

Missouri Evergreen Membership Board Meeting

Thursday, August 8, 2019 10:00 am

Join the meeting from your computer, tablet or smartphone:

<https://zoom.us/j/164291209>

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Meeting ID: 164 291 209

Minutes

Attending

Camden County Library District – Michael Davis
Carrollton Public Library – Sue Lightfoot
Carthage Public Library – Mike Tolle, Darcy Wood
Caruthersville Public Library – Teresa Tidwell
Cass County Library – Dan Brower
Crawford County Library District – Elizabeth Outar
Doniphan-Ripley County Library – Becky Wilcox
Festus Public Library – Kathy Condon-Boettcher
Jefferson County Library – Pam Klipsch, Kate Coleman
Lebanon-Laclede County Library – Cathy Dame
North Kansas City Public Library – Vickie Lewis
Ozark Regional Library – Holly Huffman, Michelle Swane
Polk County Library – Colleen Knight
Poplar Bluff Municipal Library – Shannon Midyett
Pulaski County Library – Emily Slama
Riverside Regional Library – Jeff Trinkle
Scenic Regional Library – Steven Campbell, Diane Disbro
Sikeston Public Library – Ron Eifert
Ste. Genevieve County Library – Shawn Long
Trails Regional Library – Kyle Constant
Washington Public Library – Claire Miller
Webster County Library – Terri York
Missouri State Library – Jennifer Thompson

Members Absent: Albany Carnegie Public Library, Bollinger County Public Library, Cameron Public Library, De Soto Public Library, Douglas County Library, Dulany Memorial Library, Grundy County Jewett Norris Library, Heartland Regional Library, Howard County Public Library, Little Dixie Regional Libraries, Livingston County Library, Marion County Library Subdistrict #1, Marshall Public Library, Mountain View Public Library, Ray County Library, Salem Public Library, Schuyler County Library District, Seymour Community Library, Stone County Library, Texas County Library, Webb City Public Library, Willow Springs Public Library, Wright County Library.

1. Call to Order – Colleen Knight

Having established a quorum, Missouri Evergreen Chair Colleen Knight called the meeting to order at 10:03 a.m.

2. Minutes

Steve Campbell motioned that minutes from the June 6, 2019 meeting be approved. Dan Brower seconded. Minutes approved.

3. Executive Committee Report – Colleen Knight

a. The Change to Equinox – Knight reported that the tentative transition date from Missouri Evergreen hosted by MOBIUS to Equinox is Friday, August 30. The upgrade to Evergreen 3.3 will happen at the same time, eliminating functionality of the XUL client. Template creation will be frozen after August 23. This date is tentative: there are several factors in play that could push the date back.

b. Listservs – MOREnet will host listservs for Missouri Evergreen free of charge. Knight asked if there was a member willing to volunteer to be in charge of the listservs. Shannon Midyett of Poplar Bluff agreed to do so. There will be 4 listservs: general membership, cataloging, circulation, and Missouri Evergreen directors.

c. Meetings – Missouri Evergreen libraries that are full MOREnet members can create their own Zoom accounts to hold meetings. Committee meetings will be held via this platform.

d. Website – Dan Brower and Ron Eifert will create the new website, most likely using WordPress.

e. Bylaw Change – At its July 24, 2019 meeting, the Executive Committee voted to present to membership a change to Section 2.3 of the bylaws. 30 days from this meeting each library's representative will receive an electronic ballot to approve the changes.

Current:

2.3 Term. Membership shall be on a fiscal year basis, effective upon receipt of a signed *Missouri Evergreen Resource Sharing Agreement* and approval of the Executive Board. Membership is automatically renewed on an annual basis unless notification of termination is given as described in item (f) "Termination", below.

Proposed:

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.

4. Financial Report – Sue Lightfoot

a. Financials – Missouri Evergreen Treasurer Lightfoot reported that Missouri Evergreen has a balance of \$148,039.59. ProQuest and Syndetics have been paid and we expect an invoice from Marcive shortly. All of this information came from a monthly balance sheet provided by Amigos. She reported that reserve fund fees have been transferred to Amigos.

b. FAQs – Lightfoot sent out a helpful email with FAQs about billing. She reminded membership that bills for Missouri Evergreen are made payable to Missouri Evergreen. There has been some confusion as Missouri Libraries 2 Go members are also receiving bills from Amigos for that service, and those are made payable to Amigos.

5. Cataloging Committee Report – Kate Coleman

Chair of the Cataloging Committee Kate Coleman reported that work on records with multiple ISBNs is continuing. She has sent out some web tutorials on various tasks that have been very helpful. Nate Beyerink of Trails Regional Library has joined the committee for a 2 year term. Diane Disbro asked what service Marcive provides. Coleman answered that Marcive doesn't fix multiple ISBN issues; it maintains records to ensure that author spellings and subject headings are consistent.

6. Circulation Committee Report – Shannon Midyett

Chair of the Circulation Committee Shannon Midyett proposed revisions to the Circulation Policy as approved by the Circulation Committee and as previously distributed to membership. Some redundant wording was removed, the term "Missouri Evergreen Executive Committee" was changed to "Missouri Evergreen Executive Board" and familiarity with the OPAC and the patron account was added as a responsibility of borrowing libraries. Sue Lightfoot moved to accept the revised policy. Ron Eifert seconded. Motion passed.

Midyett reported that a subcommittee of the Circulation Committee continues its work on standardizing Shelving Locations. Adult Non-Fiction is now "Non-Fiction". This work will make running the State Report for statistics much easier.

Midyett stated that the Circulation Committee is willing to serve as a resource for any library having trouble or with questions about the web-based client (Webby).

7. Questions and Answers – Colleen Knight

Michael Davis asked about the 6-month refresher training that MOBIUS previously offered. Knight answered that Equinox's practice is to do a "sign-off" after 1 month, so in Camden County Library's case, they fall in-between. Steve Campbell stated that Scenic Regional Library might create training for libraries on Missouri Evergreen once they are set up in their

new administration building. Jennifer Thompson of the Missouri State Library mentioned that this might be a Show Me Steps to Continuing Education grant opportunity.

Knight discussed the timeline to receiving Exit Services paperwork from MOBIUS and being able to sign the contract with Equinox. MOBIUS is working with the Missouri State Library to follow the proper procedures.

8. Adjourn

Jeff Trinkle moved to adjourn, Kate Coleman seconded. The meeting adjourned at 11:18 a.m.

Respectfully submitted,

Kathy Condon-Boettcher
Secretary