylaw Changes – Colleen Knight

Before discussing bylaw changes, Knight reported that she filed the registration report with the Secretary of State as a Missouri Corporation and that she renewed next year’s contract with MARCive.

Knight reported that she met with Donna Bacon regarding the history of Evergreen. They both agreed that it would be helpful if the responsibilities of both MOBIUS and Evergreen were better defined. The State Library has advised us that in order for Evergreen to move forward, we must create a new contract that allows us to control our finances and we must change our bylaws to reflect the separation between MOBIUS and Evergreen.

Members discussed the proposed changes to the bylaws, including the distinction between the Executive Board and the Executive Committee. Knight explained that the Executive Committee would consist of the following officers: Chair, Vice-Chair, Secretary, and Treasurer (this is a new position and a person has not yet been appointed). The Executive Board is all voting members. Knight explained that as we move forward with a new contract, some meetings will be held consisting of just the Executive Committee. The Executive Committee will present the entire board proposals from these meetings.

Knight indicated that the suggested 2/3 majority for a quorum will likely not be sent to the membership for a vote and will instead be a simple majority. The 2/3 majority vote for terminating a member library will not change.

The other proposed change to the bylaws removes the State Library and MOBIUS as voting members. They will still attend meetings.

Szostak moved that the proposed bylaw changes be sent to membership with a vote via electronic ballot to be held 60 days following. Dame seconded. The motion passed.

4. Committee Reports

a. Cataloging Committee Report – Ron Eifert

Eifert reported that the Cataloging Committee is looking forward to a script that will run after the next migration which should address empty bibs. In addition, a de-duplication will take place after Wright County Library joins.

Eifert discussed the stance the Cataloging Committee has taken regarding future upgrades. The membership discussed how to address this, both with our current contract and in any future contracts. Lightfoot moved to accept the stance of the Cataloging Committee that the Executive Board of Missouri Evergreen have full control over the timing of the implementation of future upgrades to Evergreen, especially upgrades that affect the continued usage of the XUL client. Northcraft seconded. The motion passed.

b. Circulation Committee Report – Michelle Swane

Swane reported that the Evergreen Open Forum held during the Missouri Library Association Conference went well with about half in attendance being non-Evergreen members.

Swane requested that a statement regarding privacy be added to the Circulation Policy:

“As a consortium we agree with the American Library Association’s guidelines that stress the importance of patron privacy and confidentiality. To this end we ask that no library include patron information on materials that are easily accessible to non-consortium staff. (For example, we do not want to include patron name, address, phone number, email address, or library card number on a transit slip.)”

Northcraft moved that this statement be included in the policy manual; Knight recommended that the language be changed to third person to match the rest of the policy manual. Condon-Boettcher seconded. The motion passed and Knight will change the language to third person.

Szostak reported that she has been researching the possibility of contracting with Unique as a third-party vendor for holds and overdue phone notifications and that she feels this is not something bring to all of Evergreen at this time.

Swane reminded the group that any issues with the courier should be brought to the attention of MALA and that an update of best practices should be addressed at some point.

c. Finance Committee Report – Sue Lightfoot

Lightfoot reported that the committee is drafting an RFQ for financial management to be submitted to the Executive Board by next week. The Finance Committee would like to contact three vendors.

The finance committee is researching other consortia for comparisons to learn more about how finances are handled.

d. Reports Committee Report – Kyle Constant

Constant reported that the committee continues its work weeding circulation reports and recommendations for cuts are forthcoming. Following this process, the committee plans to work on renaming and redescribing reports for ease of use and clarity beginning in 2019.

While at the Missouri Library Association Conference, Constant and Kate Coleman of the committee visited with Blake Graham-Henderson to learn more about creating and editing reports.

e. OPAC Committee Report – Shannon Midyett

In the absence of Midyett, it was reported that the OPAC Committee continues to conduct sample searches to verify accuracy for patrons conducting queries.

Szostak wondered if all written Committee Reports were being archived. Condon-Boettcher offered to create an archive of emailed written Committee Reports.

5. MOBIUS Update – Donna Bacon

In Bacon’s absence, there was no report.

6. State Library – Robin Westphal

Westphal reported that work on grants and library visits continue.

7. Other

There being no other business, Northcraft made a motion to adjourn, Dame seconded. Motion passed; meeting adjourned at approximately 11:40 am.

Respectfully submitted,

Kathy Condon-Boettcher

Secretary