

Missouri Evergreen Membership Meeting

Thursday, December 7, 2017 at 8:30 AM

Inn at Grand Glaize

Minutes (Draft 12-12-17)

Albany Carnegie Public Library
Bollinger County Public Library—Eva Dunn
Cameron Public Library
Carrollton Public Library—Sue Lightfoot
Carthage Public Library —
Caruthersville Public Library – Theresa Tidwell
Cass County Library—Christy Ogle, Rhonda Busse
De Soto Public Library—Tony Benningfield
Doniphan-Ripley County Library—Rebecca Wilcox
Douglas County Library
Dulany Memorial Library
Festus Public Library
Grundey County Jewett Norris Library - Theresa Hunsaker
Howard County Public Library
Jefferson County Library—Pam Klipsch, Pamela Withrow
Lebanon-Laclede County Library - Cathy Dame
Little Dixie Regional Libraries – Rachael Grime
Livingston County Library
Marion County Library Subdistrict #1 - Peggy Northcraft
Marshall Public Library
Mountain View Public Library
North Kansas City Public Library- Vickie Lewis
Ozark Regional Library - Michelle Swane
Polk County Library—Colleen Knight
Poplar Bluff Municipal Library - Sue Szostak
Pulaski County Library - Emily Slama
Riverside Regional Library—Jeff Trinkle
Salem Public Library—Glenda Wofford
Scenic Regional Library - Steve Campbell, Megan Maurer
Schuyler County Library District
Seymour Community Library—Delores Turner
Sikeston Public Library—Ron Eifert
Ste. Genevieve County Library - Jodi Ralston
Stone County Library – Beth McConnell
Texas County Library
Trails Regional Library – Karen Hicklin
Washington Public Library—Claire Miller

Webb City Public Library - Jake Johnson
Webster County Library - Terri York
Willow Springs Public Library
Wright County Library
Missouri State Library – Debbie Musselman, Acting Assistant State Librarian, ex officio,
Jennifer Thompson
MOBIUS – Donna Bacon, ex officio, Debbie Luchenbill, Blake Graham-Henderson
Visiting—Camden County Public Library District—Michael Davis

1. Call to Order

2. Minutes

Minutes were approved as distributed. First, Benningfield; Second, Wilcox

3. Executive Committee Report (Steve Campbell)

- Summary of Outreach—Camden County is very interested in Missouri Evergreen
- Prospective Members
- January Evergreen Demo in Southwest Missouri (Scenic Regional Library Staff) Seven libraries have committed to attending the January 24, 2018 demonstration in Southwest Missouri. These libraries are Dade, Barton, Christian, Barry-Lawrence, Neosho, Lockwood, and Camden County

4. Cataloging Committee Report (Ron Eifert)

Authority control reports should be ready in two weeks and libraries will be able to edit and delete records.

The Committee is ready to begin looking at continuity in item records for parts.

5. Circulation Committee Report (Michelle Swane)

- Target Configuration for Holds—The committee recommends returning to the 24 hour hold configuration. York moved to support the committee recommendation, Northcraft seconded. Motion passed
- Automated Phone Notification System (Diane Disbro) Campbell read an email from Disbro (follows). Klipsch asked that the vendor respond to issues of patron privacy specifically in respect to Missouri State law. Another question was asked regarding the kind of statistical reporting the company could supply.

Email from Disbro:

“Claire Miller, director at Washington Public Library, recommended contacting Phone Tree <https://www.phonetree.com/> about telephonic holds notification. She used that service in Arkansas. I talked to a customer service rep who told me that in December we can buy the hardware to run the system

ourselves for \$1100. After December the cost will be \$1800. The hardware resembles a modem box and requires two outbound analog lines. An adaptor is available to make it compatible with VoIP. Between one-hundred twenty and one-hundred forty calls can be made hourly. Settings control the hours and days that calls are made. After each call cycle, a status report is generated. For example, if we decide to have calls placed between noon and 7 p.m., the report would be generated at 7:01 (approximately). The report would tell us about failed calls. There is a one year service contract on the hardware.

“Someone would need to monitor the hardware. That means staff time for the hosting library.

“Option two is for Phone Tree to make the calls. This entails downloading information from a CSV file through the company website. We would buy points in advance, like making a deposit. The charge per call runs from 5 – 8 cents, depending on the number of calls made. Five cents is for 10,000 calls per month. This service is cloud based.

“I asked the rep for libraries that I could talk to about their experience with the service and will keep you posted.”

6. Authority Control Special Committee Report (Sue Szostak)

- Authority Control Billing Formula—Szostak presented a formula for billing for authority control in year 2 of the Marcive contract. Bacon based the formula on circulation data as is done with Missouri Evergreen billing.

Hicklin made a motion to accept the proposed billing as presented. Johnson seconded. After discussion, motion failed.

York made a motion to accept the proposed billing as an estimated billing with the understanding the amounts presented could vary. Johnson seconded. Motion passed.

7. MALA (Sue Szostak)

- MALA Access to Transit Reports (Excluding Item/Patron Details)
- MALA Access to Evergreen Help Listserv

Szostak presented the request from MALA for access to Transit Reports and the Evergreen Help Listserv. The membership did not move to accept the request.

8. Missouri Evergreen Membership Dues Special Committee Report (Karen Hicklin and Donna Bacon)

- Membership Vote on Proposed 3% Annual Membership Dues Increase Over Each of the Next Three Years

York moved to accept the report and the proposed 3% Annual Membership dues. Benningfield seconded. Motion passed.

9. Reports Committee Report (Diane Disbro)

This report was skipped.

10. Proposed Bylaws Changes Special Committee Report (Peggy Northcraft)

Membership Vote on Proposed Bylaws Changes to Expand the Executive Committee from 5 to 11 members (Including the Addition of the Chairs of the Circulation and Cataloging Committees as Non-Voting Executive Board Members) and to change the name from Executive Committee to Executive Board.

Dunn moved to change the ByLaws as presented by the Special Committee. Knight seconded. Motion passed.

11. Appointment of Nominating Committee to Recommend Nominees for the Executive Board– Election at February Membership Meeting (Steve Campbell)

Campbell requested volunteers to serve on the nominating committee to fill the four new positions on the Executive Board. Volunteers are Sue Szostak, Teri York, Peggy Northcraft, and Rachel Grime.

12. Publicizing Missouri Evergreen Membership – Graphic (Karen Hicklin)

Hicklin provided copies of proposed graphics to be used for Missouri Evergreen as window clings and other uses for marketing Missouri Evergreen. Bacon stated that permission to use the graphic would need to be reviewed and granted by the Software Freedom Conservancy, the current umbrella organization and trademark holder for the Evergreen community.

13. MOBIUS Staff Update (Donna Bacon, Debbie Luchenbill, and Blake Henderson)

Bacon reported that MOBIUS has begun some new ventures.

MOBIUS hired a library marketing company to promote new and additional Evergreen services.

More staff will be trained to provide Evergreen assistance at the Help Desk.

NC Cardinal (Evergreen consortium) will be hosted and managed by MOBIUS.

