

Missouri Evergreen

Regular Board Meeting

August 12, 2021

The meeting was called to order at 10:04 AM. The following members were in attendance:

Shannon Midyett

Rebecca Payne

Dan Brower

Diane Disbro

Anita Dodd

Colleen Knight

Corina Thorne

Doniphan-Ripley County Library

Doris Rogers

Jacob Johnson

Jeff Trinkle

Kacie James

Kendall-Heartland Regional

Kristin Evans

Lee Ann

Lisa Garro

Meredith McCarthy

Emily Slama

Kate Coleman

Michael Davis

Mrobbins

Nate Beyerink

Pamela Withrow

Ron Eifert

Shawn-St. Gen.

Steve Erichsen

Steve Campbell

Terri York

Tony Benningfield

Janet Caruthers

Teresa Tidwell

Robin Westphal

Charity

Cathy Dame

Jodie Moore

Michael Lewis

Allyson Harkins

Debbie Musselman

Sue Lightfoot-Horine

The Executive Chair, Shannon Midyett, welcomed new directors to the meeting. Both Doniphan-Ripley and Carrollton have new members.

The minutes from the June regular meeting, and a special email vote by the board, were presented. Kate Coleman made a motion to accept the minutes as presented. Colleen Knight seconded. All in favor.

**Motion Carried.**

### **Executive Report**

Ms. Midyett shared an update on the open demo presented on July 23<sup>rd</sup> for libraries interested in joining ME. 16 libraries were represented. The demo was also recorded for libraries that were not able to attend. She also shared that a User's pre-conference is scheduled to happen at the MLA conference in September. If MLA is cancelled, the user's conference will still happen online and a link will be sent through the listserv.

Next, an update was provided on migrating libraries. James Memorial went live on July 29<sup>th</sup> and everything appears to have gone smoothly. Henry County goes live on August 19<sup>th</sup>. Rolla is on September 9<sup>th</sup>, Cedar County on November 4<sup>th</sup>, and tentatively Reynolds County will go live on January 20<sup>th</sup>.

Steve Campbell brought up a concern over the rebarcoding not getting done in time for libraries go live date. There are concerns that Bowling-Green may still be trying to rebarcode. Kate Coleman Clarified that the items are in Evergreen with new barcodes, but the physical items may not have new matching barcodes. Typically items receive a new barcode if they get pulled for circulation. Ms. Midyett stated she would contact them to see if they need help.

Ms. Midyett shared an update on the development project for the simple reporter. Equinox provided tech specs, which were emailed out to member libraries in the meeting packets. The consortium lawyer is looking at the contract that Equinox sent. Once the lawyer approves, the board will sign the contract. Equinox also gave a timeline for the project. They anticipate a test version ready for the consortium this fall, and then they will send it out to the wider Evergreen community. They expect it to be approved in time for the 3.9 release next year, and we could upgrade in the fall of 2022. Ms. Midyett feels we might be better off waiting until our regular upgrade in the spring of 2023.

The FY2021 annual report was presented. Ms. Midyett shared a brief overview of the changes and improvements of the consortium in 2021. Then presented the FY2022 budget for approval. Changes in the budget included the change in funding from the State Library Grant, it added the grant funding for the cataloger position, added \$30,000 for a contracted operations manager position, includes the \$10,000 for the development fund, and also meets the criteria of the reserve policy. Jake Johnson made a motion to approve the budget as presented. Colleen Knight seconded. All in favor. **Motion Carried.**

Also of note, the fee schedule was shared, and libraries were informed that they should be receiving their FY22 bills in September which should include Marcive dues and Syndetics fees. Also, the grant for FY22 has been submitted to the State Library, and the grant for the temporary cataloger position was also submitted. Ms. Midyett also wanted the membership to be aware of the newest updates to the Missouri Evergreen website, which has added a variety of handouts and promotional materials.

### **Financial Report**

Kristin Evans, from Amigos, shared the financial report. Equinox billed for services, but was otherwise slow. Amigos is working on the marcive billing, to streamline the process. Ms. Midyett asked about the LSTA funding, as it appeared there was a payment missing. Colleen Knight explained that the final payment isn't received until after the end of the fiscal year, once the final report has been submitted to the State Library. Amigos backdates the payment so that it applies to the correct fiscal year. Ms. Knight also asked the membership to send her impact statements that she could include in the grant report.

### **Personnel Committee**

The board voted to post the job opening for the consortial cataloger. Some responses have already been received. The personnel committee recommends creating an operational manager position to assist the Executive Chair. This position would be the lead on recruiting and facilitating migrations. Ms. Midyett reminded the membership that the consortium operates autonomously now, without Mobius. Having an operational manager would help manage projects consistently, since the board changes from time to time. Ms. Midyett asked for a motion to approve the position. Steve Campbell made a motion to create the contracted position of operational manager and post the opening. Dan Brower seconded. **Motion carried.**

The committee also shared that the next step is to interview candidates for the cataloger position. There was some discussion on who would do the interviews. The general consensus from the board was that the cataloging committee is more familiar with the needs of cataloging and should handle the interviews and then make a recommendation to the board. Several board members volunteered to also sit in on the interviews.

