

Missouri Evergreen Special Meeting Minutes

June 10, 2021

Via Zoom

Attending:

- Rebecca Payne, Stone County
- Shannon Midyett, Poplar Bluff
- Diane Disbro
- Becky, Doniphan-Ripley
- Michael Davis
- Steve Campbell
- Jake Johnson
- Rachael Grime
- Carrie Cline
- Charity?
- Colleen Knight
- Elaina Daniels
- Emily Slama
- Heartland Regional?
- Jane @ MALA
- Janet Caruthers
- Jordan Myers
- Kate (Salem)
- Kate Coleman
- Dan Brower
- Terri York
- Anmarie Gibson
- Debbie Musselman
- Kendall-Heartland Regional
- Lee Ann
- Karen Graham
- Lori Mangan
- Meredith McCarty
- Mrobbins
- Nate Beyerink
- Pamela Withrow
- Pat M.
- Ron Eifert
- Ruth Lord
- Stacy Histle
- Sue Lightfoot
- Teresa Tidwell

- Tony Benningfield
- Tracy Byerly
- APL
- Cathy Dame
- Kristin Evans
- Lisa Garro
- Sue Szostak
- Anita Dodd
- Elizabeth Steffen

The meeting was called to order by Executive Chair, Shannon Midyett, at 10:01 AM.

The Chair called for an approval of the minutes from the prior meeting. Michael Davis made a motion to approve the minutes with changes. Jake Johnson seconded the motion. All voted in favor. **Motion Carried.**

The chair presented a quote from Amigos. She asked the membership to approve a one-year extension of the contract, which will raise the cost to \$15,000. Kristin Evans, from Amigos, shared that the increase is because of the additional libraries being added, which increases the services Amigos provides. Tracy Byerly suggested forecasting the increase, so it could be spread out instead of hitting all at once. The chair asked for a motion to approve the renewal. Sue Lightfoot made a motion to approve the contract renewal with Amigos for one year at \$15,000. Kate seconded. All voted in favor. **Motion Carried.**

There was some follow-up discussion to clarify how billing is handled. Sue Lightfoot shared that all ME libraries are billed at the same time, and it is in line with the ME fiscal year.

Financial Report

Sue Lightfoot shared that moving forward everything is in good standing. Kristin Evans stated that marcive billing needs work, but otherwise there is not a lot going on.

Executive Committee Report

The Chair shared a reminder about the ME demonstration for prospective libraries on July 23rd. She also presented the idea of a "Missouri Evergreen User's Conference". To do a ½ day pre-conference at BLA the estimated cost is \$500. The membership discussed whether or not to do it this year. Terri York made a motion to hold a pre-conference session at MLA for the 2021 conference. Colleen Knight seconded. There was no more discussion. All voted in favor. **Motion Carried.**

The Chair shared that there are four libraries who have signed MOU's to join Missouri Evergreen. James Memorial is scheduled to migrate on July 29th, Henry County is scheduled to migrate on August 19th, Cedar County is not scheduled yet, and Rolla will hopefully be migrated before September 30th.

Reynolds County's board has also voted to join the consortium, contingent on receiving an automation grant from the State Library.

Kate Coleman mentioned that cramming in lots of libraries at the end of the fiscal year is difficult on the cataloging committee.

An update on the reporter dashboard that Equinox is trying to fund, was provided. Currently, only \$30,000 has been committed, so Equinox will continue to recruit participants.

Next, Marcive billing was discussed. It is currently billed quarterly, and the Chair requested that the membership consider switching to annual billing. Terri York made a motion to move to annual billing. Steve Campbell seconded.

Discussion: Sue Lightfoot thinks that the billing is a holdover from Mobius. Colleen Knight asked if the formula for Marcive could match the Syndetics formula, since the Marcive formula is very complicated. Terri made a modified motion to change the billing to annual and have the Marcive formula match the Syndetics formula. Steve Campbell seconded.

