**Missouri Evergreen Membership Board Meeting**

**Wednesday, December 12th, 2019 at 8am**

**Columbia, Missouri**

Attending:

* Colleen Knight, Polk County Public Library
* Galen Charlton, Equinox Representative
* Becky Wilcox - Doniphan-Ripley County
* Sue Szostak, Poplar Bluff Municipal Library
* Kate Coleman, Jefferson County Library
* Pam Klipsch - Jefferson County Library
* Teresa Tidwell - Caruthersville Public Library
* Ron Eifert - Sikeston Public Library
* Rebecca Payne - Stone County Library
* Nelson Appell - Washington Public Library
* Pam Withrow - Jefferson County Library
* Megan Maurer - Scenic Regional Library
* Steven Campbell - Scenic Regional Library
* Glenda Wafford - Salem Public Library
* Cathy Dame - Lebanon-Laclede County Library
* Emily Slama - Pulaski County Library
* Theresa Hunsaker - Grundy County Library
* Sue Lightfoot - Carrollton Public Library
* Lisa Garro - Heartland Libraries
* Kristin Evans - Amigos Representative
* Sue Szostak - Poplar Bluff Library
* Tonya Shelton-Council - Trails Regional Libraries
* Tony Benningfield - De Soto Public Library
* Rebecca Buckley - Rolla Public Library
* Pat Rainwater - Reynolds County Library
* Megan Bishop - Reynolds County Library
* Terri Broz - Montgomery City Public Library
* Debbie Musselman - Missouri State Library
* Robin Westphal - Missouri State Library
* Rachael Grime - Little Dixie Regional Libraries
* Diane Disbro - Scenic Regional Library
* Pam Trammel - Keller Public Library
* Terri York, Webster County
* Shannon Midyett, Poplar Bluff Regional Library

1. Call to Order - Colleen Knight

Having established a quorem, Missouri Evergreen Chair Colleen Knight called the meeting to order at 8:00am.

2. Minutes

Rebecca Wilcox moved to accept the minutes as distributed. Ron Eifert seconded. Membership approved minutes.

3. Executive Committee Report - Colleen Knight

1. Update on New Libraries
* Loss of Ozark Regional in Summer 2019. Barry Lawrence migrated in 2019, Montgomery City has joined and will going live shortly.
* Two slots in late 2021 available. Two libraries have already expressed interest. Currently 52 libraries have joined and 44 currently live. 1.4 million bib records currently available, making Missouri Evergreen the largest system in the state.
1. Board Member Nomination to fill Kathy’s Term

Kathy Condon-Buetcher has changed positions and left her former library. Rebecca Payne, of Stone County, has been nominated for member-at-large. Cathy Dane nominated, Sue Lightfoot seconded. Colleen entertained motion to accept nomination as presented, Becky of Donivan and Teresa Tidwell of Caruthersville seconded. Unanimous approval.

4. Finance Report - Sue Lightfoot & Kristin Evans

1. Financials Overview - Sue Lightfoot

Major projects of 2019 have included the RFQ requested services for fund management, contracted services as the ILS, web page and cloud storage, fund disbursements for services such as collection, holds, overdue notifications, app, authority control, OPAC database enhancements, and other services as the membership needed. Amigos became the Missouri Evergreen fiscal agent from April 1, 2019 until March 31, 2021.

On July 3, 2019, Equinox was chosen to be ME’s ILS vendor for a contract from September 1,

2019 through August 21, 2022. Exit services were paid to MOBIUS.

During the transition from MOBIUS to Equinox, billings from Amigos, ME’s fiscal agent, went out

to member libraries. There was some confusion as previously MOBIUS billed member libraries

based on their individual “Go Live” date and didn’t delineate for Reserve Fund fees and

hosting/maintenance fees clearly. Amigos, ME’s fiscal agent, has delineating these two fees

going forward. Another cause for confusion was MOBIUS practice of billing member libraries on

their “Go Live” date, not having a set date of billing.

This has been remedied by the passing of the change in the bylaws in September 2019 to read:

2.3 Term: Membership into the consortium shall begin effective upon receipt of a signed

Missouri Evergreen Resource Sharing Agreement and approval of the Executive Board.