MOBIUS will become the umbrella organization for the Evergreen community including financials, annual conference, and protection of the proprietary information such as the logo.

Luchenbill reported:

- Douglas County migration is complete.
- Migration to 3.0 is this weekend (December 10)
- Mountain View has its implementation paperwork complete

- Syndetics Unbound Quote: This discussion was skipped
- Missouri Evergreen migrations are booked through February 2019
- Blake reported that the holds slips will not show patron information with the new default setting on the web client.

14. Missouri State Library Update (Debbie Musselman and Jennifer Thompson)

Jennifer Thompson put together a new statistical update on Missouri Evergreen showing its size relative to Kansas City, St. Louis, St. Louis County, and Mid-Continent

Musselman reported that the State Library is aware of the courier issues and is monitoring the situation. Jennifer thanked members for being diligent in reporting issues to MALA and stated it is much easier to address concerns through Kirsten at MALA rather than through First Choice.

The State Librarian position has been reopened for the fourth time.

15. Next Meeting — February

16. Other

Missouri Evergreen Membership Meeting
Thursday, October 5, 2:00 p.m. (MLA conference)

Attendance (No name beside member library indicates no representative in attendance.)

Albany Carnegie PL
Bollinger County PL
Cameron PL
Carrollton PL
Carthage PL
Caruthersville PL - Theresa Tidwell
DeSoto PL - Tony Benningfield
Doniphan-Ripley County Library
Douglas County Library
Dulany Memorial Library
Festus PL - Kathy Condon-Boettcher
Grundy County Jewett Norris Library - Theresa Hunsaker
Howard County Library
Jefferson County Library - Pan Klipsch, Pam Withrow
Lebanon-Laclede County Library - Cathy Dame
Little Dixie Regional Library
Livingston County Library
Marion County Library Subdistrict #1 - Peggy Northcraft
Marshall PL
Mountain View PL
North Kansas City PL
Ozark Regional Library - Holly Huffman, Michelle Swane
Polk County Library - Colleen Knight
Poplar Bluff Municipal Library - Shon Griffin
Pulaski County Library
Riverside Regional Library - Jeff Trinkle
Salem PL
Scenic Regional Library - Steve Campbell, Ruth Lord, Diane Disbro
Schuyler County Library District
Sikeston PL - Ron Eifert
Ste. Genevieve County Library - Jodi Ralston
Stone County Library
Texas County Library
Trails Regional Library - Karen Hicklin, Kyle Constant
Washington PL - Claire Miller
Webb City PL
Webster County Library - Terri York
Willow Springs PL
Missouri State Library - Debbie Musselman, Jennifer Thompson
MOBIUS - Donna Bacon, Debbie Luchenbill, Blake Graham-Henderson

Call to order

Chairperson Steve Campbell called the meeting to order at 2:00 p.m.

Minutes

Northcraft moved the minutes of the August 3, 2017, meeting be approved. York seconded the motion. The minutes were approved by acclamation.

Executive Committee Report (Steve Campbell)

- Riverside Regional Library will migrate to Missouri Evergreen in August of 2018.
- Eifert reports talking to Dexter Public Library about joining ME.
- Crawford County has decided to leave Ozark Regional Library. The change is anticipated to take place in January 2018.

Missouri Evergreen Membership Dues Special Committee Report (Karen Hicklin and Donna Bacon)

- Current dues for ME membership are \$859 per 50,000 items circulated. MOBIUS proposes that, over a three year period, that charge increase to \$939. Each library would pay 3% more in dues over the next three years to reach that higher level.
- After three years, expenses and income will be evaluated again.
- A spreadsheet showing proposed annual dues for individual libraries for the next three years will be sent to members.
- The increase will be discussed at the December membership meeting with a possible effective date of January 2018.
- Bacon explained the difficulty caused to bookkeeping by dues being collected at the anniversary of a library's migration to ME rather than at the same time for all libraries. Campbell suggested prorating dues for libraries that didn't/don't migrate at the beginning of the July-June fiscal year so that all fees are due at the same time.
- The option of changing the dues cycle of all libraries from migration date to July-June will be voted on in the December 2017 meeting.

MOBIUS Staff Update (Donna Bacon, Debbie Luchenbill, and Blake Henderson)

- We can upgrade from basic Proquest Syndetics to the Unbound version by paying 25% more than we are currently paying. The total charge would become \$3976, which is less than what is charged for NoveList Select. The entire consortium would need to buy into this new service; it cannot be provided for individual libraries at this reduced rate. Member libraries will consider the change and discuss it again in the future.
- Livingston County Library and Trails Regional Library are now live.
- Future migrations planned are: Douglas County, October 2017; Mountain View, February 2018; North Kansas City, April 2018; Seymour, June 2018, Riverside Regional, August, 2018.

Cataloging Committee Report (Ron Eifert)

- The appointed members of the Cataloging Committee meet fifteen minutes prior to opening the meeting to other interested persons.
- Eifert continues to field cataloging questions from member libraries.
- Luchenbill has given training to new catalogers at Marshall PL.

Circulation Committee Report (Michelle Swane)

- Disbro will ask Niles Ingalls for specifics of the support he will provide if interested ME libraries contract with him for automated telephonic holds notification. She will also find out how quickly libraries will be notified if calls are unsuccessful and which libraries currently use his service.
- The committee suggests adding this information to the Circulation Best Practices document:
Transit receipts should include sending and receiving library information. The inclusion of patron information is discouraged on transit receipts to preserve patron privacy; however, each individual library system can determine its own receipt format understanding the risks therein.
- Campbell explained that State Statutes bind to confidentiality all third parties contracted by libraries for services. Anyone with access to transit slips is bound to confidentiality so having names on the transit slips doesn't violate the statute.
- Dame moved that this addition to Best Practices be made. Klipsch seconded the motion. Motion passed by acclamation.
- The chairperson of the Circulation Committee sends a request for agenda items to the membership prior to the meetings.

Authority Control Special Committee Report (Sue Szostak)

A contract with Marchive has been signed. Implementation of authority control is now in the hands of MOBIUS.

Ste. Genevieve County Library Evergreen Membership Update (Steve Campbell)

- Campbell met with a lawyer and the county commissioners of Ste. Genevieve County.
- The Ste. Genevieve County Library will remain a Missouri Evergreen library, paying the unsubsidized member rate beginning June 30, 2018.

Reports Committee Report (Diane Disbro)

- A Reports Interest Group has been formed consisting of Mike Tolle (Carthage), Kate Coleman (Jefferson County), Kyle Constant (Trails Regional), Shannon Mangrum (Poplar Bluff), Diane Disbro (Scenic Regional), and Blake Graham-Henderson (MOBIUS).
- The goals of the committee are to streamline reports, eliminating duplication and reports that aren't used, ensuring that each member library has staff who are able to clone reports, and naming the reports in such a way that staff will know the function of each report.

Proposed Bylaw Changes Special Committee Report (Peggy Northcraft)

Proposed changes to the Missouri Evergreen Bylaws were discussed. A vote on the changes will be taken at the December meeting. The changes are shown below in red.

