

Missouri Evergreen General Membership Minutes

April 8, 2021 10 am

- I. Call to order
- II. Minutes from February meeting not available--will be sent after meeting
- III. Executive Report
 - A. Upcoming Upgrade
 1. Wednesday April 28th version 3.6
 2. Manuals and training materials provided to the membership
 3. Setting annual schedule for upgrading
 - B. Libraries Joining
 1. Signed MOUs
 - a) James Memorial Library (go live July 29)
 - b) Henry County (go live Aug 19)
 - c) Cedar County (go live TBD)
 2. Purchasing 3rd barcoding unit to help onboard libraries
 3. Rolla presenting to their board to possibly join
 4. Reynolds County demo April 13th
 5. Joplin declined joining MOE
 - C. Training videos added to YouTube channel
 - D. Nominating committee needed for Executive board positions
 1. Recommendations needed by June
 2. Sue Lightfoot, Steve Campbell, and Jeff Trinkle serving on committee
- IV. Financial Report-Sue Lightfoot/Kristin Evans (Amigos)
 - A. Marcive bills have been adjusted to reflect credits
- V. Committee Reports
 - A. Membership and Fees-Steve Campbell
 1. New fee structure
 - a) Goal to reduce fees for smaller libraries and shift to larger libraries
 - b) New fee structure based on library budget. Base of \$850 and .3% of library budget.
 2. Base will increase by 2% each year.
 3. Marcive and Syndetics separate fee
 4. Updated narrative to be sent out after meeting
 5. State Library increasing LSTA funding which reduced the base amount
 6. Motion to adopt fee structure as proposed by the Membership and fees committee
 - a) Michael Davis motion
 - b) Rebecca Payne second
 - c) Motion passed
 7. Motion to adopt reserve funds policy as proposed
 - a) Becky Doniphan motion
 - b) Steve Campell second

- c) Motion passed
 - 8. Development fund policy
 - a) Goal to create a fund that can do improvements on behalf of MOE (i.e. app, developing reports module, etc)
 - b) Board would set contribution levels each year when setting budget
 - c) Motion to adopt amended development fund policy
 - (1) Kate Coleman motioned
 - (2) Jake Johnson seconded
 - (3) Motion passed
- B. Cataloging-Kate Coleman
 - 1. YouTube Channel
 - a) Adding 10-15 additional cataloging videos by next Monday
 - 2. International Evergreen conference
 - a) Virtual May 24-May 27
 - 3. eMaterial records from onboarding libraries
 - a) These will not be transferred in during onboarding process
 - 4. Certified cataloger training
 - a) Training should be developed by the end of summer
 - 5. All bib records can be edited by any library
- C. Circulation-Diane Disbro
 - 1. Circ committee requesting amendment to remove number of committee members and term limits on committee members
 - a) Michael Davis motion
 - b) Becky Wilcox second
 - c) Motion passed
 - 2. Cancelled transits need to have another action completed so they do not stay in the cancelled transit status
 - 3. Items in transit for long periods need to be reported to MALA for documentation purposes
 - 4. Consortium setting allowing patrons to renew materials if they have fines was changed
 - 5. Next meeting 4/27 at 11 am
- D. Reports-Kyle Constant
 - 1. Trainings
 - a) Video on recurring reports already on YouTube channel
 - b) New report guides will be up soon-goal to have one for each template
 - 2. Need members for reports committee
 - 3. Feedback survey will be sent to membership to help guide committee
 - 4. Meeting 4/8 at 2 pm
 - 5. Discussion on possibility of the Reports Committee becoming a standing committee.
- E. Strategic Planning-Steve Campbell
 - 1. Surveys

- a) Finished non-membership
 - b) Working on membership survey
 - c) Still prepping for consortium surveys
 - d) Data being collected in these surveys could help other committees move forward
 - 2. Should have a draft for the strategic plan by May
- F. Onboarding-Lee Ann Santee
 - 1. Committee has created timeline for onboarding as well as technology survey and welcome packet
 - 2. Libraries will be asked to have staff participate in onboarding process and travel reimbursements are being revised
 - a) Following Missouri reimbursement rates in revision
 - b) Revisit in June
 - 3. Migration teams being created to help with training and answering consortium specific questions during onboarding
- VI. Amigos
- VII. Missouri State Library-Robin Westphal
 - A. Evaluated courier stops for the year and sent information to libraries that needed to change the number of days.
 - B. Having new MOE members write grant for migration costs (i.e. labor, barcoding, etc)
 - 1. Starting Sept 1
 - C. ARPA funds will be discussed as possibly supporting MOE in some capacity
 - 1. Not for long sustaining projects
- VIII. Other Matters
 - A. Personnel committee not ready to report
 - B. Recommendation by Sue Szostak for the executive committee to increase general membership meetings to once a month for a short time with the number of items currently on agendas.
- IX. Adjournment
 - A. Motion by Sue Lightfoot-Horine
 - B. Second by Kate Coleman

Participants

Shannon Midyett-Poplar Bluff Municipal
 Anita Dodd-Douglas County
 Becky Montgomery-Oregon County Alton Branch
 Becky Wilcox-Doniphan Ripley County
 Belinda Birrer-Poplar Bluff Municipal Library
 Candy Warren-LCL
 Cathy
 Dana DeVore
 Debbie Musselman-Missouri State Library
 Diane Disbro-Scenic Regional

Doris Rogers-North Kansas City
Elaina Daniels-Cedar County
Elizabeth-Crawford County
Elizabeth Steffen-Festus
Emily Slama-Pulaski
Gina Milburn- Barry Lawrence
Gina Smith-Brookfield Public
Glenda Wofford-Salem
Jake Johnson-Webb City Public Library
Jane Mulvihill Jones MALA
Janet Caruthers-Missouri State Library
Jeff Trinkle - Riverside Regional
Jodi Moore-Livingston County Library
Jordan Myers-Keller Library
Kate Coleman-Jefferson County
Kristin Evans-Amigos
Kyle Constant-Trails Regional
Lee Ann Santee-Barry Lawrence
Lisa Garro-Heartland Regional
Lori Mangan - North Kansas City
Michael Lewis James Memorial
Michael Davis-Camden County Library
Monica Brown Putnam County
Mrobbins
Nate Beyerink -Trails Regional Library
Nelson Appell-Washington Public Library
Pamela Withrow-Jefferson County Library
Rebecca Payne-Stone County Library
Robin Westphal-Missouri State Library
Ron Eifert-Sikeston Public Library
Shawn Long-Sainte Genevieve County Library
Steve Campbell-Scenic Regional Library
Sue Lightfoot-Horine- Carrollton Public Library
Sue Szostak-Poplar Bluff Municipal Library
Tony Benningfield - Jefferson County Library
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