

## Missouri Evergreen Regular Meeting Minutes

April 14, 2022

Via Zoom

Attending: Diane Disbro, Jake Johnson, Ron Eifert, Jen Burns, Kristin Evans, Meredith McCarthy, Tony Miller, Elizabeth Steffe, Hannah Bitner, Anita Dodd, Greg Whitmore, Janet Caruthers, Monica Brown, Kate Coleman, Traci Clair, Brian Cleveland, Lee Ann Santee, Rachael Grime, Megan Michel, Mickey Coalwell, Rebecca Payne, Steve Campbell, Colleen Knight, Terri York, Rebecca Buckley, Tony Benningfield

The meeting was called to order by Vice Chair, Ron Eifert at 10:02 AM.

The Vice 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**

The version 3.8 upgrade is scheduled for April 20<sup>th</sup>. It will start at 8 PM and should be done before the next morning.

We have received a signed MOU from Mississippi County, and are slated to join in spring 2023. Hannibal has discussed joining, but the decision has been put on hold for a year. No updates have been received from Morgan County. Mr. Campbell checked on Morgan County, and shared that they are bringing it to their board soon. Bonne Terre is also considering joining.

The Executive Committee did vote to join MOREnet as an organizational member. The cost is \$900 annually. Zoom accounts are available through that membership. Mr. Coalwell shared that committee chairs and Executive Chair have been assigned licenses. There are still a few available if Missouri Evergreen leadership feel that they need one.

Some issues with barcoding collisions came up after the last board meeting. Mr. Coalwell shared more about the issues. Some of the early libraries came in with shorter barcodes, and since the ILS requires unique barcodes there are issues with the barcodes of migrating libraries. The best way moving forward is to have a set schema. Moving forward that should not be an issue. However, libraries that have been in the consortium for a while, and have short barcodes, are starting to collide with each other. Moving forward, the consortium needs a policy to address the issue, and then needs to start moving libraries over to a long-form barcode for all new patrons and items, and hopefully retrospective rebarcoding as well. Ms. Disbro asked what the benefit of retrospective rebarcoding would be, if there aren't collisions currently. Mr. Coalwell explained that there have been collisions, most recently with Carrollton. Ms. McCarthy shared that Jefferson County has also had collisions with Riverside Regional. Ms. York shared that there was some sort of documented range at one point, under Mobius. Mr. Eifert stated that the libraries that migrated from Atrium seem to be the main issue because of the barcoding schema required by that ILS.

Mr. Eifert presented a revision to the bylaws, to rework some officer positions. The board approved the change to the bylaws. They are being presented to the membership to review, and then they will be

voted on in June. The main change will be to create a vice president, president, past-president, treasurer, recording secretary, and four members-at-large. Section 4 also includes duties of the offices are also listed out. There is also a section on hired staff. Mr. Coalwell shared that the main reason for the change is to provide continuity in leadership. Mr. Campbell and Ms. Knight agreed that this format has been followed informally, so this just formalizes the process.

RFP for ILS and Financial services was discussed. Mr. Coalwell shared that the ILS RFQ will go out the following day, and Equinox, Emerald, and PTFS Liblime will be invited to submit proposals. Additional vendors are welcome to apply. The timeline is fairly standard. Quality of support will be reviewed. Members are welcome to provide feedback to the board. An RFQ for financial services is also going out to determine if our contract can be simplified and costs reduced. It will go out after Executive Director and Treasurer review. Mr. Eifert asked if member libraries could provide Mr. Coalwell with recommendations for accounting services if they would like. Libraries are welcome to do so. Mr. Eifert also asked if we are interested in inviting Mobius to submit a RFQ for support services. Mr. Coalwell didn't see a reason not to, if the board wants to. Mr. Eifert felt that it would be a good idea since they are a Missouri company. Mr. Campbell and Ms. Coleman agreed. Mr. Campbell shared that he didn't feel anyone had been unhappy with Mobius in the past. The consortium didn't realize that they did not have to take the lowest bid, in the previous RFQ process. Ms. Disbro mentioned that the RFP document includes a request for training. She mentioned that there had been discussion about the consortium handling training, because vendor training wasn't specific enough to ME. Ms. Coleman asked if that included migrating libraries. Mr. Coalwell disagreed with moving in that direction because in the last two migrations he has seen that there are some specific components of the training that partner libraries do not have the training or time to provide. Mr. Campbell explained that prior to the buddy system training from Equinox was lacking, and led to issues with migrations. There was agreement that going back to solely relying on Equinox for training is not the best option. Rebecca Buckley at Rolla shared that the Equinox training was really good, and they did not have a lot of support from their partner library. Mr. Cleveland asked how long Equinox has provided support for the consortium. Ms. Coleman stated it has been three years.

Mr. Eifert shared that there will be an informational session at MPLD on June 2<sup>nd</sup> for those interested in ME. The regular meeting will be the following week. There will also be an informal social on Friday at Noon for directors of Evergreen libraries to interact.

There is a meeting calendar on the [moevergreen.org](http://moevergreen.org) website. It includes the live links for meetings, and the committee meeting dates.

Next membership meeting will be June 9<sup>th</sup> at 10 AM

### **Executive Director Report**

Mr. Coalwell turned his time over to Andrea from Equinox, but she wasn't quite ready. He also shared that the first new director's orientation has happened. There is another scheduled for April 28<sup>th</sup>. There are two others scheduled, one for May and one for June. The orientation is meant to provide information and resources to Directors new to Evergreen.

### **Financial Report**

As of March we are showing a negative debt income, but there are dues still coming in, and another grant payment.