RESOLUTION AMENDING COMPANY BYLAWS

WHEREAS, the governing body of Missouri Evergreen has been called the Executive Committee but that has begun to cause confusion with the Circulation and Cataloging Committees BE IT RESOLVED that the governing body of Missouri Evergreen be named the Executive **Board**. It is further proposed that the By-laws be amended so that Section 1.1 shall read: The governing body of Missouri Evergreen shall be called the Executive Board.

WHEREAS, the Bylaws of Missouri Evergreen (“Company”), Section 4.0, presently permit the Company to elect a total of five (5) Executive Committee members; and

WHEREAS, Company desires to authorize **eleven (11)** persons to serve on its Executive Committee; and

WHEREAS, the Company desires to clarify who is eligible to serve on the Executive Committee; and

WHEREAS, the Company desires to set forth procedures for filling certain committee chairs; and

WHEREAS, Company has proposed amending the Bylaws by executing and adopting the First Amendment to the Bylaws of Missouri Evergreen, a draft of which is attached hereto as Exhibit A, and incorporated herein by reference; and

WHEREAS, Section 10.0 of Company’s Bylaws permit Company to amend the Bylaws at any time the Company desires; and

WHEREAS, Company has satisfied all requirements to amend Company’s Bylaws as provided in Article X of Company’s Bylaws.

NOW THEREFORE, BE IT RESOLVED that Company’s Bylaws shall be amended to increase the size of the Executive Committee to **eleven (11)** persons, who represent member libraries and are representative of the Missouri Evergreen membership. Two of the eleven members shall be the Chairs of the Circulation Committee and the Cataloging Committee which shall be ex officio and non-voting members.

Publicizing Missouri Evergreen Membership – Graphic (Karen Hicklin)

- We would like to brand Missouri Evergreen libraries, adopting a logo that could be displayed on our doors, library cards, and anywhere else where we would like to make our membership known.
- One idea is to put the evergreen branch currently used as the ME logo inside an outline of the state of Missouri.
- A sample of this idea will be brought to the December meeting for discussion.

Missouri State Library Update (Debbie Mussleman and Jennifer Thompson)

- LSTA funding has been approved.
- A grants officer has been hired for the State Library.
- None of the applicants for the State Librarian position were found to be suitable for the job. The position was opened for new applicants.
- State Aid payments will be sent out next week.

The next membership meeting will be held at the December Missouri Public Library Directors Meeting.

There being no further business, the meeting adjourned at 3:20 p.m.

**Respectfully submitted,
Diane Disbro
Acting Secretary
Scenic Regional Library**

Missouri Evergreen
Thursday, August 3, 2017
9:00 a.m.
Membership Meeting
Minutes

Please join my meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/197572757>

You can also dial in using your phone:

United States: +1 (571) 317-3122

Access Code: 197-572-757

Attendance (No name beside member library indicates no representation from that library):

Albany Carnegie Public Library
Bollinger County Public Library
Cameron Public Library
Carrollton Public Library
Carthage Public Library —Julie Yockey
Caruthersville Public Library – Teresa Tidwell
De Soto Public Library
Doniphan-Ripley County Library
Douglas County Library
Dulany Memorial Library
Festus Public Library
Grundy County Jewett Norris Library - Theresa Hunsaker
Howard County Public Library
Jefferson County Library--Pamela Withrow, Katie Coleman
Lebanon-Laclede County Library - Cathy Dame
Little Dixie Regional Libraries – Rachael Grime
Livingston County Library
Marion County Library Subdistrict #1 - Peggy Northcraft
Marshall Public Library
Mountain View Public Library
North Kansas City Public Library- Vickie Lewis
Ozark Regional Library - Holly Martin Huffman, Michelle Swane

Polk County Library—Colleen Knight
Poplar Bluff Municipal Library - Sue Szostak, Shon Griffin
Pulaski County Library - Emily Slama
Salem Public Library
Scenic Regional Library - Steve Campbell, Diane Disbro
Schuyler County Library District
Sikeston Public Library—Ron Eifert
Ste. Genevieve County Library - Jodi Ralston
Stone County Library – Beth McConnell
Texas County Library
Trails Regional Library – Karen Hicklin
Washington Public Library
Webb City Public Library - Jake Johnson
Webster County Library - Terri York
Willow Springs Public Library
Missouri State Library – Debbie Musselman, Acting Interim Assistant State Librarian, ex officio, Jennifer Thompson
MOBIUS – Donna Bacon, ex officio, Debbie Luchenbill, Blake Graham-Henderson

Agenda

1. Call to Order

Meeting was called to order by Steve Campbell, Chair at 9:05 am.

2. Minutes

Dame made a motion to approve the minutes as distributed. Knight seconded. Minutes approved.

3. Executive Committee Report (Steve Campbell)

➤ Summary of Outreach

Members have contacted Hannibal (Dame), Wright County (Slama), Carter (Szostak), Reynolds (Szostak) and possibly Camden County (Campbell).

➤ Prospective Members

Riverside Regional, Cape Girardeau, Dexter, and Rolla continue to express interest in Missouri Evergreen. Canton Public also expressed interest to the State Library.

4. Appointment of New Committee Chairs (Steve Campbell)

- Circulation Committee. The committee put forth Michelle Swane from Ozark. Campbell appointed Swane as chair.

- Cataloging Committee. There had been no response from the membership regarding an appointee. Ron Eifert was asked if he would serve and he agreed. Campbell appointed Eifert as chair.
- Appointment of New Committee Members—Committee chairs will appoint committee members who will meet on a regular basis with all Evergreen circulation staff meeting at other times. It was asked that this procedure be a part of the Missouri Evergreen procedures posted on the web in order to maintain continuity of purpose and order.

5. Circulation Committee Meeting Participation (Steve Campbell)

- See third bullet above.

6. Cataloging Committee Report (Shon Griffin)

- De-duping and Record Clean-up Status (related to recent migrations)
These processes are continuing with the knowledge everything will not be fixed as there will always be false positives. Regardless, members are to review the list assuring cataloging is corrected when needed.
- Catalog Training for Member-Library Staff – ABLE Webinar (Steve Campbell)
Libraries adding new staff in cataloging whether long term members or not must have their staff go through the ABLE catalog training. This helps ME maintain consistency in cataloging and provide the new members with a basis for training staff and for access to other ME members who can assist new staff.

Important: Newly migrating libraries have completion of the ABLE training on their “to-do” checklist and Debbie Luchenbill informs the Cataloging Chair, who keeps the spreadsheet, when the library staff members have completed training. Libraries with new staff members who catalog should let the Cataloging Chair know when they complete the training.

7. Circulation Committee Report (Diane Disbro)

- Automated Phone Notification System

Two quotes we have for the cost of telephonic holds notification.

- a. Unique - \$500 set up, \$500 annual fee, 15 cents per call
- b.. Niles Ingalls – no set up fee; no annual fee; fewer than 1000 monthly calls – 10 cents per call, 1000-5000 calls – 8 cents, 5000+ calls – 6 cents

For the first six months of this year, 113,403 holds were filled for an average of 18,900.5 per month. If a fourth of those were phone notifications (4,725), Unique would cost \$9,005 per year and Niles would cost \$3,402.09-4,536.12.

