

## Present

- Keith Gaertner, Amigos
- Rachael Grime, Little Dixie Regional Libraries
- Diane Disbro, Scenic Regional Public Libraries
- Emily Slama, Pulaski County Library
- Vickie Lewis, North Kansas City Public Library
- Elizabeth Steffen, Festus Public Library
- Becky Wilcox, Doniphan Ripley Public Library
- Pamela Withrow, Jefferson County Library
- Pam Klipsch, Jefferson County Library
- Elizabeth Outar, Crawford County Library District
- Dan Brower, Cass County Public libraries
- Ron Eifert, Sikeston Public Library
- Robin Westphal, Missouri State Library
- Shannon Midyett, Poplar Bluff Public Library
- Samantha Lee, Jefferson County Public Library
- Shon Griffin, Poplar Bluff Public Library
- Teresa Tidwell, Caruthersville Public Library
- Sue Szostak, Poplar Bluff Municipal Library
- Debbie Musselman, Missouri State Library
- Rebecca Payne, Stone County Library
- Nate Beyerink, Trails Regional Public Library
- Belinda Birrer, Poplar Bluff Public Library
- Janet Caruthers, Missouri State Library
- Michael Davis, Camden County Library District
- Anita Dodd, Douglas County Public Library
- Jeff Trinkle, Riverside Regional Libraries
- Tony Benningfield, De Soto Public Library
- Quincy Young, Polk County
- Lori Mangan, North Kansas City
- Sue Lightfoot, Carrollton Public Library
- Ruth Lord, Scenic Regional Libraries
- Allyson Harkins, Cass County Public Library
- Doris Rogers, North Kansas City Public Library
- Carol Bunton, Washington Public Library
- Karen Nixdor, Jefferson County Library
- Kate Coleman, Jefferson County Library

## Evergreen Meeting - August 13, 2020

Brought to order at 10:02 am by President Midyett.

Steve Campbell moves to accept minutes, Dan Brower second - all in favor

### Executive Report

Shannon Midyett gave the Executive Report to Evergreen Members

- Colleen Knight wrote grant for FY21 Evergreen
- Grant for approximately \$165,000 and local match of approximately \$102,336
- Three incoming libraries committed - Brookfield, Neosho, and Bowling Green in 2020
- Two openings in this grant cycle still open
- 49 libraries live, 52 libraries strong
- Sue Lightfoot and Shannon working on an FY21 Budget

### Financial Report

Keith Gaertner, Amigos reported on financials of Evergreen.

- As of July 31, 2020 there was approximately \$102,609.34 in the bank
- Currently running a deficit.
- Expenses include new libraries incoming
- Discussion of dates of next grant payments. Will communicate with Sue Lightfoot and Shannon Midyett

### Cataloging Report

Kate Coleman reported on recent meetings and findings of the committee.

1. Recommendation to the board for purging eresource bib records.
  - a. They are a large contributor to both duplicate and empty bib records in our catalog.
  - b. The link to the external site more often than not doesn't work
  - c. Cataloging Committee believes that the consortium cannot have ALL electronic resource bibs in our catalog, as that would add nearly 1 million record.
  - d. The Cataloging Committee believes the majority of users that want these items go directly to the third-party websites/app to discover their items.
2. Profile names in ME
  - a. It is the request of the cataloging committee that logon profile names have a library identifier in them.
    - i. Example: jlcataloger
  - b. If a library would like a name in the profile, we request that the library identifier still be present.
    - i. Example: jlcataloger.john
3. ISBN recommendation to the board
  - a. It is the recommendation of the Cataloging Committee to the board and membership for a new procedure to be place up for vote.
  - b. Merging items where the only difference is binding and not content would benefit the ME catalog in many ways
    - i. Less records for patrons to get through to both find their items and place holds on them.
    - ii. Requires much less time than separating records.
    - iii. Requires little to no communication with other libraries, thus not depending on many people in the chain to complete the process

Kate Coleman recommended and made a motion to the board to purge eresource bib records from the catalog with a \$400 quote from Equinox. Rebecca Payne seconded the motion. All in agreement.

Kate Coleman recommended and made a motion to the board to change procedure to combine ISBNs with only the same content. Second by Steve Campbell. All in agreement.