### **Cataloging Committee**

Nate Beyerink shared the catalog committee update. They have finished a best practices document. He also shared that during recent migrations they have worked to clean up the matching rules, but approximately 50% of records are not merging. They are working with Equinox to find alternatives. Kate Coleman volunteered to reach out to other Evergreen Consortia, but stated that we are not alone in this issue.

### **Circulation Committee**

Meredith McCarthy shared the circulation committee report. They have worked on a best practices document for libraries to use when they have to close. She also brought up the recent issue of billing between members. Steve Campbell shared information regarding some inter-library billing issues, specifically about one library that appears to be billing for regular wear and tear. He shared that he had met with the director of that library already, but he didn't feel that he got anywhere. Currently 11 libraries have complained to the Board. There are some that are refusing to borrow from that library, and Mr. Campbell feels that defeats the purpose of the consortium. He suggested looking into a document that Mid-Continent used for billing between libraries to see if something like that would be beneficial to Missouri Evergreen. Ms. Midyett asked if the circulation committee could make a similar document. Mr. Campbell suggested a temporary committee. Ms. McCarthy asked if it could be a general best practices document, but Mr. Campbell felt it needs to be more thorough. Ms. McCarthy stated that the circulation committee could reach out to other consortia to find similar documents, which would allow us to see the scope of the project. Ron Eifert asked if there would be a dispute process, as well. Ms. McCarthy mentioned that it should also include that damaged items need to be available for review by the billed library. Mr. Campbell encouraged members to reach out to the Executive Chair, himself, or the rest of the board if there are issues so they can be addressed. He also asked that libraries take pictures of items billed for damage that is minimal and to share that with the board.

Cass County has also requested to add "collections" as a permission group. Permission groups are a global setting. It would help them in their process with using Unique Management for collections. Steve Erichsen spoke and shared that it seemed to be the least intrusive way, and it would only impact other libraries if they set it up as well. There was some discussion about using an existing permission group. Steve Campbell made a motion to allow the creation of the "collections" permission group. Ron Eifert seconded. **Motion Carried.**

There was some discussion regarding the setting for the minor permission group, to change the expiration date from 3 years to 1 year. Most members reported that all of their expiration dates are 1 year. Shannon will verify with Equinox.

### **Reports Committee**

Steve Erichsen shared that the reports committee is finishing up the training materials. They are also talking about reaching out to new libraries, but the need more members on the committee. There was a general call for committee members if anyone is willing.

### **Strategic Plan Committee**

Steve Campbell presented the strategic plan. He mentioned that some language had been changed regarding delaying migrations due to catalog issues. The document also adds recommended surveys for

review. Mr. Campbell hopes that the strategic plan will be used to guide decisions of the consortium. Terri York made a motion to accept the strategic plan. Sue Lightfoot-Horine seconded. **Motion Carried.**

### **Onboarding Committee**

They have discussed creating a migration guide for teams working with onboarding libraries. They are also discussing quarterly training to fill gaps. There is also a new work-flow for go live days, which includes a call on that day with Equinox and a trainer on stand-by.

### **Amigos**

Kristin Evans shared again about the annual billing going out in September. They will also load the FY21 budget, since it was approved. She also shared that 30 people have registered for the pre-conference sessions at MLA.

### **State Library**

Robin Westphal shared about the library automation grants, and that Reynolds County was almost done with the grant process. She also shared that the State Library will be working on their strategic plan, which helps guide how they use LSTA funding. She gave a brief update on the ARPA funding, from which Missouri Evergreen is requesting funds for a full-time cataloger. There will also be another round of New Director training coming up, and the tech mini grant application should be opening in September.

### **Other Matters**

Mr. Campbell brought up the issue of cyber security. He asked if Equinox has coverage, or if Missouri Evergreen is expected to have cyber security insurance. Ms. Midyett stated that she would find out and report back.

Mr. Campbell also asked that the consortium look at reciprocal borrowing, as the current agreement a handful of libraries have is causing issues. He suggested a temporary committee. Jake Johnson asked to be on the committee. Ms. Midyett asked that the committee explore what is happening and potentially update the current documentation. Steve Campbell, Jeff Trinkle, Jake Johnson, Shannon Midyett, Stacy Histle, and Tony Benningfield all volunteered to be on the committee.

Sue Lightfoot-Horine made a motion to adjourn. Jake Johnson seconded. **Motion Carried.** The meeting closed at 12:10 PM.