Missouri Evergreen

Membership Meeting

Holiday Inn St. Louis SW – Route 66

10709 Watson Rd, St. Louis, MO 63127

Thursday, June 7, 2018 at 8:30 AM

Meeting joined from computer, tablet or smartphone:

https://global.gotomeeting.com/join/295855301

or dial in using phone:

United States: +1 (312) 757-3121

Access Code: 295-855-301

**Minutes**

**Attending**

Albany Carnegie Public Library

Bollinger County Public Library—Eva Dunn

Cameron Public Library

Carrollton Public Library—Sue Lightfoot

Carthage Public Library —Julie Yockey

Caruthersville Public Library – Teresa Tidwell

Cass County Library—Christine Kessler

Crawford County Library District—

De Soto Public Library— Tony Benningfield

Doniphan-Ripley County Library—Rebecca Wilcox

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, Kate Coleman

Lebanon-Laclede County Library – Cathy Dame

Little Dixie Regional Libraries – Rachel 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 – Holly Martin Huffman, Michelle Swane

Polk County Library—Colleen Knight

Poplar Bluff Municipal Library - Sue Szostak, Erin Rigby, Shon Griffin, Liz Aleshunas

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—

Ste. Genevieve County Library -

Stone County Library –Rebecca Payne

Texas County Library

Trails Regional Library – Karen Hicklin, Kyle Constant, Rochelle McCaulley

Washington Public Library—Claire Miller

Webb City Public Library – Jake Johnson

Webster County Library – Teri York

Willow Springs Public Library

Wright County Library

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

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

**1. Call to Order**

Campbell called the meeting to order at 8:35 a.m.

**2. Minutes**

Knight motioned to accept minutes for April 5, 2018 as distributed, Northcraft seconded. Minutes approved.

**3. Executive Committee Report (Steve Campbell)**

* Prospective New Members
  + None to report
  + Sue Szostak contacted Reynolds County and they are continuing to be interested
* Ray County Library
  + With the resignation of Ray County’s librarian, this library is on hold until a new director starts.
* Meeting with Robin Westphal, new State Librarian
  + Campbell reported he met with Westphal. They discussed the changes made in the Missouri Evergreen status to 501(c)3. Westphal as a part of her State Library report wants to continue the contract with MOBIUS as it stands now for the next fiscal year. With the newly incorporated non-profit status of Missouri Evergreen, the State Library can contract directly with Missouri Evergreen. As a result, the following contract year the State Library contract will be with MO Evergreen. It will be the job of Missouri Evergreen to bid for a management group such as MOBIUS or Amigos who can manage the consortium’s finances, web page, reserves, money receipts from the State Library, consortium member libraries’ payments, and awarded grants. In addition, this management group can pay the bills for the contracted Evergreen services, authority control or other services the consortium desires to develop and fund.

State Library’s commitment is to grow Missouri Evergreen and to support smaller libraries who might struggle financially to join Missouri Evergreen. This commitment to smaller libraries provides greater service and access to resources to all Missouri citizens across the state.

**4. Overdue and Hold Notices – Unique Management (Sue Szostak)**

Szostak reported that 6 libraries want to do telephonic holds and overdues and one library wants to do overdues only with Unique. Not all libraries responded to the survey.

MOBIUS would charge $125.00 per hour for Henderson’s time to set up the service with Unique. It would take approximately 10 hours to do this.

Bacon asked the consortium if this how they would want Henderson’s time spent and this should be a consideration in the decision to move forward with telephonic holds and overdues. Campbell stated that he found the availability of these additional services to consortium members would make MO Evergreen more attractive to prospective members. Current membership has access to more services as they desire or need.

Szostak moved to accept the Unique proposal. Second from Dame. Motion passed.

Szostak offered to pay one-half of the one-time cost of the MOBIUS charge for set-up of the service.

Total Start-up cost of Service: $1,250 to MOBIUS for all libraries, $500.00 for Overdues, $500.00 for Holds start up to Unique. MOBIUS: $312.50 shared among 5 libraries, $312.50 shared among 6 libraries. Unique: $500 shared among 6 libraries, $500.00 among 7 libraries. Total: $2,250.00

Yearly maintenance: $500.00 shared among 7 libraries--Holds; $500.00 shared among 6 libraries—Overdues; $.15 per call regardless of service

First Year costs: $3,250.00 plus $.15 per call.

MOBIUS will assist with billing libraries from the Unique bill per Bacon’s email.

**5. Service Alerts Email List Update (Blake Henderson)**

Henderson stated the service alerts is up and operational and asked for feedback. Positive feedback was received with a request for a second invitation to join the restricted listserv.