Membership dues and fees will be based on Missouri Evergreen’s fiscal year of

September 1st to August 31st. Membership may be prorated to reflect the fiscal year for

the first year of membership for dues and fees based on the “Go Live” date when the

member library is transitioned to the Missouri Evergreen ILS system. Membership dues

and fees will reflect ME’s fiscal year after the initial year of membership. The bylaw

change is retroactive to September 1, 2019. Membership is automatically renewed on

an annual basis unless notification of termination is given as described in item (f)

"Termination", below...

Missouri Evergreen successfully transitioned to Equinox Sequoia in August 2019. ME now hosts own website with member libraries, have upgraded version of Evergreen platform, and are moving forward to 2020. Upcoming needs in 2020 include Directors & Officers (D&O) liability insurance, financial policies for

consortium, and meeting with ad hoc committee members (Sue Szostak, Steve

Campbell, Teresa Tidwell and Sue Lightfoot) addressing pricing structures for membership fees.

1. Financial Statements - Kristin Evans, Amigos

According to Amigos, Missouri Evergreen created a Profit & Loss Statement for Missouri Evergreen statement.

1. Total Assets: $227,959.52

2. Total Liabilities & Equity: $227,959.52

3. Total Income: $205,100.18

4. Total Operating Expenses: $5,263.63

5. Total Program Expenses: $111,725.53

6. Total Expenses: $116,989.16

7. Net Income: $88,111.02

**5. Cataloging Committee Report - Kate Coleman**

In recent upgrade, a new feature of Evergreen basket was implemented for Evergreen. With baskets, items can be put together for batch editing availability. Multiple ISBN records project is the biggest current project, with hundreds of thousands of bib records with more than one set of ISBN numbers. Parts (of DVDs) are needing to be standardized and a reminder for parts to be used in new media was given to members at large. Ron Eifert spoke about the creation of the shelving location subcommittee as a way to streamline shelving locations over the consortium. Work continues and will be brought before the general meeting before any final answers are confirmed.

**6. Circulation Committee Report - Shannon Midyett**

Shannon Midyett presented issues with the receipt templates as they have not been the most helpful or met patron privacy issues. Midyett mentioned that empty bib records have been the biggest issue in the past few months and it has been discovered that many of these records are electronic resources. The way patron information processes and moves to new libraries has been an issue.

**7. Reports Committee - Kyle Constant**

Committee is currently working on training materials for consortium members.

**8. Other**

1. Re-barcoding - Confusion of whether ME pays for re-barcoding of new libraries who may not be compliant with current barcoding needs. ME owns two sets of re-barcoding equipment. Rolls of labels are not purchased as they are consumables. It was determined that the Missouri STate Library has paid for the labels in the past and it is determined that going forward it would be a best practice to purchase. Money is in the budget for the labels. Steve Campbell moved, Kate Coleman seconded. Unanimous purchase.
2. Efficiency of Holds - Concerns from other libraries about the efficiency of holds placement. An option of triggering the main branch of a system as a more likely place to have the hold pulled. Proximity holds (based on the hub the library is closest to physically) were all discussed as an option to cut down on hold wait times for patrons. Most efficient and cost aware option is the most highly wished for option by members. Sue Szostak motion to approve the change, Becky from Doniphan seconded. Approved by all. Committee to work on this issue will be formed.
3. MALA - Missouri Evergreen now takes up the majority of courier delivery within the state.
4. Delay Resource Sharing - Barry Lawrence, when they joined, elected to delay resource sharing for a brief period. Before resource sharing actually happened, all items were visible in the catalog. Item tabled for further discussion at a later date.
5. Staff Borrowing Limits - Steve Campbell addressed consortium about staff checkout limits. Concerns were expressed about certain policies regarding long time checkout times for staff.
6. Equinox - Galen Charlton introduced himself to the consortium . Thanked members for placing faith in his organization. Asked that Equinox be kept in the loop of future decisions for Missouri Evergreen for a clearer picture of what may be needed in the future.
7. Missouri State Library - Robin Westphal congratulated the ME consortium on the successful transition. Introduction of Janet Carruthers, new technology consultant to the Missouri State Library.

9. Adjourn

Motion to adjourn at 10:01am by Sue Szostak and second by Sue Lightfoot. Unanimous approval.

Respectfully submitted,

Rachael Grime, Secretary

Little Dixie Regional Libraries Director