The calls are queued up and made at regular intervals. Three attempts are made to either reach a person or a voice mailbox. The message is delayed, giving the voice mail message time to finish before the automated message is recorded.

If we contract for telephonic holds notification, it will not be mandatory for all member libraries to participate. As Jake said, some libraries want the personal contact with their patrons. Others would appreciate being able to use the time in ways other than making phone calls.

Libraries are to let Diane know if they are interested.

- MLA—There will be a break out session at the MLA conference for Missouri Evergreen members and potential members wanting to learn more about the Consortium. This will include nuts and bolts of processes.

8. Authority Control Special Committee Report (Sue Szostak)

A subcommittee appointed by Shon Griffin is to fill out the profile for Authority Control. It is lengthy. Subcommittee members are Shon Griffin, Chair, Ron Eifert, Katie Coleman, and Darcy Wood.

9. Ste. Genevieve County Library Evergreen Membership Update (Steve Campbell)

Campbell reported to the membership a letter had been received from Ste. Genevieve attorney protesting the ME by-laws regarding membership in relationship to state aid eligibility. A letter was sent from Scenic attorneys in response at the request of the ME Executive Committee. Ste. Genevieve attorneys have requested a meeting with the Scenic attorneys and Steve Campbell during the month of August. The purpose of the meeting is to discuss the issues. The meeting is in the process of set up.

10. Missouri Evergreen Membership Dues (Steve Campbell)

There has not been an increase in ME dues since its inception. Campbell asked for the membership's opinion regarding dues increases as it would not be unusual to look at regular increases for maintenance and upkeep of ME as we do with other library services. Options might be:

- a single bump every three to five years

- a yearly percentage increase

Campbell asked Bacon to review our cost increases over the past five years. An ad hoc committee of Hicklin, Bacon, Northcraft, and Tidwell will make a recommendation for cost maintenance to the membership for vote for the October meeting.

11. Future Missouri Evergreen Funding (Steve Campbell)

- Email from Former State Librarian Barbara Reading about Future Funding
Over the next five years as stated in the five year plan and approved by LSTA, the State Library will draw down the contribution of funds from LSTA. Campbell asked if this could be revisited. Musselman replied that this is a process and the process can be followed.
- Potential Meeting with New State Librarian About Future Funding
When the new State Librarian is hired, the executive committee will set up a meeting time to introduce ME and ask for continued support for this service for Missouri citizens.

12. Proposed Bylaws Changes (Steve Campbell)

- Expansion of Executive Committee from 5 to 9 members
- Allowing Non-Library Directors to Serve on Executive Board
- Including the Chairs of the Circulation and Cataloging Committees as Voting Executive Board Members

After discussion and concerns expressed, a motion was made to table these items until the October meeting. Motion made by Szostak with Northcraft second. Motion passed.

Justification: There seemed to be some conflict between other by-laws which would cause confusion in the execution of the proposed by-laws. As a result the Executive Committee will review the by-laws to resolve this conflict, clarifying language. Another document for review will be presented to the membership in October with the possibility of passing the new by-laws in December.

13. Publicizing Missouri Evergreen Membership (Karen Hicklin)

It was agreed that a graphic usable as sticker for doors and for our web pages and printed materials is an excellent idea for promoting Evergreen and its services to Missouri and our patrons. Hicklin volunteered to present a graphic to the membership for approval.

14. MOBIUS Staff Update (Donna Bacon, Debbie Luchenbill, and Blake Henderson)

Luchenbill—Texas County went live in June – local admin training is August 8. Trails and Livingston go live August 14 and 28, respectively. Training at Trails happened in July and training at Livingston is August 4 and 10. Debbie visited Douglas County on July 17 to do implementation paperwork with them.

Syndetics renewal is ready. They are offering another product, Unbound, and Debbie wanted to know if Missouri Evergreen would like to upgrade. Libraries may access the

Syndetics Unbound webinar every Tuesday via the Web. Debbie will ask Proquest for pricing.

Graham-Henderson—Working on migrations. Douglas County is rebarcoding. Trails had acquisitions data which caused a little hiccup. Livingston's test migration was completed last week. Blake is working on a new feature for the Evergreen 3.0 release and hopes to have it done for the September cutoff--adding search for patrons by date of birth to patron search screen, a feature requested by Missouri Evergreen libraries. Blake reported on some new features with Evergreen 3.0 and is looking at loading onto test server in September with a possible December upgrade for Missouri Evergreen. He stated previous SIP issues were unique to that time and situation. Next time, there might be a totally different issue, which is why vigorous testing by the libraries is important.

Bacon—Financials were sent out to membership previous to meeting.

15. Missouri State Library (Debbie Musselman and Jennifer Thompson)

Thompson reported growth in the consortium. ME is third among all public libraries and consortia in number of registered borrowers after St. Louis County Library and Mid-Continent Public Library. Missouri Evergreen is third among all public libraries and consortia in terms of physical collection size after St. Louis County and Mid-Continent Public Libraries.

Musselman stated the contract for the upcoming year with MOBIUS is at the Office of Administration for review.

16. Next Meeting – October 4-6 – Missouri Library Association Conference, St. Louis

➤ Best Specific Time and Date for Members

It was requested, if possible, to have this meeting and the ME breakout session be on the same days so members could accomplish both tasks on the same day with minimal costs.

17. Other

There being no further business, the meeting was adjourned at 11:21 am.

Respectfully submitted,

Sue Crites Szostak
Secretary
Poplar Bluff Municipal Library District

Missouri Evergreen June 1, 2017 9:00 a.m.
Membership Meeting Holiday Inn Executive Center
2200 Interstate 70 Drive SW, Columbia, MO 65203
Parliament II

Please join my meeting from your computer, tablet or

smartphone:

<https://global.gotomeeting.com/join/566916269> You can

also dial in using your phone:

United States: +1 (646) 749-3112

Access Code: 566-916-269

Minutes

Attendance (No name beside member library indicates no representation from that library):

Albany Carnegie Public Library – Traci Clair Bollinger County Public Library - Eva Dunn Cameron Public Library Carrollton Public Library – Sue Lightfoot Carthage Public Library (CGPL) Caruthersville Public Library – Theresa Tidwell De Soto Public Library Doniphan-Ripley County Library - Becky Wilcox Douglas County Library Dulany Memorial Library - Cheryl Springer Festus Public Library Grundy County Jewett Norris Library - Theresa Hunsaker Howard County Public Library Jefferson County Library- Pam Klipsch, Pamela Withrow Lebanon-Laclede County Library - Cathy Dame Little Dixie Regional Libraries – Rachael Grime Livingston County Library Marion County Library Subdistrict #1 - Peggy Northcraft Marshall Public Library Mountain View Public Library North Kansas City Public Library- Vickie Lewis Ozark Regional Library - Holly Martin Huffman, Michelle Swane Polk County Library Poplar Bluff Municipal Library - Sue Szostak, Erin Rigby, Shon Griffin
Pulaski County Library - Emily Slama Salem Public Library Scenic Regional Library - Steve Campbell, Diane Disbro Schuyler County Library District Sikeston Public Library Ste. Genevieve County Library - Jodi Ralston Stone County Library - Colleen Knight Texas County Library Trails Regional Library – Karen Hicklin Washington Public Library - Claire Miller Webb City Public Library - Jake Johnson Webster County Library - Terri York Willow Springs Public Library Missouri State Library – Barbara Reading, ex officio, Debbie Musselman MOBIUS – Donna Bacon, ex officio, Debbie Luchenbill, Blake Graham-Henderson

Guests:

Riverside Regional Library – Jeff Trinkle
Rolla Public Library - Diana Watkins

1. Call to Order

Steve Campbell called the meeting to order at 9:02 a.m.

