

Missouri Evergreen Regular Meeting Minutes

December 9, 2021

Via Zoom

Attending:

The meeting was called to order by Executive Chair, Shannon Midyett, at 10:00 AM.

The Chair called for an approval of the minutes from the prior meeting. Kate Coleman made a motion to approve the minutes with changes. Colleen Knight seconded the motion. All voted in favor. **Motion Carried.**

Executive Report

Ms. Midyett introduced the new ME Executive Director, Mickey Coalwell. His first day will be January 3, 2022.

Next Ms. Midyett provided new member updates. Cedar County came online on November 4th. Due to director turn over and rebarcoding they will start resource sharing in January. Reynolds County will go live on January 20th. Poplar Bluff and Sikeston will have staff on site to assist. Ralls County will start rebarcoding and migrating, with Little Dixie assisting in January with a go live date of March 24th. Saint Joseph submitted an MOU, but due to contract with their current ILS they won't go live until summer 2023. The upgrade to the next version, 3.8, is tentatively scheduled for April 20, 2022. Kate Coleman requested that the test server be upgraded to 3.8 as soon as possible for testing. There is an opening between May and August 2022 for one more library to go live. Steve Campbell offered updates on Hannibal, and they are interested in fall of next year. Hannibal would have to rebarcode since they have 10 digit barcodes. Morgan County is also presenting the MOU to their board. Missouri River Regional is on the fence, due to some concerns over the reporting module. Ozark Regional has a new director, who wants to wait a few months before making a decision. They would be an easy migration since they are already using Evergreen.

Ms. Midyett updated on end of year financials. The 990 tax return has been filed and the consortium has received \$49,940.67 in grant funding. She also reminded the membership that the next meeting will be February 10th at 10 AM.

Financial Report

Keith from Amigos presented the financial report. As of November 30th the consortium has \$313,549.26 in equity, with \$37,910.96 of that being uncollected accounts receivable. Amigos will talk with the ME treasurer about sending out overdue notices to member libraries who have not sent in their checks. He reiterated that grant income received is \$49,960.67. Total revenue for the year, so far, is \$214,064.43 and expenses are \$94,734.23. Amigos filed the consortium 990 form.

Cataloging Committee

Nate Beyerink presented the cataloging committee report. He started by sharing an issue with the cataloging policy, which was brought to his attention by Greg Whitmore (consortium cataloger). The definitions for catalogers in the existing policy is confusing. The cataloging committee recommends the

following changes: replace the term level 2 cataloger with entry level, and level 1 cataloger with the term advanced. They also made changes to the permissions table, replacing “add serial bibliographic records” with “add monograph parts”, and changing “add/edit, call number, and item level data” to “add/edit holdings, call numbers, and item level data”. All voted in favor. **Motion Carried.**

Mr. Beyerink reported that the cataloging committee, Mr. Whitmore, Ms. Midyett, and Mr. Coalwell met to discuss the cataloger training process. Documents for training are being finalized, and training videos are being created. They hope to have everything done by February, at least for the virtual portion of the training. The catalog committee has created a cataloging helpdesk email account which is cathelp@moevergreenlibraries.org. The email address will function more like a help desk. Mr. Campbell asked for examples of situations where this would be better than the committee listserv. Mr. Beyerink said it would be useful for catalogers who may lack confidence in their abilities, or are embarrassed. It could also be useful if a cataloger wants to verify whether or not another cataloger is doing something correctly without drawing attention to the situation. All members of the cataloging committee will have access to the account. The next committee meeting will be January 10th. Ms. Midyett included that she hopes to launch in-person trainings in the spring of 2022. Ms. Coleman mentioned that Mr. Beyerink performed an important update earlier this morning. He shared that the Library of Congress changed their subject headings related to the term “illegal alien”, so he went through and batch edited the subject headings for the consortium.

