

Missouri Evergreen Regular Meeting Minutes

February 10, 2022

Via Zoom

Attending: Janet Caruthers, Leatha Walsh, Leigh Gray, Allyson Harkin, JoEllen Pratt, Shannon Midyett, Anita Dodd, Charity Ramsey, Colleen Knight, Diane Disbro, Emily Slama, Gregg Whitmore, Heartland Regional?, Jane Mulvihill-Jones, Jennifer Burns, Kate Coleman, Kendall Stratman, Lee Ann Santee, Meredith McCarthy, Mickey Coalwell, Monica Brown, Nate Beyerink, Ron Eifert, Jeff Trinkle, Kate McBride, Kristin Evans, Lisa Garro, Brian Cleveland, Carrie Cline, Lori Mangan, Stephanie Bloss, Steve Campbell, Doris Baker, Elizabeth Steffen, Elizabeth Bradley, Jackie Hawes, Dan Brower, Steve Erichsen, Robin Westphal, Eva Dunn, Stacy Hisle, Rebecca Payne

The meeting was called to order by Executive Chair, Shannon Midyett, at 10:02 AM.

The Chair called for an approval of the minutes from the prior meeting. Diane Disbro stated that the date for the January circulation meeting should have been listed as January 25th in the prior minutes. Colleen Knight made a motion to approve the minutes with changes. Ron Eifert seconded the motion. All voted in favor. **Motion Carried.**

Executive Report

Ms. Midyett informed the membership that the upgrade to Evergreen version 3.8 is still scheduled for April. She verified that the timeframe still works for the membership. She also shared that version 3.8 will not include the simple reporter, that is an upgrade that will be included in version 3.9.

Cedar County has finished rebarcoding, and started resource sharing January 10th. Reynolds County will have a staggered go-live.

Mickey Coalwell provided some Executive Director updates. They are planning a “new director” training this spring, for directors new to Missouri Evergreen. He and Ms. Midyett are making progress to reorganize their rolls and identify improvement.

Ms. Midyett mentioned that Mr. Coalwell is also reaching out to each member library directly.

Financial Report

Kristin Evans from Amigos presented the financial report. She reported that January was a quiet month. She did request that if there is a leadership change at a member library Amigos needs to know. They need to ensure that invoices go to the correct person.

Cataloging Committee

Consortium Cataloger, Gregg Whitmore, reported that the certification training is basically ready. It has not been loaded on the website yet, but it should be soon. He also mentioned that it may be beneficial for other library staff to review. All catalogers will be required to complete both basic and advanced training, and the committee is tentatively looking at a six month window to complete the training. At the upcoming catalog committee meeting they will go into more detail about the requirements. However, each library will be required to have at least one cataloger certified at the advanced level. Mr. Whitmore stated that he aimed for each level to have approximately eight hours of content. The committee also

intends for catalogers to re-certify every two years. Ms. Coleman also requested that the committee be notified if a library hires a new cataloger. Mr. Whitmore also shared that he would be willing to do face-to-face training. Ms. Midyett stated that they are looking into some regional training opportunities. Mr. Beyerink reminded everyone that there is a cataloger helpdesk email account now, which can be reached at cathelp@moevergreenlibraries.org. He also reminded everyone that the next cataloger meeting is on February 14th.

Circulation Committee

Ms. McCarthy shared the “Damaged Materials Best Practices” document. The circulation committee made a referral to accept the document as part of the consortium circulation procedures. All voted in favor. **Motion Carried**

Reciprocal Borrowing Committee

Jeff Trinkle shared the latest draft of the agreement. Ms. Disbro suggested changing the term “owning library” to “lending library” to match language in other documents. Ms. Coleman asked for clarification regarding the apparent removal of two paragraphs. Ms. McCarthy stated that they don’t need to be removed, just re-worked. Mr. Trinkle will reword to better fit. Ms. McCarthy was concerned that some of the wording is contradictory to other policies. There is also some question about settings for reciprocal borrowing. Mobius had indicated it was a simple process. According to Ms. Midyett, Equinox stated there is quite a bit of coding required to set it up. Ms. Midyett then restated that Mr. Trinkle will re-word the two questionable paragraphs and present an updated draft at the April meeting. Mr. Trinkle agreed, and stated the committee would meet before then. Ms. McCarthy asked if the circulation policy needs to update the language from “owning library” to “lending library”. Ms. Midyett said she felt that could be done without a motion.

Reports Committee

Steve Erichsen shared the reports committee update. Right now they are in a holding pattern until the simple reporter is live. They will create handouts when it is available. The next committee meeting is February 7th. Ms. Midyett also reminded the membership that they can reach out to the committee for help with running reports.

Onboarding Committee

Lee Ann Santee shared that Ralls County will go live on March 24th. Barton County has signed an MOU and expect to go live in November or December 2022. St. Joseph has signed an MOU and will go live May 2023. Ms. Midyett shared that Hannibal is taking the MOU to their board this spring, and would go live fall 2023. Morgan County is considering the MOU. Mr. Campbell shared that Morgan County would be presenting to their board that day. Ms. Midyett shared her plan to build a guide for default settings to include in onboarding, which can then be customized. Ms. Santee provided her email address, leeann@blrlibrary.org, for anyone who wants to attend onboarding meetings. Ms. Coleman asked if there had been many responses to the request for migration libraries. Ms. Midyett stated that there had not been.

Amigos

Ms. Midyett requested that Amigos provide a written report so that the consortium can see what it takes to run the consortium. Ms. Evans shared that they handled financial processing, worked with the board to get her on the accounts a signatory, and they are in the process of investigating online bill pay.

MOSL

Ms. Westphal shared that they would have a representative from the consortium at the New Director orientation. Current grants open are the technology ladder, digitization, and spotlight on literacy, grants. MOSL is working on their yearly LSTA plan and webinars. Ms. Dunn asked if there was any word on federal grant money for capital projects. Ms. Westphal said there has not seen if the governor has requested the money, but there were other plans in place for it, other than libraries.

MALA

Ms. Mulvihill-Jones reminded the membership that there is a monthly meet & greet session with MALA staff. They have upcoming training on Intellectual Freedom. She also reminded everyone to notify MALA if there are sudden closures.

Mr. Coalwell asked if there was an update on the issues with the Rolla route. There are still 200 items in transit. Ms. Mulvihill-Jones stated that the items were in route, but may have been slowed by the bad weather. MALA is also working on a new website.

Mr. Cleveland asked if MALA needs to be notified of closures on non-delivery days. It was reported that it is helpful in case of makeup delivery days. Ms. Disbro asked if there was anything the consortium can do to prepare the courier, prior to a library going live. Ms. Mulvihill-Jones requested that the libraries talk with their courier driver to prepare them for the increased volume.

Ms. Midyett asked if there were any other matters to discuss. There were none.

Kate Coleman made a motion to adjourn. Jeff Trinkle seconded. All in favor. **Motion Carried.**