2. Minutes

Wilcox made a motion to approve the minutes as distributed. Dame seconded. Minutes approved.

3. Nominating Committee Report (Cathy Dame, Peggy Northcraft, and Sue Lightfoot)

Northcraft reported the nomination of Steve Campbell and Sue Szostak for the July 1, 2017 vacancies for the executive Board.

4. Election of Board Members (two vacancies)

Dunn asked nominations cease and the nominees be voted by acclamation. Dame seconded. Motion passed.

5. Executive Committee Report (Steve Campbell)

- Summary of Outreach Welcome to North Kansas City, Vickie Lewis, Director.

The contract between the State Library and MOBIUS is the addition/migration of five libraries per year. Due to the number of commitments to Missouri Evergreen, there are two remaining migration slots for 2017-2018.

- Prospective Members Riverside Regional is planning to join. Cass County is hesitant as they have some concerns regarding technical services.

6. Cataloging Committee (Shon Griffin)

- Jefferson County Library migration – duplicate records The duplicate record reports for Jefferson County and Festus are incomplete. It is planned to get these done soon. Jefferson County is working to resolve some cataloging record issues and have made great progress. They are to be commended.

Griffin stated with the addition of authority control and in a proactive move, the cataloging committee will begin work on RDA templates and has requested assistance from MOBIUS when agreement on the cataloging committee is

reached.

Griffin reported some libraries were removing some sexually related subject headings from records. The cataloging committee has taken the stand this is a form of censorship imposed upon the other members. The cataloging committee states this is unacceptable practice.

7. Circulation Committee (Diane Disbro)

- Revised Reciprocal Borrowing Agreement Disbro presented a revised Agreement for use by member libraries if they so choose. Johnson made the motion to accept the Agreement as presented. Lightfoot seconded. Motion passed.
- Procedure for Borrowing Reference Materials The Policy and Procedure for loaning and borrowing reference materials was presented. After explanation from Disbro and assurance it was each library's choice as to whether an item could be lent or not, a motion was made by Szostak to accept and York seconded. Motion passed.
- Condition report form has been changed to include name of library, item, title, barcode, and date.
- Members were reminded to never abort a transit.
- Please tell patrons regarding Book Club Kits, that they "cannot guarantee availability." It is recommended book clubs might choose a backup title for the dates they desire.

8. Authority Control Special Committee (Sue Szostak)

As directed in the last membership meeting, Szostak followed up with Marcive and Backstage to verify year 1 and year 2 pricing. This information was reported to the membership (email to executive committee attached). Year 1 costs will be covered from ME reserves leaving a balance of around \$45,000.00. There was concern that individual library pricing had not been developed to cover annual costs. Szostak stated she would work with MOBIUS to develop an algorithm based upon library size and usage. Klipsch made the motion to accept the Marcive bid with negotiation for contract terms and an acceptable algorithm for fair payment by the member libraries. Northcraft seconded. Motion passed with two no votes.

9. Automated Phone Notifications (Diane Disbro)

Tabled

10. Possible Bylaw Change: Non-Directors Serving on Missouri Evergreen Board (Steve Campbell)
Tabled

11. Equipment for Future Live Missouri Evergreen Meetings (Steve Campbell)

York made the motion to approve the purchase of sound and voice equipment for future Evergreen meetings. Funds are to come from reserves with the understanding that cost is to be approximately \$200.00. Northcraft seconded. Motion passed.

12. Proposed Elimination of IMLS Funding (Steve Campbell)

- Future of the Missouri Evergreen courier; contingency plan
- Further discussion and study on this topic needed.

13. Update on 501(c)3 Application Status (Steve Campbell)

This has been submitted and waiting on response from the IRS.

14. MOBIUS Staff Update (Donna Bacon, Debbie Luchenbill, and Blake Henderson)

Debbie L., et al—Can you help me with this?

➤ Texas County, Trails Regional, and Livingston County migrations are all in process. ➤ Working on preparation for Evergreen Conference ➤ A brief report/discussion about this year's Evergreen Conference was given with input from ME members who attended. ➤ Blake presented at the conference regarding the move to hosting on Google cloud and Docker containers. ➤ Donna reported that they may be responding to an RFB for hosting Evergreen.

15. Missouri State Library (Barbara Reading, Debbie Musselman, and Jennifer Thompson)

➤ Barbara Reading reported her retirement July 1, 2017 and thanked the

membership for their support

➤ Future IMLS/LSTA funding is not a sure thing but it is hoped it would continue and there are some positive signs of help with the funding.

17. Closed Session

At 10:30 a.m. Campbell made a motion to adjourn the regular meeting and that the Board adjourn into a closed session to discuss legal issues (RsMo 610.021 (1)).

Szostak seconded. The membership by roll call vote approved the Executive Committee to go into closed session to discuss legal matters. There was no dissent.

The Executive Committee with motion made by Knight and seconded by Northcraft authorized Steve Campbell to permit attorneys to respond to correspondence received from the Board of Trustees of Ste. Genevieve County Library. Payment to attorneys was authorized out of ME Reserve Funds. Motion passed.

The slate of officers for 2017-18 were presented as Steve Campbell, chair, Cathy Dame, Vice-Chair, and Sue Szostak, Secretary. The executive committee agreed to this slate of officers for the coming year.

At 10:45, Szostak made the motion to adjourn the closed session. Motion seconded by Knight. Meeting adjourned.

18. Adjourn

There being no further business, the meeting was adjourned.

Missouri Evergreen
March 9, 2017
9:00 a.m. Membership Meeting
Go To Meeting

Minutes

1. Call to Order

Special called meeting was called to order by Steve Campbell at 9:06 a.m.