Circulation Committee

Diane Disbro shared the committee report. First, a couple of libraries have requested new permission profile groups. She shared that the committee intends to look into how the category is being used by libraries, in order to reduce the current list of 18. They expect some libraries can use statistical categories. One library requested a “fine free” permission group, and another library has asked for an “institution” permission group. Ms. Disbro requests that the consortium create the “fine free” permission group, and change the “school” permission group to “institution”. Mr. Brower is concerned that there might be libraries using different permissions for schools and other institutions. He would like to hold off on making a decision on that topic. Poplar Bluff is willing to wait for the committee to review. Ms. Disbro made a motion to add the “fine free” permission group and table the conversation regarding the “school/institution” permission group. Ms. Lightfoot-Horine seconded. All in favor. **Motion Carried.**

Ms. Midyett suggested sending out a training video with information on the difference between statistical groups and permission groups. Ms. Knight agreed. Ms. McCarthy shared that progress is being made by the damages best practices working group. Hope to have something put together for the next committee meeting, and plan to present to the board in February. Next meeting will be January 8th.

Ms. Midyett plans to get a meeting calendar on the website, so committee meetings will be posted.

Reports Committee

Steve Erichsen presented an update on the simple reporter. He and Kate Coleman were testers for the new module. It is much easier to use. He did caution that it may not make it possible to run reports that weren't possible in the old reporter. It will make it easier to create reports from scratch. Ms. Coleman shared that it is better than the current report module, but it is a learning curve. She also shared that the traditional module will still exist. Ms. Midyett shared background information on the development project since there were several new members attending the meeting. She believes it will go live with

the upgrade in April 2022. Ms. Midyett believes that Equinox intends to complete the reports dashboard next, and that the Missouri Evergreen board would like to put development funding into the project. Mr. Erichsen will reach out to the director at Missouri River Regional Library to update her on the new report module. Mr. Campbell also mentioned that Barton County is interested in joining Evergreen.

Onboarding Committee

Plan to meet on January 6th.

Reciprocal Borrowing Committee

Jeff Trinkle provided the update. The committee reviewed the current reciprocal borrowing document. They are drafting an updated version to address some concerns. Mr. Coalwell asked for an explanation of reciprocity. Mr. Trinkle explained that it is a way for library users to visit partner libraries to access materials. The committee is working to ensure that when a reciprocal borrowing agreement is enacted, it only effects the libraries who are participating, and not the entire consortium. Ms. Midyett shared that the software side wasn't up to meeting the policies of the reciprocal borrowing agreements, so the revision will work with the software capabilities. Ms. McCarthy asked if there is language in the agreement to address patrons with blocked accounts. Mr. Campbell shared that Scenic Regional, and several other libraries, have a policy that patrons with blocked accounts at another ME library cannot get a card at the new library until the old account is cleared. Might consider adding this to the policy. By issuing a new patron card at individual library the respective library policies would apply. According to Equinox, it is possible to code the settings but it would require them to quote the cost as it would be a consulting project. Further explanation was provided regarding the difference between resource sharing and reciprocal borrowing.

Ms. Midyett requested the establishment of a task force (shared policy task force of 2022) to determine whether the membership would be willing to agree to some standardized borrowing policies. She called for volunteers. Jeff Trinkle, Tony Benningfield, Steve Campbell, Stacy Histle, and Colleen Knight volunteered.

Amigos

No additional information.

MALA

No representative available. Ms. Midyett shared that Stone County would be discontinuing service to their Blue Eye branch due to poor service, and another library had shared they have video footage of a driver throwing boxes onto the truck. The MALA director will be contacted to get an update on what is being done to correct the issues.

Missouri State Library

Robin Westphal shared that they are reviewing grants, and that additional grants will be opening soon. Also, MALA will be working on their contract with Henry since the contract renewal process will begin in the spring. Janet Caruthers shared that the Spot Light on Literacy applications will be due January 31st, Digital Imaging applications due February 15th, and Technology Ladder applications due March 1st.

Automation grants available. Ms. Midyett feels that the new format for the migration grant is working really well, and provides better support for the libraries.

Colleen Knight made a motion to adjourn. Tony Benningfield seconded. All in favor. **Motion Carried.**