### **Cataloging Committee**

Consortium Cataloger, Gregg Whitmore, reported that the certification training is going well. 31 catalogers have completed basic training and 13 have completed advanced training. There will be 6 in-person trainings over the next three months. Currently taking signups for those trainings, but they are not required to attend. Ms. Coleman shared that it is a good way to meet other catalogers, and learn a few new things. Mr. Whitmore also shared that he will be re-recording a few sessions to accommodate changes from the upgrade. Mr. Eifert reminded everyone that there is a cataloger helpdesk email account now, which can be reached at [cathelp@moevergreenlibraries.org](mailto:cathelp@moevergreenlibraries.org). The next meeting will be Monday, May 9<sup>th</sup> at 11 AM.

### **Circulation Committee**

Ms. McCarthy shared that the committee will be working on a cheat sheet for offline circulation. She also shared that she will be stepping down as committee chair at the end of June. She is looking for a replacement. Ms. Disbro discussed patron permission groups. Out of the list of 19, only 1 was not being used to assign specific permissions. The committee would like to request that it be removed. Additionally, a library requested the addition of the permission group "institution." It is possible to hide unused permission groups, so circulation staff do not see all of the permission groups in their list. The committee recommends removing "county students" and replacing it with "institution." Ms. Coleman asked if the restrictions are done by workstation. Ms. Disbro shared that it can be done by user or by branch. All voted in favor of the recommendation. **Motion carried.** The next Circulation Committee meeting will be April 26<sup>th</sup>.

### **Reports Committee**

Tony Miller shared the reports committee update. Right now they are in a holding pattern until the simple reporter is live. They will re-identify areas that may need additional training, and identify any areas that may need to be addressed. Ms. Coleman asked if the simple reporter can be implemented prior to our upgrade to 3.9, which won't happen for a year. Mr. Coalwell shared that he would have to look into it, but he believes that there are some issues with adding it to 3.8.

### **Onboarding Committee**

Lee Ann Santee shared that the committee is making plans to add more committee members. Barton County has signed an MOU and expects to go live in November or December 2022. Mississippi County will join in spring 2023. St. Joseph has signed an MOU and will go live summer 2023. Ms. Santee provided her email address, [leeann@blrlibrary.org](mailto:leeann@blrlibrary.org), for anyone who wants to attend onboarding meetings. Mr. Eifert asked how many spots are still open for migration this year. Ms. Santee believes that they are full. Mr. Coalwell believes there is one, but we do not have to migrate five each year because of the grant restructure. Mr. Eifert pointed out that our migration timeline for a library has expanded to a full year, so there would not be time anyway.

### **Reciprocal Borrowing Committee**

There was a draft of the reciprocal borrowing agreement sent out. Mr. Johnson shared that the current draft is fairly short and sweet. The main portion relates to lost and damaged items. Ms. York asked for clarification as the document indicates that for a patron to receive services at reciprocal borrowing libraries, they would need to have a library card at both. Mr. Johnson confirmed. Ms. York stated that there was a patron using a Lebanon card at her library. Mr. Johnson confirmed that it should not be possible, per the old agreement and there might be an issue with settings. Ms. McCarthy shared that there are some back-end issues that are causing this issue. Ms. York feels that duplicate cards for a patron at multiple locations will be messy. Mr. Campbell pointed out that one issue with using one card is that each library has its own policies. Other consortia have shared policies. Ms. Payne asked Mr. Coalwell to provide his experience with the Northeast Kansas Library System, as a consortium with similar characteristics to Missouri Evergreen. They had one card per patron, and applied the policies of the library where items are checked out. Mr. Coalwell feels that this would be the best way to move forward. Ms. Coleman shared that she had asked Equinox how difficult it would be to prevent a card from working at non-home libraries, and they shared that it is very complicated. Ms. Neiman (from Equinox) shared that there is a short-cut that has recently been developed, that could be further developed to apply.

Mr. Campbell asked for clarification because Mobius had restricted card access for his system and it was done easily. Ms. Neiman shared that in that instance, it was a one-to-one situation versus mapping an entire consortium, which exponentially increases the amount of work. Mr. Campbell expressed that he does not think a “one card” method would work at this time, without having consortium wide policies.

### **Equinox**

Mr. Coalwell introduced Andrea Buntz Neiman, the account manager at Equinox.

### **Amigos**

Ms. Evans shared that Amigos has been working on getting signers updated, and establishing online bill pay. She also reminded everyone that MARCIVE gets billed at the end of the fiscal year.

### **MOSL**

Janet Caruthers shared that MOSL is working on their annual LSTA budget.

### **MALA**

Ms. Mulvihill-Jones shared that the USPS issues are still rolling in. Please provide information to MALA, so they can track the problem. It appears to be an issue in a warehouse. MALA’s courier RFP went out to six companies, only two responded. One was a 34% increase, and the other was a 115% increase. They are still working on contract negotiations. She also shared the upcoming training opportunities offered by MALA.

Mr. Eifert reminded everyone that there is a link on the ME website to the MALA reporting forms.

Mr. Eifert also mentioned that Ms. Lightfoot-Horine, the Treasurer, is recommending that the consortium adopt a set of financial policies that codifies how things are already being handled. It will likely be introduced at the June meeting. He also shared that Ms. Midyett is requesting an approval of up to \$2,500 to purchase promotional materials to commemorate the 10<sup>th</sup> anniversary of the

consortium. Ms. York made a motion to approve up to \$2,500 to purchase promotional items. Mr. Johnson seconded. All in favor. **Motion carried.**

Mr. Eifert asked if there were any other matters to discuss. There were none.

Jake Johnson made a motion to adjourn. Tony Benningfield seconded. All in favor. **Motion Carried.**