Members present:

Carrollton Public Library – Sue Lightfoot
Carthage Public Library – Julie Yockey, Mike Tolle
Caruthersville Public - Teresa Tidwell
Dulany Memorial Library – Cheryl Springer
Jefferson County Library – Pam Klipsch, Cindy Hayes
Lebanon-LaClede – Cathy Dame
Little Dixie – Karen Hayden, Rachel Grime
Marion County – Peggy Northcraft
Marshall Public Library – Wicky Sleight
Ozark Regional – Michelle Swane, Connie Reed
Poplar Bluff - Sue Szostak, Shannon Mangrum
Pulaski County Library – Emily Slama
Salem Public – Glenda Wofford
Scenic Regional –Steve Campbell, Diane Disbro
Sikeston – Ron Eifert
Ste. Genevieve – Becca Dyer, Jamie Harter
Stone County - Colleen Knight
Trails Regional – Karen Hicklin, Anita Love
Webb City – Jake Johnson
Webster County - Terri York
Missouri State Library – Barbara Reading, ex-officio, Debbie Musselman (staff),
Jennifer Thompson (staff)
MOBIUS – Donna Bacon, ex-officio, Debbie Luchenbill (staff), and Eric Schmeck
(Intern)

2. Bylaws Recommendations (Steve Campbell)

Bylaws changes presented at the February 9, 2017 meeting were considered. The issue was the consideration of membership in the Consortium if a library did not meet the minimum standards for State Aid for federal LSTA funds. These funds from the State Library supplement the membership dues for Missouri Evergreen libraries. This is consistent with libraries in Illinois, Indiana, and Kansas.

A motion was made by Peggy Northcraft, Marion County to add the following to the Missouri Evergreen Bylaws.

2.1 Qualifications: Membership is limited to any public entity that provides library services and offers a collection for loan beyond its district of service according to the policies and procedures established by Missouri Evergreen. It is required that member institutions will be funded in accordance with Missouri State Library requirements for State Aid. The Executive Committee will have the option of offering an existing member library provisional status for up to 2 years.

Motion was seconded by Pam Klipsch, Jefferson County.

A roll call vote was taken. Each member in attendance voted yes with the exception of Ste. Genevieve who abstained.

3. Ste. Genevieve County Library Evergreen Membership (Steve Campbell)

This item was tabled until a change in bylaws is approved by the Missouri Evergreen membership and the outcome of the Ste. Genevieve County tax referendum is known. If Ste. Genevieve passes its tax referendum and if the bylaws pass, Ste. Genevieve would have a provisional membership for up to two years in order to align with Missouri State Library requirements for state aid.

Respectfully submitted,

Sue Crites Szostak
Secretary
Director, Poplar Bluff Municipal Library

Missouri Evergreen
February 9, 2017
9:00 a.m. Membership Meeting
Go To Meeting

Minutes

1. Call to Order

Meeting was called to order by Steve Campbell at 9:02 a.m.

Members present:

Caruthersville Public - Teresa Tidwell
DeSoto – Tony Benningfield
Doniphan-Ripley County – Becky Wilcox
Grundy County Jewett Norris -- Theresa Hunsaker
Howard County – Chris Kloeppel
Jefferson County Library – Pam Klipsch, Cindy Hayes
Lebanon-LaClede – Cathy Dame
Livingston County – Robin Westphal
Marion County – Peggy Northcraft
MOBIUS - Debbie Luchenbill, Donna Bacon, Peter Datsov, Eric Schmeck (Intern)
Ozark Regional – Michelle Swane
Poplar Bluff - Sue Szostak, Shannon Mangrum, Shon Griffin
Pulaski County Library – Emily Slama
Salem Public – Glenda Wofford
Scenic Regional –Steve Campbell, Diane Disbro, Ruth Lord
Sikeston – Ron Eifert
Stone County - Colleen Knight
Texas County – Molly Shelton
Trails Regional – Karen Hicklin, Anita Love
Webb City – Jake Johnson
Webster County - Terri York
Missouri State Library – Barbara Reading, Debbie Musselman, Jennifer Thompson

2. Minutes

Teri York moved and Becky Wilcox seconded to accept the minutes as corrected.
Minutes approved.

3. Executive Committee Report (Steve Campbell)

Welcome to Douglas, Livingston, and Texas County libraries to the Missouri Evergreen Consortium. Memorandum of Understandings are signed and Debbie Luchenbill is scheduling migrations of these libraries.

- Summary of Outreach
- Prospective Members

Cass County and North Kansas City libraries are interested. Riverside Regional is proceeding with plans to become a part of Missouri Evergreen as the director works with the Board and staff and hoping to become a member this year. Steve Campbell at Scenic met with several libraries in Warrensburg providing information and demonstration. Cathy Dame at Lebanon-LaClede has talked to Dallas County.

4. De-duping and Record Clean-up Plan for 2017 Migrations (Steve Campbell)

Currently, Blake Henderson runs quarterly deduping reports. There are less issues with record duplication. Cathy Dame suggested reports need to be run monthly especially with the new libraries added. While each library goes through a dedup process during migration, new cataloging processes and procedures on the part of the new libraries and with the current membership may cause more dedup needs. If the cataloging committee determines there are more problems, this is an indicator of training or other needs to keep the catalog clean. Steve Campbell asked the cataloging committee to consider this recommendation.

5. Cataloging (Shon Griffin)

Shon Griffin reported on the productive and collaborative nature of the cataloging committee. Participation from the membership is high and questions asked are substantive with improvements in the OPAC and cataloging as a whole. The next meeting of cataloging is February 13.

6. Circulation Committee (Diane Disbro)

- Item Limits on Lists and Carousels

Diane Disbro requested the load of 200 items rather than 100. The membership agreed.

7. Authority Control Special Committee (Sue Szostak)

Sue Szostak reported a draft RFQ/P has gone to the committee. The committee has not met. Steve Campbell asked Sue to accelerate the work on Authority Control and getting the document to vendors soon. Sue agreed.

8. Ste. Genevieve County Library Evergreen Membership (Steve Campbell)

The membership discussed in depth the funding and membership issues for Ste. Genevieve County (SGC) if it drops below the 10 mil requirement to make it a Missouri State certified Library enabling it to be eligible for State Aid and participation in State Library programs, specifically Missouri Evergreen. If SGC passes its tax referendum in April, can the library lose its membership in Missouri Evergreen unless pays the full amount necessary for membership without state supplements?

Peggy Northcraft made a motion to table this agenda item until the next meeting with Becky Wilcox seconding.

Steve Campbell was directed to speak to SGC and let them know a decision could not be reached until further information was received and that a special meeting of the executive committee will be called on March 9 for further discussion. MOBIUS was directed to delay giving further information regarding costs of membership in Missouri Evergreen if the referendum was to pass until MOBIUS has more information.

9. Incorporation and 501(c)3 Status (Steve Campbell)

The attorneys are moving forward with the legal steps necessary to secure the 501(c)3 status for Missouri Evergreen

- Bylaws Recommendations

Per number 8, this item has been moved to the April meeting.

10. Mobius Staff Update (Donna Bacon, Debbie Luchenbill, and Blake Henderson)

- a) Budget Report – Come out to the membership monthly
- b) Migration Updates – Trails and Festus have implemented paperwork
- c) Cataloging Fixes
- d) Other – Training at Polk County on reports. Evergreen conference is coming up on April 6 and the next meeting needs to be moved to April 13

as a result. There is a proposal for Missouri Evergreen to host the conference in 2018.

11. Missouri State Library (Barbara Reading, Debbie Musselman, and Jennifer Thompson)

Barbara Reading gave a report on LSTA money, state funding, and Advocacy Day with a rundown on FY16 costs.