**6. Proposed Bylaw Changes (Steve Campbell)**

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

Bylaw changes were presented first at the April meeting.

Dunn moved to approved and Huffman seconded.

Resolution approved by the membership.

**7. Cataloging Committee Report (Ron Eifert)**

Eifert was unable to attend the meeting. Coleman reported in his absence.

Cataloging committee agreed upon a common language for magazine parts; another de-duplication has been run; and Henderson ran a script to convert the old language of DVD parts into the new wording that was approved in February.

**8. Circulation Committee Report (Michelle Swane)**

Swane reminded libraries that the use of USPS totes is illegal and no totes should be used. It is understood that MALA is providing lidded totes to be used for courier items and barcoded information for the totes as a part of MALA’s contract with the State Library.

Patron information on transit slips continues to be a concern and libraries are asked to watch that privacy is not compromised.

She asked if there could be a recommended template subcommittee for improvement.

**9. OPAC Committee (Shannon Midyett)**

Sue Szostak read Midyett’s report:

First meeting is setup for Wednesday, June 20th at 2 p.m. Committee has asked Blake to report on how the OPAC is currently indexed to see if any tweaks can be made to improve search accuracy and relevancy. Also, I have asked Blake to shed light on upcoming OPAC changes so that committee will better understand what is and is not possible. With this information, committee will work on a rough draft of objectives to improve and enhance OPAC functionality and appearance.

Campbell asked about the revival of the OPAC committee. Members and Henderson stated this was as a result of the International Conference and seeing highly functional OPAC’s developed at other Evergreen libraries/consortia which members would find helpful to library patrons.

**10. Reports Committee Report (Kyle Constant**)

Scheduling meeting is still an issue. The members continue to work on the lists of reports. As changes are made the membership will be told. There are resources from other libraries such as Jasper from Traverse Area District Library, Michigan and Georgia Pines. Blake stated there were problems with these. He is a little skeptical about something that is not stock Evergreen.

A first priority issue voiced by International Conference participants is the need to make Reports more usable.

Blake stated that development of the web client takes first priority and this might help with another visual presentation.

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

Condon-Boetcher has contacted Evergreen several times and has an email and phone trail showing her request for Missouri Evergreen’s request for approval of the logo to be used by MO Evergreen member libraries. She has yet to receive a response. After a year of requests for a response, she is moving forward. Membership requested she keep copies of her multiple attempts for a response.

**12. Missouri State Library Update (Robin Westphal, Jennifer Thompson)**

As stated in agenda item one there will be changes in the contract for Missouri Evergreen in the 2020 contract. Contract negotiation for 2019 begins September 1.

The new MALA contract starts July 1. There will be tracking labels on the totes. It is not sure if boxes will have tracking labels.

Becky Wilson is the contact person and consultant for grants.

LSTA always needs support from citizens and librarians expressing to our Congress the importance of these dollars for service to our state and nation. This year’s LSTA amount is the same as last year.

**13. MOBIUS Update (Donna Bacon, Debbie Luchenbill, and Blake Henderson)**

Luchenbill—Since the last meeting:

* North Kansas City went live.
* Six month follow-up trainings at Trails, Livingston, and Douglas.
* Riverside’s paperwork and training all done. Migration is happening now with a Go Live on Monday, June 11.
* Some libraries are setting up new branches
* Debbie is training at Ste. Genevieve next week due to staff changes.
* Cass County will Go Live in late August. Paperwork was signed May 25 with training dates set for late July.
* Evergreen International Conference: It was great to see so many people.

Henderson—He has taken care of all the tech needs related to Luchenbill’s report. He wants to get upgraded to 3.0.7 Everyone please make sure it’s working as you expet and we can set a day for migration.

**14. Nominating Committee (Sue Szostak)**

Szostak reported that Cathy Dame is nominated for a three year term for the board. Cathy as served since the inception of Missouri Evergreen. For the at large positions, nominees are Teri York, Rachel Grime, Kathy Condon-Boetcher, and Sue Lightfoot. Additional board members are Ron Eifert from Cataloging Committee and Michelle Swane from the Circulation Committee.

**15. Election of Executive Board Members (Steve Campbell)**

Szostak moved to accept the nominations and Wilcox seconded. Nominations accepted. Congratulations to all Board members.

**16. Election of New Officers for 2018-2019 (Steve Campbell)**

New officers for 2018-19 (effective July 1) are Colleen Knight, Chair, Cathy Dame, Vice-Chair, and Kathy Condon-Boettcher, Secretary.

**17. Next Meeting –– Thursday, August 9 at 9:00 AM 18. Other**

Meeting adjourned at 10:15 a.m.