**Missouri Evergreen**

**Membership Meeting**

Friday, February 9, 2018 at 10:00 AM

Join the meeting from your computer, tablet or smartphone:

https://global.gotomeeting.com/join/609307557

You can also dial in using your phone.

United States: +1 (669) 224-3412

Access Code: 609-307-557

Minutes

Attending

Albany Carnegie Public Library

Bollinger County Public Library—

Cameron Public Library

Carrollton Public Library—

Carthage Public Library —

Caruthersville Public Library – Theresa Tidwell

Cass County Library—Dan Brower

Crawford County Library District—Elizabeth Outar

De Soto Public Library—Tony Benningfield

Doniphan-Ripley County Library—

Douglas County Library

Dulany Memorial Library

Festus Public Library—Kathy Condon –Boettcher

Grundy County Jewett Norris Library –

Howard County Public Library

Jefferson County Library—Pamela Withrow

Lebanon-Laclede County Library -

Little Dixie Regional Libraries – Rachael Grime

Livingston County Library

Marion County Library Subdistrict #1 - Peggy Northcraft

Marshall Public Library

Mountain View Public Library

North Kansas City Public Library-

Ozark Regional Library - Michelle Swane

Polk County Library—

Poplar Bluff Municipal Library - Sue Szostak

Pulaski County Library -

Riverside Regional Library—

Salem Public Library—Glenda Wofford

Scenic Regional Library - Steve Campbell, Diane Disbro

Schuyler County Library District

Seymour Community Library—

Sikeston Public Library—Ron Eifert

Ste. Genevieve County Library - Jodi Ralston

Stone County Library –

Texas County Library

Trails Regional Library – Karen Hicklin

Washington Public Library—Claire Miller

Webb City Public Library -

Webster County Library - Terri York

Willow Springs Public Library

Wright County Library

Missouri State Library – Debbie Musselman, Acting Assistant State Librarian, ex officio, Jennifer Thompson

MOBIUS – Blake Graham-Henderson

1. Call to Order

The meeting was called to order at 10:05 a.m.

2. Minutes

Peggy Northcraft moved to approve the minutes as distributed, Rachel Grime seconded. Minutes were approved by membership attending.

3. Executive Committee Report (Steve Campbell)

* January Evergreen Demo in Southwest Missouri

Camden County, Briton, Dade County, Lockwood, McDonald County, Christian, and Barry Lawrence Regional libraries met with staff from Scenic. Demos of Evergreen were provided with information about membership in Missouri Evergreen. Camden is very interested. Dade is interested and Lockwood is interested—it has never automated and could be eligible for state grants.

* Other Prospective Members

Reynolds County is interested in a demo. They will be directed to Iron County or Poplar Bluff.

4. Nominating Committee for Additional Board Members Report (Sue Szostak)

Peggy Northcraft presented the slate of candidates: Teri York, Kathy Condon-Boettcher, Rachel Grime, and Sue Lightfoot.

5. Election of Additional Missouri Evergreen Board Members (four open positions)

Peggy Northcraft moved the election of the previously mentioned slate of candidates by acclamation. Ron Eifert seconded. All members voting, voted in favor of the slate of candidates.

There was discussion regarding whether these members would be staggering their terms of office. As no provision was made in the by-laws, this will be addressed at a future meeting.

6. Security and Privacy Issues with Webby Log-on (Steve Campbell)

A question was raised regarding best practices for security of logins and passwords when there is a turnover in staff. This was deferred to the Circulation committee for review and a recommendation based upon best practices.

7. Circulation and Cataloging Committee Chair Terms (Steve Campbell)

Campbell reported there is a need for a by-law change covering the terms of the cataloging and circulation committee chairs. It is his recommendation that the terms should be for two years and staggered.

8. Cataloging Committee Report (Ron Eifert)

The Cataloging Committee reported that they are keeping a spreadsheet of bugs and status of bug fixes as seen in the web client.

They will instruct Marcive that there is no need for the 340 field in Missouri Evergreen records.

9. Circulation Committee Report (Michelle Swane)

The Circulation Committee reported that they have a spreadsheet of bug fix statuses.

There are no refunds between libraries.

To comply with privacy laws, there must not be patron information on transit slips.

Transit list reports are important. If you see an item has been in transit for more than a month, reach out to the library. There may be issues which need to be addressed immediately..

* Automated Phone Notification System (Diane Disbro)

Disbro reported on costs of Unique to manage telephonic holds. The cost is $500.00 for the MoEvergreen setup and an annual fee of $500.00 for the consortium. Disbro will send out an email reminding members of the service and asking who is interested. Currently, she knows about Lebanon-Laclede and Poplar Bluff.

10. Reports Committee Report (Diane Disbro)

The Committee is in the process of reviewing reports regarding what is needed and what is not. Nine reports deemed to be unnecessary have been deleted. Also, they are revising the naming conventions to give more meaning to report names and greater clarity in the use case information.

They would like to have more help with creating reports and asked if volunteers from other libraries could help write reports or submit reports they have found to be useful

11. Publicizing Missouri Evergreen Membership – Graphic (Karen Hicklin)

Kathy Condon-Boettcher volunteered to assist with the Missouri Evergreen logo after Karen Hicklin retires.

12. Missouri State Library Update (Debbie Musselman and Jennifer Thompson)

Jennifer Thompson—MALA is taking care of courier issues. Kristen believes service has improved. Survey information indicates that First Choice is not receiving any more complaints than usual. Question: Are complaints more or less than other courier services. Jennifer asked for feedback regarding other couriers.

She reported that First Choice by contract is to provide water-proof containers with lids.

The contract will be rebid in 2019 with a new contract starting in 2020.

Debbie Musselman reported that Legislative Advocacy Day had to be rescheduled due to weather. They are trying to reschedule for April 10 and are still trying to find a location.

The state librarian job posting closes on March 10.

13. Next Meeting –– Thursday, April 5 at 10:00 AM

14. Other

MOBIUS—Originally, a representative of the MOBIUS would not be available for this meeting. Blake Graham-Henderson was able to attend and report.

* February 26 Mountain View goes live
* February 5 Information from North Kansas City (NKC) was pulled
* March 2 NKC data goes to test
* April 16 NKC goes live

The International Conference plans are moving right along. Crystal Martin IT consultant is keynote speaker.

Sue Szostak will provide a draft statement for Marcive to be used in their marketing. The statement addresses the choice to do authority control and to include RDA.

She asked the membership due to an Internet outage to respond to an email regarding attendance at the meeting.

Sue announced she will be resigning as secretary of Missouri Evergreen as of June 30, but will continue to fulfill her term on the Executive Committee until June 30, 2019.

Respectfully submitted

Sue Crites Szostak