# Missouri Evergreen Membership Board Meeting

Thursday, December 6, 2018 8:00 am

Missouri Public Library Directors Conference, Columbia, MO

Stoney Creek Hotel and Conference Center, Salon A Room

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# Minutes

Attending

Albany Carnegie Public Library

Bollinger County Public Library – Eva Dunn

Camden County Library District – Michael Davis

Cameron Public Library

Cape Girardeau Public Library – Katie Hill

Carrollton Public Library – Sue Lightfoot

Carthage Public Library

Caruthersville Public Library – Teresa Tidwell

Cass County Library

Centralia Public Library – Amy Hopkins

Crawford County Library District

Daviess County Library – Elizabeth Plotner

De Soto Public Library – Tony Benningfield

Doniphan-Ripley County Library – Becky Wilcox

Douglas County Library

Dulany Memorial Library – Cheryl Springer

Festus Public Library – Kathy Condon-Boettcher

Grundy County Jewett Norris Library – Theresa Hunsaker

Heartland Regional Library System – Lisa Garro

Howard County Public Library

Jefferson County Library – Pam Klipsch, Pam Withrow

Lebanon-Laclede County Library – Cathy Dame

Little Dixie Regional Libraries – Rachael Grime

Livingston County Library

Marion County Library Subdistrict #1 – Peggy Northcraft

Marshall Public Library

Mexico-Audrain County Library – Christal Bruner

Mountain View Public Library

North Kansas City Public Library – Vickie Lewis

Ozark Regional Library – Holly Martin Huffman, Michelle Swane

Polk County Library – Colleen Knight

Poplar Bluff Municipal Library – Sue Crites Szostak

Pulaski County Library – Emily Slama

Riverside Regional Library

Salem Public Library – Glenda Wofford

Scenic Regional Library – Steven Campbell, Diane Disbro

Schuyler County Library District

Sikeston Public Library – Ron Eifert

Ste. Genevieve County Library – Liz Rudloff

Stone County Library

Texas County Library

Trails Regional Library – Rochelle McCaulley, Anita Love

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, Donna Bacon, Blake Graham-Henderson

National Network of Libraries of Medicine – Chris Pryor

MALA – Mickey Coalwell

1. Call to Order – Colleen Knight

Knight called the meeting to order at 8:02 a.m.

2. Minutes

Eva Dunn motioned minutes from the August 2018 meeting be approved. Becky Wilcox seconded. Minutes approved.

3. Executive Board Report – Colleen Knight

Knight reported that with the libraries that will be joining Missouri Evergreen within the next year we will have grown to 45 members, more than 3 million items, and over 600,000 patrons.

Knight discussed the changes we have planned involving the State Library contracting directly with Missouri Evergreen and how this will change our relationship with MOBIUS. The newly created Finance Committee has been working on contracting with a third party fiscal agent. Knight met with the MOBIUS board about the changes in store and they discussed their concerns about some costs such as the car that MOBIUS employees use for Missouri Evergreen business, training costs, and the use of the Go To Meeting platform that is used for meetings.

Knight discussed the bylaws changes that are necessary to start the transition to our contract with the State Library. An incorrect version of the proposed changes to the bylaws had been sent to membership; Knight entertained a motion to accept the correct version of proposed changes to the bylaws. Peggy Northcraft made the motion; Steve Campbell seconded. The motion passed and the changes to the bylaws will be voted on by membership in 60 days.

4. Committee Reports

a. Finance Committee Report – Sue Lightfoot

Lightfoot reported that the RFQ is ready and has been sent to the State Librarian. She received approval to post the RFQ to the Missouri Evergreen website and will send out the link to membership to post to their websites. She brought copies of the draft RFQ.

Lightfoot wanted to know what the Finance Committee should work on next; consensus of the attendees was to address the reserve fund policy.

Sue Szostak suggested that if the changes to the bylaws are approved we will need a Treasurer appointed right away. Steve Campbell and Rochelle McCaulley volunteered to be on the Nominating Committee.

b. Cataloging Committee Report – Ron Eifert

Eifert reported that the deduplication report run after Wright County Library joined Missouri Evergreen eliminated 40,000 bibs and another 40,000 empty bibs have been eliminated. Settings have been changed so that a last volume deleted does not result in an empty bib.

