

## **Missouri Evergreen Circulation Committee Meeting Minutes**

Tuesday, February 28th at 11am

### **I. Public Comments**

### **II. New Business**

- A. Regional Refresh at Poplar Bluff on March 15th and Barry-Lawrence on March 30<sup>th</sup>. Registration information can be found at: [Regional Circulation Training \(1\).png](#)
- B. Mickey Coalwell gave an update about the 1<sup>st</sup> Annual Missouri Evergreen Users Conference April 13-14 in Columbia. Register for the conference at: <https://missourievergreenusersconf.sched.com/>
- C. Handling new card requests of patrons with existing cards at other ME libraries—wording for a recommendation was considered and will be finalized by next meeting
- D. Updating staff accounts--log in accounts are set up similarly to patron accounts and can be searched for under "patron search". If you can't find your admin accounts via username search, try to search by profile group. (cataloging administrator, circulation administrator, local system administrator) OR If your library migrated to ME pre-Equinox, those accounts are set up with a last name of "user"

### **III. Old Business**

- A. Purging patron accounts recommendation:  
To keep the ME database current and to limit the number of patrons affected should there be a data breach, it is recommended that all consortium libraries have the ILS vendor purge accounts that have been expired for three years. An exception could be made for accounts that have bills and accounts that have been barred. [Retention Guidelines.pdf](#) (p5)

### **IV. Other**

- A. Mickey Coalwell explained the need to document and preserve our Consortium's institutional knowledge for new library staff. He asked for volunteers to join an ad hoc committee to formulate an Orientation to the Missouri Evergreen Consortium Following Director and Staff Turnover document(s). Volunteer by emailing Lee Ann Santee chairman of the Onboarding Committee at: [leeann@blrlibrary.org](mailto:leeann@blrlibrary.org)

### **Committee Members:**

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