# Missouri Evergreen Membership Board Meeting

Thursday, April 11, 2019 10:00 am

Join the meeting from your computer, tablet or smartphone:

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United States: +1 (224) 501-3412

Access Code: 777-949-997

**Minutes**

Attending

Albany Carnegie Public Library

Bollinger County Public Library

Camden County Library District – Michael Davis

Cameron Public Library

Cape Girardeau Public Library

Carrollton Public Library

Carthage Public Library

Caruthersville Public Library – Teresa Tidwell

Cass County Library

Centralia Public Library

Crawford County Library District

Daviess County Library

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

Heartland Regional Library System

Howard County Public Library

Jefferson County Library – Meredith McCarthy

Lebanon-Laclede County Library – Cathy Dame

Little Dixie Regional Libraries – Rachael Grime

Livingston County Library

Marion County Library Subdistrict #1

Marshall Public Library

Mexico-Audrain County Library

Mountain View Public Library

North Kansas City Public Library – Vickie Lewis

Ozark Regional Library – Michele Swane

Polk County Library – Colleen Knight

Poplar Bluff Municipal Library – Sue Szostak

Pulaski County Library – Emily Slama

Ray County Library

Riverside Regional Library

Salem Public Library

Scenic Regional Library – Diane Disbro

Schuyler County Library District

Sikeston Public Library – Ron Eifert

Ste. Genevieve County Library

Stone County Library

Texas County Library

Trails Regional Library – Kyle Constant

Washington Public Library

Webb City Public Library – Jake Johnson

Webster County Library – Terri York

Willow Springs Public Library

Wright County Library

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

MOBIUS – Debbie Luchenbill, Blake Graham-Henderson

1. Call to Order – Colleen Knight

Knight called the meeting to order at 10:01 a.m.

2. Minutes

Diane Disbro motioned that minutes from the February 14 meeting be approved. Rachael Grime seconded. Minutes approved.

3. MOBIUS Update – Debbie Luchenbill and Blake Graham-Henderson

Luchenbill requested that MOBIUS be moved up in the agenda so that membership could discuss the rest of the items on the agenda privately.

Luchenbill reported on new migrations and training sessions – Camden County is live now; Ray County will be going live shortly. Upcoming are Seymour and Heartland. She assisted at the Poplar Bluff web client workshop. Other web client workshops are scheduled for the spring.

Graham-Henderson reported that the upgrade in March was successful and was followed by Deduplication. He started editing electronic import scripts. He has been working on replying to help tickets. The consortium website was edited so that our logo is on it and color changes were made.

4. Executive Board Report – Colleen Knight

a. Growth of Missouri Evergreen

Knight reported that interest in Missouri Evergreen continues to grow. Scenic Regional Library has demos planned in Kirksville and Mexico in May for interested libraries, which should result in new libraries joining.

b. Bylaw Change

The sentence “The State Librarian and his/her designee and a representative(s) from the contracted automated vendor shall be invited to attend Missouri Evergreen Board meetings.” needs to be struck from Section 4.0. As written, it can be interpreted that attending Missouri Evergreen meetings is required, when that is not the case. This sentence also needs to be removed: “The two (2) non-voting members comprised of the State Librarian or his/her designee and the representative of the contracted automation vendor shall serve one (1) year terms commencing July 1 of each calendar year.” An electronic vote to approve this change will be sent in 30 days.

c. Update on Transition Progress

Knight reported that the transition to Amigos as our fiscal manager is on progress and going smoothly.

d. Maintenance Fees and Invoices

Knight discussed the issue that some libraries will be billed twice in one year with the transition to Amigos. This will happen only one time, but could create a burden for these libraries. This is because libraries that were already billed at the anniversary of their “Go-Live” date could be billed again at the beginning of Missouri Evergreen’s fiscal year in September. Next steps will be to see if Amigos will stagger bills for those libraries affected.

The membership discussed the maintenance fees being charged by MOBIUS. For the first time, database statistics were included in the final count and this was how we were charged, resulting in very large increases in bills for some libraries. MOBIUS indicated that they would use FY 16 circulation figures for the libraries that had large increases. After discussion, the motion was made by Sue Szostak to calculate FY 18 annual maintenance based on FY 17 figures without the database statistics. Jake Johnson seconded. The motion passed.

e. RFQ

Knight reported that just as with any grant for a large purchase, we are required to seek additional quotes for the Evergreen management service we are requesting in our grant with the State Library. In addition to MOBIUS, we will submit an RFQ to other companies, especially those that specialize in Evergreen management.

5. Committee Reports

a. Finance Committee – Sue Lightfoot

Lightfoot was not on the call, so no report was given.

b. Cataloging Committee – Ron Eifert

Eifert reported that the Cataloging Committee is preparing for the next upgrade. Eifert, Kate Coleman, and Blake Graham-Henderson will present at the Evergreen International Conference. The Cataloging Committee is working with the Circulation Committee to standardize shelving locations.

c. Circulation Committee Report – Michelle Swane

Swane reported that the Circulation Committee is working with the Cataloging Committee to address the shelving locations. There are 1061 shelving locations and many of them are very similar and can be combined. Swane reported that there are Webby workshops scheduled for the spring. Everyone is welcome. The Circulation Committee is working on receipt templates.

The Circulation Committee reminds membership to watch transit lists. Transit lists are accessed via Admin/Local Admin/Transit List as well as with the monthly long-in transit report. Long in-transit items should be searched for by the sending and receiving libraries and all lost items in transit should be reported to MALA.

The Circulation Committee recommends Shannon Midyett from Poplar Bluff as the next Chair of the committee beginning in August of 2019. Sue Szostak of Poplar Bluff did not want to give the impression of loading Missouri Evergreen with too many of their own employees. The chair of the Circulation Committee is ex-officio, so this is not an issue. Midyett’s name will be brought forth at the June membership meeting when the next election of officers will be held.

d. Reports Committee – Kyle Constant

Constant reported that the Reports Committee continues work on template names and descriptions and will revise templates in the Circulations – Lists folders next. The Reports Committee has created a username of ME Reports. This will be shared between MOBIUS and the Reports Committee to allow the membership greater responsibility over the organization of report templates. Reports support is handled through the Help Desk and the Reports Committee recognizes that this is time-consuming and will need to be discussed as part of the consortium’s plan to be increasingly independent of our ILS support vendor.

6. State Library Report – Robin Westphal

Westphal reported a successful Secretary’s Council on Library Development meeting. Westphal reported that new LSTA grants in 2020 will include a STEM kit grant. The State Library is creating a New Director Bootcamp for new directors. Webinars continue.

Jennifer Thompson reported on Edge. It went live in February and 38 libraries have signed up. The tech grant for libraries that have completed the Edge assessment is due July 31.

Westphal gave other State Library updates: the search for the Wolfner Library Director is progressing. Wolfner will begin circulating STEM kits. The State Library is gearing up for Bicentennial 2021 celebrations. Libraries are encouraged to submit stories for Show Me Express. State Aid budget hearings are being held in the Senate. MOREnet’s priorities for FY 2020 is for the main libraries in the area to get to an Internet Connection speed of 20Mb and all other libraries to be at a speed of at least 5Mb, as that will soon be the minimum necessary to provide support. Westphal reported that week 2 with the new courier has gone smoother according to all libraries.

7. Adjourn

Diane Disbro moved to adjourn; Michelle Swane seconded. Meeting adjourned at 11:13 a.m.

Respectfully submitted,

Kathy Condon-Boettcher

Secretary