12. Other

There being no further business, the meeting was adjourned.

Missouri Evergreen
Minutes
9:00 a.m. Membership Meeting
Inn at the Grand Glaize, Lake of the Ozarks
Agenda

Attendance:

Albany-Carnegie – Traci Clair
Bollinger County – Eva Dunn
Carthage – Julie Yockey
Carrollton – Sue Lightfoot
Caruthersville Public - Teresa Tidwell
Doniphan-Ripley County – Becky Wilcox
Grundy County Jewett Norris -- Theresa Hunsaker
Jefferson County Library – Pam Klipsch
Lebanon-LaClede – Cathy Dame
Little Dixie – Karen Hayden
Marion County – Peggy Northcraft
MOBIUS- Blake Henderson, Debbie Luchenbill, Donna Bacon
Ozark Regional--Holly Martin-Huffman
Polk County – Cindy Youngblood
Poplar Bluff - Sue Szostak, Shon Griffin
Pulaski County Library – Emily Slama
Salem Public – Glenda Wofford
Scenic Regional –Steve Campbell, Diane Disbro
Sikeston – Ron Eifert
Stone County - Colleen Knight
Trails Regional – Karen Hicklin
Webb City – Jake Johnson
Webster County - Terri York
Missouri State Library – Debbie Musselman, Jennifer Thompson

1. Call to Order

Steve Campbell, Chair called the meeting to order.

2. Minutes

Cathy Dame made a motion to approve the minutes and Becky Wilcox seconded. Minutes approved as distributed.

3. Executive Committee Report (Steve Campbell)

The number of member libraries at this membership meeting is 22. This is a new attendance record.

- Summary of Outreach

Festus has signed an MOU since the last meeting and will be migrating in January.

The membership welcomed Trails Regional Library to Missouri Evergreen. Karen Hicklin hand delivered to the meeting a signed MOU which Steve Campbell and Sue Szostak signed. Copies were made and distributed to Steve Campbell and Debbie Luchenbill with the original going to Sue Szostak as secretary. Planned migration will be March.

Other libraries contacted—wanting demonstrations or interested in more information include:

North Kansas City
Livingston County
St. Joseph
Higginsville
Texas County
Sedalia
Booneslick
Henry County

4. Cataloging (Shon Griffin)

Dedup reports continue to be very helpful. Catalogers continue the cleanup process.

The cataloging committee requested a general template for microfilm records. Blake is providing this.

5. Circulation Committee (Diane Disbro)

Circulation Committee has asked the membership to call the owning library when an item is damaged by the borrowing library. Phone calls seem to manage and resolve materials condition issues smoothly and quickly.

Reciprocal borrowing policies need to be brought up to date. There is discussion regarding the agreements and adding blocking cards among the membership if there are any charges against a card (not overdues).

6. Update on Incorporation and 501 (c)3 Status (Steve Campbell)

Steve has worked with the law firm handling this matter. The firm has been paid a retainer of \$3000.00 from reserves. The firm is reviewing the By-laws for some clean up. Sue Szostak suggested some other cleanup work needs to occur at the same time. Steve stated he would ask for review by the membership.

7. Authority Control (Shon Griffin Pam Klipsch, Blake Henderson)

Pam K. explained the need for authority control for record clean up due to the number of records coming into the Consortium from new libraries and the addition of multiple catalog records from various sources. Sue S. moved to form a committee to develop a request for quote/bid from authority control vendors. Cathy Dame seconded. Motion passed. The committee will consist of Sue Szostak, Chair, Peggy Northcraft, Cathy Dame, Shon Griffin, Ruth Lord, Kate Coleman (Jefferson Co.) and a MOBIUS staff member. Sue state she would try to have a draft ready by end of January or mid-February.

8. Gale—Analytics on Demand (Steve Campbell).

Membership discussed.

9. MOBIUS Staff Update (Donna Bacon, Debbie Luchenbill, and Blake Henderson)

- a) Budget Report—Distributed monthly and by email
- b) Migration Updates—Trails--March, Jefferson County--April, Festus--May.
- c) Cataloging Fixes are continuing as indicated in the cataloging report
- d) Other—The Evergreen Conference is in Covington, Kentucky April 5-8. This is eligible for a Show Me the Steps Grant. 2018 will be in Missouri (we hope). Library Aware demo reminder given by Debbie L. with an email reminder to follow.

10. Missouri State Library (Debbie Musselman and Jennifer Thomas)

Staff are working on the five-year LSTA plan

There being no further business, the meeting was adjourned.

Respectfully submitted,

Sue Crites Szostak

Missouri Evergreen
Minutes
August 4, 2016

Attendance:

Carthage – Julie Yokley, Michael Tolle
Caruthersville Public - Teresa Tidwell
Grundy County - Theresa Hunsaker
Lebanon-LaClede – Cathy Dame
Little Dixie – Karen Hayden
Missouri State Library - Barbara Reading
MOBIUS- Blake Graham-Henderson, Debbie Luchenbill, Justin Hopkins, Donna Bacon
Ozark Regional – Holly Martin Huffman, Michelle Swane
Poplar Bluff - Sue Szostak, Shon Griffin
Scenic Regional - Steve Campbell, Diane Disbro, Ruth Lord
Sikeston – Ron Eifert
Stone County - Colleen Knight
Washington Public - Jackie Hawes
Webb City – Jacob Johnson
Webster County - Terri York

1. Steve Campbell, Chair called the meeting to order at 9:03 a.m.
2. Minutes: Motion was made to approve, seconded, minutes approved as distributed.
3. Recommended By-laws Change (presented for first reading at the June 2 meeting):

Add to Section II.B: "Libraries eligible for membership and state supplements must meet State Aid Certification Qualifications as defined by the State Library and as promulgated by RSMo 181.060. Any library who cannot meet these qualifications must withdraw its membership or contract services separately with Missouri Evergreen and must pay for all associated services without any state aid or supplements."

Motion made by Terri York to approve the bylaws change as presented. Second made by Jackie Hawes. Motion approved.

4. Executive Committee Report (Steve Campbell)
Summary of Outreach: Jefferson County is waiting to hear from Missouri Evergreen and future decisions to be made. Riverside Regional, Festus, Trails, and New Madrid County are interested. Steve has contacted Montgomery City.
5. Cataloging Chair, Shon Griffin reported the committee met July 11 and its next meeting is August 8. He reviewed the wave cleanup. This cleanup netted 19,444 records with a test run of over 30,000 items for possible deduplication. These records included audiobooks, large print, DVDs, audio cassettes, etc.

Going forward, the chairs of the cataloging and circulation committees will attend each committee meeting to enhance communication for better patron service.

