

Present:

Nelson Appell, Washington Public Library  
Nate Beyerink, Trails Regional Library  
Belinda Birrer, Poplar Bluff Public Library  
Dan Brower, Cass County Library  
Janet Caruthers, Missouri State Library  
Traci Clair, Albany Carnegie Public Library  
Carrie Cline, Neosho-Newton County Library  
Kate Coleman, Jefferson County Library  
Kyle Constant, Trails Regional Library  
Cathy Dame, Lebanon-Laclede County Library  
Diane Disbro, Scenic Regional Library  
Ron Eifert, Sikeston Public Library  
Kristin Evans, Amigos  
Kieth Gaertner, Amigos  
Shon Griffin, Poplar Bluff Public Library  
Allyson Harkins, Cass County Library  
Cindy Hayes, Jefferson County Library  
Pam Klipsch, Jefferson County Library  
Vickie Lewis, North Kansas City Public Library  
Sue Lightfoot, Carrollton Public Library  
Lori Mangan, North Kansas City Public Library  
Shannon Midyett, Poplar Bluff Public Library  
Gina Milburn, Barry-Lawrence Regional Library  
Elizabeth Outar, Crawford County Library  
Lee Ann Santee, Barry-Lawrence Regional Library  
Emily Slama, Pulaski County Library  
Gina Smith, Brookfield Public Library  
Elizabeth Steffen, Festus Public Library  
Sue Szostak, Poplar Bluff Public Library  
Teresa Tidwell, Caruthersville Public Library  
Robin Westphal, Missouri State Library  
Glenda Wofford, Salem Public Library  
Leatha Walsh, Putnam County Library  
Terri York, Webster County Library

## Missouri Evergreen Meeting

Thursday, October 8, 2020 at 10 am

I. Call to order - Chair Shannon Midyett called the meeting to order at 10:01 am.

II. Minutes - Diane Disbro, Circulation Chair, noted that the draft Circulation Policy had an error when presented. The Intra-Missouri Evergreen owning heading should have been borrowing. Sue Lightfoot made a motion that the minutes be accepted as amended. Diane Disbro second the motion. Motion carried.

III. Executive Committee Report- Shannon Midyett reported:

- a. FY 2021 membership fees have been approved
- b. FY 2021 budget has been approved
- c. FY 2021 Final Grant Report has been sent
- d. MOU Revision update – the Executive Committee is reviewing the document. It will then be sent to an attorney for review. Circulation and Cataloging policies will be added as appendices to be signed as part of the MOU acceptance.
- e. New Member Intake – Sue Lightfoot suggested that any vendor that must authenticate patron barcodes need to be notified as part of the on boarding process. Although not formalized, it was agreed that an on-site support team from current member libraries need to be a part of the process. This on-site team should be available for training and go-live days as well as providing documentation in advance. The suggested on-boarding committee would include the Circulation, Cataloging and Reports committee chairs.

IV. Financial Report -Sue Lightfoot/Amigos reported that as of August 31, 2020 there was a balance of \$198,359.67 in the account. There is \$138,848.50 in reserved funds. August 31, is also the end of the fiscal year. Keith Gaertner commented that the next months report will look strange because membership fees will have begun to come in.

V. Committee Reports

- a. Cataloging – Kate Coleman
  - i. Electronic Bibliographic - records purge is ready to begin.
  - ii. ISBN deduplication – the planning stage has begun with test setups and test runs being held in October and November. The production run should be complete by December 7<sup>th</sup>.
  - iii. Other – Onsite training is done with Brookfield. The committee is working on the cataloging policies to be included in the revised MOU.

b. Circulation – Diane Disbro

- i. Holds Proximity – due to Covid-19 closing libraries and quarantined materials, it is not possible to determine if the proximity setting changes have been helpful.
- ii. Evergreen Version 3.5 upgrade – a definite date has not been set, but is expected “in fall”. It was suggested that Equinox be encouraged to stay on track with upgrades as Version 3.6 is already being discussed and we have not received 3.5 yet.
- iii. Other – The borrowing library needs to make the owning library aware when a book has been charged to their patron. Scenic Regional has a check list that will be added to the Missouri Evergreen website. Also, the Materials Best Practices document has been sent to the Executive committee. The document has been adopted out the Circulation Committee recommendation.

c. Reports – Kyle Constant

- i. Training videos - videos produced by the Reports committee and from other Evergreen consortiums have been added to the Missouri Evergreen website.
- ii. Storage – The committee would like the Executive Board to consider cloud storage, a YouTube account or other storage subscription like G Suite for non-profits.
- iii. Other – Nate Beyerink went to Brookfield to help with Reports training. Rebecca Payne is at Neosho-Newton County helping with their training. The Reports Interest Group has begun meeting again. Contact Kyle for more information.

VI. Amigos – Kristen Evans

- a. Membership – Membership invoices have been sent. Call if there are any problems or questions.
- b. New Offerings for Amigos members – Ithaka, Emerald and ReprintsDesk. SimplyE is available to non-members, as well.

VII. MALA – Mickey Coalwell reported that Missouri Evergreen now constitutes 55% of the courier volume. With volume continuing to increase, some libraries will not be considering an addition day of service.

VIII. Missouri State Library – Robin Westphal

- a. Courier – The State Library is also monitoring the volume of the courier services. Some libraries may be asked to contribute more to receive additional days of service.
- b. Grants – CARES ACT and CRF grants are complete. Grants will be going back to their regular cycles. There is an additional grant opportunity coming for Bicentennial programs.

c. Forums – Adult and Youth services are still holding weekly forums. The Public Directors forum is being held every other week.

IX. Other Matters – None

Adjournment – Kate Coleman made a motion that the meeting be adjourned. Colleen Knight second and motion carried.