### **Circulation Committee**

Diane Disbro reported on recent meetings and findings of the committee.

- Subcommittee working on locations of shelving locations within Evergreen.
- Draft Circulation Policy sent to membership through email and review.
- Diane Disbro recommended the Missouri Evergreen Circulation Policy be adopted by membership. Sue Lightfoot seconded the motion. All in favor.
- Disbro discussed repercussions of poor cooperation between libraries. Discussion by member libraries about what would happen if members do not abide by policies.
- Proximity Holds Committee still meeting and still working on proximity holds.

# Missouri Evergreen Circulation Policy

Approved August 13, 2020

## Definitions

*Owning library:* Library that owns the item.

*Borrowing library:* Library from which an item is checked out.

*Home library:* Library associated with a patron's account.

*In good standing:* Fines, fees and overdues are not above the borrowing library's limits.

## Introduction

Member libraries retain the right to set local circulation policies. It is, however, a condition of membership in the Missouri Evergreen Library Consortium that member libraries abide by the Missouri Evergreen Circulation Policy.

The Missouri Evergreen Circulation Policy represents the decisions of the membership.

## SCOPE

The fundamental cornerstone of the Missouri Evergreen Library Consortium is reciprocity. Therefore, it is an expectation of membership that all items that circulate at the owning library will also be shared with patrons of Missouri Evergreen member libraries. Only designated special use items, such as telescopes, equipment, and items marked for in-library use only, are exempt. Member libraries agree that Missouri Evergreen membership does not relieve libraries of the responsibility for purchasing the materials needed to meet the demands of local patrons.

## RESPONSIBILITY OF BORROWING LIBRARIES

The borrowing library is responsible for the safety of borrowed materials from the time the materials leave the owning library until their safe return to the owning library. The borrowing library is responsible for the prompt return of borrowed materials.

Patrons not in good standing with the borrowing library may not check out items owned by other libraries.

The policies of the borrowing library govern loan periods and renewal requests. If an item is needed to fulfill a hold, it should not be renewed.

Overdue fines are charged according to the policies of the borrowing library.

## Lost and Damaged Items

Lost and damaged items are billed in accordance with the policies of the owning library. Payment for lost and damaged items is handled between the owning and borrowing libraries.

The owning library is responsible for billing the borrowing library. The borrowing library is responsible for collecting lost and damaged fees from their patrons.

### Recovering Lost Items and Refunding Payment

The rules of the borrowing library govern the procedures for recovery of lost items and refunding of payments to patrons. Payments between member libraries are not refundable.

### Intra-Missouri Evergreen owning

Patrons are only allowed to borrow materials through established procedures; no in person borrowing at member libraries is implied.

## RESPONSIBILITY OF OWNING LIBRARIES

The owning library should honor the local policies of the borrowing library and not restrict lending based on other criteria.

The owning library should process requests daily. Materials should be packaged in accordance with the Missouri Evergreen Materials Handling Best Practices document.

Requested materials should be delivered between libraries using the courier service supported by the Missouri State Library and subscribed to by the Missouri Evergreen Library Consortium.

### **Reports Committee**

Kyle Constant absent. Reports will meet later the afternoon of August 13th.

### **Development Fund**

Steve Campbell reported that \$6,000 has been raised to begin a development fund to start an Evergreen App. Nine Evergreen libraries contributed to the fund to begin. Other consortium's have development funds for future technical support developments. Recommendation by Campbell to create this fund and have all libraries contribute fairly through a new fee structure.

Committee to further investigate fee structures and Development fund:

- Dan Brower, Chair
- Sue Lightfoot
- Steve Campbell
- Teresa Tidwell
- Tony Benningfield
- Rachael Grime

**Missouri Evergreen Upgrade Schedule**

Security issue concerns about upgrading has been raised by member libraries in the past. Equinox has plans to upgrade the consortium to 3.5 during the Fall 2020 according to Diane Disbro. President Midyett to reach out to Equinox to discuss upgrade plans.

**Missouri State Library**

Robin Westphal discussed future grant opportunities.

**Reports**

Dan Brower reported that the Evergreen website will have guidance on 2019 Public Library within the Member Resources tabs.

*Motion to Adjourn at 11:49- Sue Lightfoot, second by Dan Brower. All approved.*