# Missouri Evergreen Membership Board Meeting

Thursday, June 6, 2019 8:00 am

Joplin Public Library

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 **Minutes**

Attending

|  |  |
| --- | --- |
| Albany Carnegie Public LibraryBarry-Lawrence Regional Library – Gina MilburnBarton County Library – Carol DarrowBollinger County Public Library – Eva DunnCamden County Library District – Michael DavisCameron Public LibraryCape Girardeau Public LibraryCarrollton Public Library – Sue LightfootCarthage Public Library – Julie YockeyCaruthersville Public Library – Teresa TidwellCass County Library – Dan BrowerCentralia Public Library Crawford County Library District – Elizabeth OutarDaviess County Library – Elizabeth PlotnerDe Soto Public Library Doniphan-Ripley County Library – Becky WilcoxDouglas County LibraryDulany Memorial Library – Cheryl SpringerFestus Public Library – Kathy Condon-BoettcherGrundy County Jewett Norris Library – Theresa HunsakerHeartland Regional Library System – Lisa GarroHoward County Public LibraryJefferson County Library – Pam Klipsch, Pamela Withrow, Kate ColemanLebanon-Laclede County Library – Cathy DameLittle Dixie Regional Libraries – Rachael GrimeLivingston County Library – Candy WarrenMarion County Library Subdistrict #1 Marshall Public LibraryMexico-Audrain County Library  | Montgomery City Public Library – Terri BrozMountain View Public Library North Kansas City Public Library Ozark Regional Library – Michelle SwanePolk County Library – Colleen KnightPoplar Bluff Municipal Library – Shannon MidyettPulaski County Library – Emily SlamaPutnam County Library – Leatha WalshRay County Library Riverside Regional Library Rolla Public Library – Diana WatkinsSalem Public Library – Glenda WoffordScenic Regional Library – Diane DisbroSchuyler County Library DistrictSikeston Public Library Ste. Genevieve County Library Stone County Library – Rebecca PayneTexas County Library Trails Regional Library Washington Public Library Webb City Public Library – Jake JohnsonWebster County Library – Terri YorkWillow Springs Public Library Wright County Library – Karen MooreAmigos Library Services – Tracy Byerly, Nicole Walsh, Keith GaertnerMid-America Library Alliance – Mickey CoalwellMissouri State Library – Robin Westphal, Debbie MusselmanMOBIUS – Blake Graham-Henderson, Debbie Luchenbill |

1. Call to Order – Colleen Knight

Knight called the meeting to order at 8:11 am

2. Minutes

Eva Dunn motioned that minutes from the April 11 meeting be approved. Teresa Tidwell seconded. Minutes approved.

3. Executive Committee Report – Colleen Knight

Knight reported that Missouri Evergreen is now 51 libraries strong, including libraries that are scheduled to go live in the future.

1. Bylaws passed by electronic vote – Knight reported that the bylaws change removing two sentences involving the State Library was approved by membership via electronic vote.
2. MOBIUS Invoices Update – Knight reported that MOBIUS agreed to invoice libraries based on FY 17 circulation without database statistics, which had previously skewed some libraries to a much higher billing bracket. Those libraries that have already paid an incorrect amount will get a refund for the prorated amount.
3. RFQ responses – Knight reported that the Executive Committee has received RFQs for ILS management from 3 companies, as is required when seeking grant funding for any large amount. The Executive Committee is in the process of reviewing the RFQs and will make a recommendation in the future.

4. Financial Report – Sue Lightfoot

Treasurer Lightfoot turned the presentation over to Tracy Byerly of Amigos. Byerly reported that Amigos will be working with the Executive Committee on the budget and that Missouri Evergreen’s bank account is with Commerce Bank. Signature cards need to be updated, as the previous ones bore Nicole Walsh’s name, who is resigning from Amigos. Amigos will work with Missouri Evergreen to develop financial policies.

Lightfoot thanked Amigos for their work. She requested that Amigos contact the libraries that could be billed twice in FY 2020. Byerly responded that Amigos will contact each of those libraries and see how they want to be billed and that she will think through possible solutions to this issue.