More discussion: Amigos stated that the change could potentially result in the consortium losing \$11,000 in funding that pays those fees. Steve Campbell asked for a spreadsheet to see how it would actually change. Terri York wants to keep original motion to bill annually. Steve Campbell is worried about the fees disproportionately affecting smaller libraries. Terri made a motion to bill for Marcive, using the Syndetics formula, as long as it is revenue neutral, starting with the new fiscal year. Steve Campbell seconded. All voted in favor. **Motion Carried.**

The Chair shared that it is necessary for the consortium to change the registered agent from Amigos to INCORP. No motion needed.

Committee Reports

The cataloging committee mentioned the upgrade to 3.6.3. There are some bugs within the cataloging module, and Kate shared a link to the bug report form. She also shared that the committee had completed their review of the catalogs of two of the scheduled migrating libraries. They are working with Equinox to fix the issues before the migrations take place. It was also announced that the State Library is willing to award a grant which would provide for a full-time consortia cataloger for one year. This person would work on creating training materials, and special projects.

The circulation committee reported that everything has been quiet. Dianne Disbro shared that the proximity settings task force has begun meeting again. Steve Campbell reported that the strategic planning committee has suggested a study of transit times. After review of other consortiums it appears that their transit time is about half of Missouri Evergreen's transit time. Dianne also shared that Meredith McCarthy will be the new chair of the circulation committee.

Jane, the MALA director, shared that there is one more year on the Henry Industries contract, before it needs to be renewed. She foresees the pricing going up with the new contract. MALA will also evaluate with Henry Industries that libraries are being served by the closest hub, where it is possible.

Steve Erichsen is the new chair of the reports committee.

The strategic planning committee collected data from surveys of Missouri libraries. They have taken the data to compile recommendations and are turning it into a strategic plan.

The onboarding committee is put together a travel reimbursement policy draft. The Chair recommends setting a maximum. The membership discussed approval of travel reimbursement. Sue Szostak suggests travel plans should be submitted to Chair prior to trip. Tracy Byerly (Amigos) recommends providing a

form for the request, so that there is a paper trail. Steve Campbell made a motion to approve the policy with an amendment to mention forms and adding language to get approval from the Chair prior to the trip. Sue Szostak seconded. All in favor. **Motion Carried.**

Colleen Knight presented an update from the personnel committee. She shared that the committee looked at hiring an employee, but the committee felt that it would be more cost-effective to hire someone as a contractor. This eliminates the need for worker's compensation insurance, and other employer expenses. The State Library is providing grant funding for a one year full-time cataloger position, which can be contracted. The personnel committee recommends that the cataloging committee do the interviewing and recommend a candidate to the executive committee. They also recommend that the cataloging committee oversee the position. Ms. Knight also shared that the committee is investigating the possibility of adding a paid part-time operational manager to take over some of the duties of the Executive Chair. The personnel committee intends to post the position soon, so that hiring can happen by September 1.

The nominating committee presented their panel of nominees for the openings on the nominating committee. They are Rebecca Payne, Kate Coleman, & Jeff Trinkle. Jake Johnson makes a motion to accept the nominations. Sue Lightfoot seconded. All in favor. **Motion Carried.**

The Missouri State Library presented an update. They shared information on the paid cataloger position, and also talked about the new grant process for libraries joining Evergreen. Cedar County and Rolla are in the final stages of their grant application. Reynolds County is starting their grant process to get automated and join Evergreen.

In other matters, Sue Lightfoot shared that she is taking the director's position at Livingston County. Since Livingston County Library is also a Missouri Evergreen library there is no issue with her continuing as treasurer.

Sue Lightfoot made a motion to adjourn the open session and move to executive session. Steve Campbell seconded the motion. All voted in favor. **Motion Carried.** Opening session ended at 12:04 PM.

During the executive session the panel of officers were put forth:

Ron Eifert-Vice Chair

Sue Lightfoot- Treasurer

Rebecca Payne- Secretary

Shannon Midyett-Chair

Sue Lightfoot made a motion to accept the slate of officers as presented. Steve Campbell seconded. All in favor. **Motion Carried.**