# Missouri Evergreen Membership Meeting

Thursday, April 5, 2018 at 10:00 AM

Join the meeting from your computer, tablet or smartphone:

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# Minutes

Attending

Albany Carnegie Public Library

Bollinger County Public Library—

Cameron Public Library

Carrollton Public Library—

Carthage Public Library —

Caruthersville Public Library – Teresa Tidwell

Cass County Library—

Crawford County Library District—Elizabeth Outar

De Soto Public Library—

Doniphan-Ripley County Library—

Douglas County Library

Dulany Memorial Library

Festus Public Library—Kathy Condon –Boettcher

Grundy County Jewett Norris Library – Theresa Hunsaker

Howard County Public Library

Jefferson County Library—Pam Klipsch, Pamela Withrow

Lebanon-Laclede County Library – Cathy Dame

Little Dixie Regional Libraries –

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 –

Polk County Library—Colleen Knight

Poplar Bluff Municipal Library - Sue Szostak, Shannon Midyett

Pulaski County Library -

Riverside Regional Library—

Salem Public Library—

Scenic Regional Library - Steve Campbell, Diane Disbro

Schuyler County Library District

Seymour Community Library—

Sikeston Public Library—Ron Eifert

Ste. Genevieve County Library -

Stone County Library –

Texas County Library

Trails Regional Library – Karen Hicklin, Kyle Constant

Washington Public Library—

Webb City Public Library -

Webster County Library -

Willow Springs Public Library

Wright County Library

Missouri State Library –

MOBIUS – Blake Graham-Henderson, Debbie Luchenbill, Donna Bacon

1. Call to Order

Campbell called the meeting to order at 10:04 a.m.

1. Minutes

Northcraft moved minutes be approved as distributed. Knight seconded. Minutes approved.

1. Executive Committee Report (Steve Campbell)
   * Prospective New Members—Szostak will contact Patricia Rainwater at Reynolds County. Seymour is dealing with city audit issues and is under major budget cuts. Their migration has been delayed.
   * Camden County MOU was submitted this past week.
   * Barry-Lawrence Library wants to wait one year
   * Ray County Library is very interested

There are two slots remaining for migration through August 2019.

1. Webby Updates Timeline (Diane Disbro, Peggy Northcraft)

Initially Northcraft proposed a policy be established for regular Evergreen updates. After discussion regarding early adopters of major Evergreen versions, no consensus was reached regarding policy. The membership was under the impression that Webby was viable and usable when implemented in October. However, it was very buggy and caused some libraries to go back to the staff client. Some of the bugs have been fixed and the next version should be more stable. It is understood that the Evergreen community will go to 3.2 and no longer support the staff client. Northcraft withdrew her request.

1. Overdue Notices – Unique Management (Sue Szostak)

Szostak moved to establish a contract with Unique for providing telephonic overdue notices with the following criteria:

1. Contract to be signed by the Chair of the Executive Board;
2. Initial cost to be shared equally among “first library adopters;”
3. Annual cost to be shared among all participating libraries;
4. Each library is responsible to work with Unique for the telephone script and providing the number of overdue notices desired.
5. Each library pays $.15 per call and is responsible for their own calls;
6. MOBIUS will act as the clearing house for annual billing and providing a bill to each library for the number of calls made;
7. MOBIUS receives payment and in turn pays Unique; and
8. Participating libraries pay MOBIUS a reasonable fee for handling of billing management.

Northcraft seconded.

Motion passed.

1. Service Alerts Email List (Karen Hicklin, Blake Henderson)

MOBIUS will establish a second listserv for service alerts with each library to be responsible for adding and removing members to this listserv.

1. Circulation Committee Recommendations for Webby Passwords (Michelle Swane)

Disbro represented the Circulation Committee. Peggy Northcraft moved for the motion and amended it with a change in wording from catalog to database in the first line of the second paragraph. Motion reads as follows:

“Missouri Evergreen usernames and passwords can be individual per staff member or per function (e.g. circulation, cataloging, and administration).

“To protect the integrity of the database it is recommended that Missouri Evergreen passwords are changed when a staff member leaves. Ideally, password changes should occur within one business day of their departure.

“Passwords can be changed by designated library staff, or a helpdesk ticket can be sent to Mobius to change them. Note that passwords should be secure. Missouri Evergreen recommends 3-4 random words or 1 number/1 letter/1 capital letter/1 symbol, and at least 12 characters in length.”

Pam Klipsch seconded.

Motion passed.

1. Proposed Bylaw Changes (for approval at June meeting) (Steve Campbell)

* Staggered Terms for Board Members
* Two-year terms for Cataloging and Circulation Committee Chairs
* Nominating Committee

This was the first reading of the By-Laws. By-Laws are to be presented at the June meeting, Thursday, June 7, 2018, 8:30 a.m., MPLD, Kirkwood, Missouri

Campbell appointed a volunteer nominating committee: Peggy Northcraft, Diane Disbro, Sue Szostak. They will report at the June meeting.

1. Cataloging Committee Report (Ron Eifert)

Parts are now standardized and be included as a part of the best practices going forward.

Deduplication continues and is going more smoothly in part as a result of authority control.

Lord developed a schema for a global update on complete DVD sets and will be implemented hopefully.

There will be value in standardizing magazine parts as it currently crashes when technical service staff attempt to enter new items.

1. Circulation Committee Report (Michelle Swane)
   * Automated Phone Notification System (Diane Disbro)

Disbro wants to follow the same model as proposed for Overdues.

Members are asked to monitor libraries continuing to print names on transit slips and to ask that this practice be discontinued.

Each library must have only one active barcode per patron.

1. Reports Committee Report (Kyle Constant)

Goals of the Reports Committee

1. Reduce the number of reports
2. Rename reports and reword description to make these more meaningful and understandable to all within the context of their usefulness.
3. In the long-term, form a core group to assist with creating reports and training members to write reports
4. Recruit volunteers to help with 1-3.

1. Publicizing Missouri Evergreen Membership – Graphic (Kathy Condon-Boettcher)

Condon-Boettcher is working on finding a good contact to complete this project.

1. Missouri State Library Update (Debbie Musselman, Jennifer Thompson)

Debbie Musselman andJennifer Thompson are on leave.

13.5 MOBIUS

Debbie— North Kansas City goes live on April 16. Riverside begins the implementation process next week, with the go-live in June. Cass County will move into the August migration slot. Crawford County went live on March 1.

Blake—Working on Marcive Script and the North Kansas City migration.

Donna—Training other MOBIUS staff on the help desk for Evergreen issues in order to provide broader support.

MOBIUS has hired a new Linux Administrator to work with Blake, Ted Peterson, who will be doing Evergreen-related work as one part of his job. He will begin working at MOBIUS on April 19.

NC Cardinal went live in early March. They have a two year contract with options to renew. NC Cardinal is hosted by Amazon.

They are talking about going to other state library association meetings for marketing MOBIUS Evergreen services.

They are reviewing staffing and support.

1. Next Meeting –– Thursday, June 7 at 8:30 AM
   * Missouri Public Library Directors Conference – Kirkwood, Missouri

1. Other

Meeting adjourned at 11:58 a.m.

Respectfully submitted,

Sue Crites Szostak

Circulation Committee – Draft of Password Recommendations

Security

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Passwords can be changed by designated library staff, or a helpdesk ticket can be sent to Mobius to change them. Note that passwords should be secure. Missouri Evergreen recommends 3-4 random words or 1 number/1 letter/1 capital letter/1 symbol, and at least 12 characters in length.