

## **Missouri Evergreen Circulation Committee Meeting Agenda**

Tuesday, April 25th at 11am

### **I. Public Comments**

### **II. New Business**

- A.** New circulation committee member Terri Moser
- B.** Working group update on data integrity and deleting/purging

Missouri Evergreen Consortium's commitment to data integrity insures the overall accuracy, completeness and consistency of shared data. It also addresses the safety of that data in regard to regulatory compliance and security. Each member library shares the responsibility to protect and accurately maintain this data. Consortium wide data integrity will provide accurate statistical reporting to the State Library, compliance with the Missouri Evergreen Policy on Personally Identifiable Information (PII) and keep the database current while limiting the number of patrons affected, should there be a data breach.

**It is recommended that all consortium libraries delete library accounts that have been expired for three years and that the ILS vendor purge those deleted accounts once yearly. Exceptions could be made for accounts that have bills or are barred. [Retention Guidelines.pdf](#) (p5) Instructions, and help if needed, for running reports to determine which accounts should be deleted will be provided.**

### **III. Old Business**

- A.** Recap of the 1<sup>st</sup> Annual Missouri Evergreen Users Conference April 13-14 in Columbia—Mickey Coalwell reported there were 92 attendees with around 40 of those on site. Some recordings and hand out material is available at the Sched site.
- B.** Recap of the third in-person Regional Training day held Thursday, March 30<sup>th</sup> at Barry-Lawrence Regional Library's Monett branch. Diane Disbro did a great job leading 32 attendees from 7 different libraries through refresher training material.

### **IV. Other**

- A.** Sue Lightfoot-Horine, president of Missouri Evergreen asked that a copy of the state retention guidelines for libraries be shared on the listserv.
- B.** 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors was discussed with several libraries sharing their plans. Rhonda Busse reported that Robin Westphal, Missouri State Librarian, asked that libraries call her with their questions. Her phone is: (573-526-4783) or (800) 325-0131
- C.** Rhonda Busse will contact Tony Miller, Reports committee chairman, to see if libraries can get a report listing their current minors.

## **Committee Members:**

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