

## Missouri Evergreen Meeting Minutes

December 10, 2020

### ZOOM meeting

#### Attending:

Camden County Library - Michael Davis  
Carthage Public Library – Darcy Wood  
Caruthersville Public Library – Teresa Tidwell  
Cass County Library – Dan Brower and Allyson Harkins  
Carrollton Public Library – Sue Lightfoot  
Crawford County Library – Elizabeth Outar  
DeSoto Public Library – Tony Benningfield  
Doniphan-Ripley County Library – Becky Wilcox  
Festus Public Library – Elizabeth Steffen  
Jefferson County Library – Pam Klipsch, Pam Withrow and Kate Coleman  
Lebanon-Laclede County Library – Cathy Dame  
Livingston County Library – Candy Warren  
North Kansas City Public Library – Vickie Lewis  
Polk County Library – Colleen Knight  
Poplar Bluff Municipal Library – Sue Szostak, Shannon Midyett and Shon Griffin  
Pulaski County Library – Emily Slama  
Scenic Regional Library – Steve Campbell  
Sikeston Public Library – Ron Eifert  
Stone County Library – Rebecca Payne  
Trails Regional Library – Kyle Constant and Nate Beyerink  
Washington Public Library – Nelson Appell  
Webster County Library – Terri York  
Amigos – Keith Gaertner and Kristin Evans  
Missouri State Library – Robin Westphal, Debbie Musselman and Janet Caruthers

I. Call to order – Shannon Midyett

II. Minutes –

III. Executive Committee Report

a. Annual Software Upgrade Policy – Policy passed with the suggestion that the policy be changed from fall/spring rigidity to a more flexible ME will upgrade to the most current version with 6 months of its release.

b. Missouri Evergreen G Suite/YouTube for Nonprofits – Follow much discussion, Shannon will get more information on options, pros and cons and present at the next meeting.

c. Missouri Evergreen Welcome Guide – The guide will include what is expected of prospective member libraries, what the prospective library should expect of membership and costs of membership.

d. Expressed Interest – Joplin Public Library has expressed an interest in membership. A demo has been scheduled for February 3<sup>rd</sup>, 2021. A formal RFP is expected.

e. 990 Tax Return Filed

f. Final Payment FY20 Grant – has been received in the amount of \$56,735.00

IV. Financial Report – Sue Lightfoot/Amigos Kristin Evans reported that there is a \$7500 amendment to the budget to allow the cost of holds proximity. Currently reserve billing is being shown as income. The reserve income should not be used for operating expenses unless voted on. Sue Szostak reported that Missouri Evergreen does have a Reserves Policy.

#### V. Committee Reports

a. Cataloging – Kate Coleman

i. Missouri Evergreen Cataloging Policy - Kate Coleman recommended that the new Cataloging Policy be accepted. No second was required.

Sue Szostak questioned how attendance will be taken. Coleman will use a spreadsheet to track attendance.

Steve Campbell suggested that contact with the member Directors or their Boards should come from the Executive Committee not the Cataloging committee.

Sue Lightfoot asked if the committee meetings are being recorded. They are not being recorded.

Michael Davis suggested that the new policies may be detrimental to small libraries.

Steve Campbell commented that the State Library has given Missouri Evergreen a grant to help pay for a cataloger in the past. Campbell made a motion that a portion of the Reserve funds be used to pay a cataloger.

Candy Warren pointed out that the Cataloging issues are also an onboarding issue.

Rebecca Payne suggested that the Executive Board discuss the options of hiring a cataloger and use of reserved funds.

ii. ISBN Deduplication - Coleman indicated that the bibliographic deduplication project will be completed on Dec. 11<sup>th</sup>. It is estimated that as many as 187,000 records will be merged to existing records. The script used for this deduplication will be used for future migrations and deduplications.

iii. The next Cataloging Committee meeting will be Dec. 14<sup>th</sup> at 11 am.

b. Circulation – Diane Disbro/Shannon Midyett

i. Circulation Resources/Missouri Evergreen Website - Committee chairperson, Diane Disbro was at Bowling Green helping with their go live day. Shannon Midyett shared on Diane's behalf that the Circulation training, including best practices has been added to the Missouri Evergreen website.

ii. The next Circulation Committee meeting will be Jan. 26<sup>th</sup> at 11 am.

c. Reports – Kyle Constant

i. Missouri Evergreen Report Retention Policy – Committee chairperson, Kyle Constant recommended that the Report Retention Policy be accepted. No second was required. Constant explained that only the output reports will be deleted, not the reports or templates.

Constant reported that additional reports training has been requested by Bowling Green following their go live date. The addition of reports training may be something to consider for all future migrations. In the meantime, reports training materials will be added to the Missouri Evergreen website.

As well, Constant has observed that as he is attending the wider Evergreen interest meetings, many of those attending are not library staff. Instead, they are experts hired by consortia.

ii. The next Report Committee meeting is Jan. 14<sup>th</sup> at 2 pm

VI. Amigos – no report

VII. Missouri State Library – Robin Westphal reported that in 2021, the State Library will be reviewing their 5 year plan. Statewide versus competitive grants will be reviewed. As well, the Summer Reading Program grants and Technology mini grants will be reviewed.

Westphal reported that the grant cycle will return to pre-Covid schedules.

The statewide courier service will be looked in in terms of library usage and working towards setting a standard of what the State Library pays for the service.

IX. Other Matters – none

Adjournment – Kate Coleman made a motion that the meeting be adjourned. Rebecca Payne second the motion. Motion carried.

Cathy Dame, Acting Secretary