The Cataloging Committee has taken the stance that Advance Readers Copies (ARCs) should not be added to the catalog. A policy regarding this will be introduced at the December Cataloging Committee meeting.

The Cataloging and Circulation Committees will form a joint committee to address merging multiple similar shelving locations without taking away autonomy from individual libraries. This came about as a result of the difficulties libraries faced when attempting to extract consortium statistics for the State Report.

c. Circulation Committee Report – Michelle Swane

Swane reported on the Circulation Committee’s work with the Cataloging Committee on the shelving locations project mentioned above.

Swane discussed the transit slip recommendation: it should contain the library’s initials, the name of the library, the barcode and title of the item, the item being routed and its purpose (to be held or reshelved), the date, and initials of the user printing the slip. Pam Klipsch moved that the consortium approve this as the default; Rochelle McCaulley seconded. The motion passed.

Swane reported that the Circulation Committee will work on templates for bills between libraries next and invited membership to contact the committee about what they would like to see addressed next. The committee’s recommendation is that a patron in good standing in one library is in good standing across the consortium and that small fines can be resolved on a case by case basis. They also recommended that a barred or blocked patron resolve that issue at their home library. A discussion about how patron records appear to outside libraries followed; a blocked patron at one library is not blocked system-wide. Swane will take all of this information back to the Circulation Committee.

Swane reminded membership that the Circulation Committee would be happy to present another Webby upgrade workshop to interested member libraries.

Swane reported that the Circulation Committee recommends adding noncat circulation statistics to one of the State Statistical Report Templates.

Pam Klipsch discussed the need to conceal patron information. Libraries that have items on hold for patrons in clear view of the public should not identify patrons by name. There is a current lawsuit addressing this happening out of state.

Sue Szostak discussed Poplar Bluff’s contract with Unique for telephonic holds and overdues. She stopped the consortium-wide process with Unique for the time being but might look into it in the future when we have more bargaining power.

d. Reports Committee Report – Kyle Constant

Constant reported that the recommended changes to reports that were sent out in late October have been implemented and that the November meeting of the Reports Committee focused on the Collection Counts folder. All items there were considered unique and no deletions were recommended. They are close to finishing the first phase of their project and their next steps are to rename and add better descriptions of templates along with links to describe their use in further detail.

Constant asked that anyone who is interested in joining the Reports Committee should contact them. They need more members to join this committee.

Sue Szostak wanted it reflected in the minutes that the Reports Committee should be commended for the great job they are doing.

e. OPAC Committee Report – Shannon Midyett

In the absence of Midyett, no report was given.

5. MOBIUS Update – Donna Bacon, Debbie Luchenbill, Blake Graham-Henderson

Luchenbill reported on libraries that have successfully gone live recently. She has been training and meeting with various library staffs and directors. There are several upcoming migrations that they are working to facilitate in the next year.

Graham-Henderson is working on bug reports, migrations, and patches. He is training Ted on migrations. He is looking at a product called Simply E as a solution for our electronic resources. This would allow all titles from a platform like Hulu to be viewable by patrons and it authenticates with Evergreen.

6. State Library – Robin Westphal

Westphal told membership that the State Library strongly supports Missouri Evergreen, as does our Secretary of State Jay Ashcroft.

Westphal mentioned that at Library Advocacy Day in February, we should be prepared to talk about the impact of Missouri Evergreen on the services we provide our patrons. On the federal level, state libraries are working to increase library funding to $1 per capita.

Westphal discussed grants: the Tech Mini grant is due January 1 and the long-term tech grant is due February 1. She reminded libraries seeking grants that if we buy from the State Contract we can skip the large purchases analysis paperwork.

7. Other

Colleen Knight reported that following Peggy Northcraft’s retirement, she will appoint Dan Brower to fill her term beginning January 1.

Diane Disbro mentioned that membership needs to approve our next upgrade to the ILS. Colleen Knight will include that on our next meeting’s agenda.

8. Adjourn

Sue Lightfoot moved to adjourn; Sue Szostak seconded. Meeting adjourned at approximately 9:45 a.m.

Respectfully submitted,

Kathy Condon-Boettcher

Secretary