5. Nominating Committee Report – Rachael Grime and Ron Eifert

Eifert was not on the call. Grime reported that Colleen Knight, Dan Brower, and Kathy Condon-Boettcher’s terms are expiring and that they have agreed to serve another term. Grime and Eifert nominate Kate Coleman to serve as chair of the Cataloging Committee and Shannon Midyett to serve as chair of the Circulation Committee. Sue Lightfoot motioned to accept the nomination and Eva Dunn seconded the motion. The motion passed.

6. Cataloging Committee Report – Ron Eifert and Kate Coleman

Coleman reported that the Cataloging Committee is doing great and is looking forward to new projects.

7. Circulation Committee – Michelle Swane

Swane reported that the Circulation Committee’s work on receipt template defaults is almost finished. The committee will bring circulation policy recommendations to the Executive Board. Work continues on the Shelving Locations project. She reported that there is a bug that removes age protection for on-order holds and they are discussing options for resolving it.

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

Graham-Henderson reported that the Seymour Community Library’s test migration is completed. He is working on help desk tickets. He presented on cataloging along with Ron Eifert and Kate Coleman at the Evergreen Conference at the end of April. The new 3.3 Evergreen is on the test server. He worked to help Trails Regional Library set up telephonic holds notifications with Unique.

Luchenbill reported that she attended and assisted at a Web Client Workshop at Little Dixie and Trails Regional Library. She attended the Evergreen Conference. Seymour is ready to go live on June 10. She is working on training for new libraries and follow-up training for existing libraries. She reminded membership that there is one more week left to access the customer survey.

Sue Lightfoot asked if it is possible to have more than 5 migrations in a fiscal year. Luchenbill said that the contract stipulates 5 per year and Debbie Musselman reported that this number was what MOBIUS felt they could handle each year. Terri York asked when the next migration would be and Graham-Henderson responded that membership voted to do it in August, after Summer Reading, at a previous meeting.

9. MALA Update – Mickey Coalwell

Coalwell reported on how the courier system functioned and what needs to be addressed to keep costs and volume reasonable. Missouri Evergreen accounts for 60% of the volume moving through the courier. Some strategies he suggested are requesting items from nearby libraries, allowing for items on hold to circ to other libraries instead of going back to its home library, making sure that distribution among libraries for holds requested is fair, and some libraries might consider paying for another day of delivery.

The discussion that followed centered on requesting from nearby libraries. Blake Graham-Henderson noted that Missouri Evergreen does not take geographical location into consideration when distributing holds. Debbie Luchenbill mentioned that co-proximity has not been a feature of Missouri Evergreen up to now, but it could be done. Many libraries reported that placing copy holds in an effort to get an item from a nearby library sometimes results in being notified that the item is missing which slows its delivery to the patron. Pam Klipsch mentioned that if we went to co-proximity lending we would need to explore cooperative collection building.

10. State Library – Robin Westphal, Debbie Musselman, Jennifer Thompson

Westphal began by commending Mickey Coalwell for addressing volume issues with the courier. She reported that the State Legislature approved an additional 1.18 million in State Aid, which puts us back to 2015 levels. She reminded membership that we will have to fight for this funding every year. Edge Action Plan grant applications are due July 1. The Institute of Museum and Library Services visited the State Library; IMLS funds more competitive grants for Missouri than any other state. The Secretary of State allocated unspent election money to 35 of the smallest libraries to assist with technology.

11. Other

Diane Disbro reported that she and Ruth Lord hosted a Missouri Evergreen demo at Mexico-Audrain and libraries from the area attended.

12. Closed Session

The Executive Board went into Closed Session. In attendance: Colleen Knight, Cathy Dame, Sue Lightfoot, Rachael Grime, Kathy Condon-Boettcher, Terri York. Dan Brower was on speakerphone. Lightfoot moved to retain the current slate of officers for another year and to accept membership’s nomination of Kate Coleman as Chair of Cataloging Committee and Shannon Midyett as Chair of Circulation Committee and Kathy Condon-Boettcher seconded. The motion passed.

Cathy Dame moved to add Tracy Byerly of Amigos to the Commerce Bank signature card and Rachael Grime seconded. The motion passed.

7. Adjourn

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

Kathy Condon-Boettcher

Secretary