6. Circulation Committee Chair Diane Disbro presented recommended changes to the Missouri Evergreen Circulation Policies. Sue Szostak made the motion to address each of these recommendations individually and to vote on them individually and with each vote this would include approval by the Executive Committee. Terri York seconded this motion. Motion approved.
 - a. Recommend the OPAC default search be a title/group format search. After discussion the recommendation was modified to title search as default. Jacob Johnson made the motion to approve, Colleen Knight seconded. Motion approved.
 - b. Recommend libraries set item pricing that will create circulation bills that accurately represent what should be collected from patrons. This recommendation was modified to read "Any bill sent to a library must match what is in the catalog." Terri York made the motion, Ozark Regional made the second. Motion passed. Sent back to committee to discuss requiring that charges be "reasonable."
 - c. Recommend that age protection not exceed three months. Sent back to committee to explore a way to communicate age protection status before a hold attempt is made.
 - d. Request that the cataloging committee discuss and implement AV records that patrons can easily understand when placing holds.
 - e. Diane Disbro presented circulation policy edits to the membership. She recommended all edits be approved by the membership with particular attention to the deletion of the five item hold limit. Teri York made the motion to approve the edits as presented with Michelle Swane seconding. Motion approved. The policy edits have been included with the agenda. See "Circ Committee Recommendations August 2016."
7. Marketing Committee – future of the committee
Steve Campbell recommended the dissolution of the Marketing Committee since this role has been absorbed by the Executive Committee. It was agreed to do so.
8. ILS Exploration Committee (Sue Szostak and Steve Campbell)

Steve Campbell asked Sue Szostak to give background information regarding the Request for Information sent to vendors in June. Sue provided the factors that went into the need for an RFI. These are:

- sustainability plan done in conjunction with the State Library and presented to the membership a year ago,
- uncertainty of the level of state funding over the next five years,
- the need to provide a stable funding environment for the current membership,
- Evergreen library recruitment need for stability
- fiscal management, and
- statements made at the June 2016 meeting by Barbara Reading, State Librarian, regarding timing for exploration of ILS vendors.

Sue explained that this RFI was only done for information purposes with the need for membership input on the direction Missouri Evergreen needs to take in regard to sustaining a consortium ILS with necessary support services.

Steve Campbell stated that it is his hope we can continue Missouri Evergreen as it is but it is difficult to know if this is possible with the funding unknowns. He and Sue both stated that it is not their desire to change ILS but it may become necessary and getting an RFI is the first step and based upon Barbara Reading's statements regarding timing.

Barbara Reading made the statement that it is highly likely the State Library will reduce its subsidy of Missouri Evergreen up to 25 percent in 2018.

Both Steve and Sue agree that the work done by MOBIUS had been very helpful and reemphasized this work was driven by financial needs.

a) MOBIUS Services provided to Missouri Evergreen. The information has been included with the agenda; see "MOBIUS Services provided to Missouri Evergreen" document. b) RFI responses

b) The RFI responses have been included with the agenda; see the following documents:

- "AutoGraphics RFI" and "AutoGraphics VERSO RFI"
- "iii Innovative RFI"
- "ByWater Solutions KOHA RFI"
- "Equinox Evergreen RFI"

c) Consortia Management Services – quotes Steve Campbell got a quote from Amigos \$9,200. He stated there were others who can quote. This was only an initial outreach.

d) Decision-making Process

Steve Campbell reiterated that this was an exploration and a beginning of a process. He stated that the Consortium would most likely need to obtain 501(c)3 status if we decide to continue with the process. He also stated that no action would be taken without the majority of the Consortium approving. He felt there will be a need for a special committee to begin this process. Members are to let Steve know if they want to serve.

e) Timeline

Donna Bacon stated she is going to her Board of Directors with a proposal which may change the direction of the decision to be made.

Steve Campbell stated he would call a special meeting the first Thursday of September. At this meeting, the consortium can hear the MOBIUS proposal. In addition, the Consortium can vote on the direction it wants to take with regard to its ILS and whether it wants to go out for Requests for Quotations (RFQs). If the Consortium chooses to request quotes for a system, the consortium has a two-year window to move forward. This is based upon availability of State Library's subsidizing Missouri Evergreen.

9. Mobius Staff Update (Donna Bacon, Debbie Luchenbill, and Blake Henderson)

a) Budget Report-- As presented

Request from Bacon to continue Syndetics subscription. Teri York made the motion to continue with second from Cathy Dame. Motion passed.

b) Migration Updates—Debbie stated all migrations are up to date and have gone smoothly. Pulaski County has migrated and gone live on June 20, 2016 and all went well. There are no other migrations scheduled at the moment. Pulaski had been on

Innovative's Sierra as a part of CoolCat. Blake stated that their cataloger Sheryl, really on top of things and will be a good addition to the cataloger's group.

c) Cataloging Fixes—Blake had previously reported in the Cataloging Committee update
d) Other

10. Missouri State Library (Barbara Reading, Debbie Musselman, and Jennifer France)
Barbara Reading reported the contract with MOBIUS is at administration for review. She has not heard anything on LSTA as Congress recessed without passing the necessary funding legislation.

11. Other

There being no further business, the meeting adjourned at 10:46 a.m.

Missouri Evergreen
Minutes
October 6, 2016
Springfield, Missouri
Missouri Library Association

Attendance:

Caruthersville Public - Teresa Tidwell
Dulany Memorial Library –Cheryl Springer
Jefferson County Library – Pam Klipsch, Meredith McCarthy
Lebanon-Laclede – Cathy Dame
Little Dixie – Karen Hayden
Marion County – Peggy Northcraft
MOBIUS- Blake Henderson, Debbie Luchenbill, Donna Bacon
North Kansas City - Lori Mangan
Ozark Regional--Holly Martin-Huffman
Poplar Bluff - Sue Szostak, Shon Griffin
Pulaski County Library – Emily Slama
Scenic Regional -Diane Disbro, Ruth Lord
Stone County - Colleen Knight
Webster County - Terri York
Missouri State Library – Barbara Reading, Debbie Musselman, Jennifer Thompson

1. Steve Campbell, chair called the meeting to order
2. Minutes were approved as distributed. Holly Martin made the motion and Cathy Dame seconded.
3. Executive Committee Report Outreach: Festus has budgeted Missouri Evergreen; Riverside is taking to its next board meeting; North Kansas City is talking about Evergreen, Texas County is moving forward; Boonslick, Henry County, Christian County, and Montgomery City want demos.
4. Cataloging Committee: Shon Griffin reported out concerning Z39.50, age protection and video issues and parts. The committee is working on clean up issues and policies and procedures related to these issues.
5. Circulation Committee: Handling soiled items was discussed in the September meeting.

The following was added to the Materials Handling Best Practices document: Do not send items in the courier that are soiled or show signs of having been wet. Call the owning library, explain the damage, and discuss what to do with it. If returning the item in the courier, wrap it securely in one or more ziplock bags.

6. Steve Campbell made a motion to use reserve funds to engage the MPLD attorney to set up Missouri Evergreen as a 501 (c) 3 to give the group a legal status in regard to

grant applications. Peggy Northcraft made the motion, Holly Martin seconded. Motion passed.

7. Communication of IT issues: Sue Szostak made a request of MOBIUS to communicate IT issues to libraries, particularly when it causes an interruption of service to consortium members. She asked regardless of the seeming complexity. It helps the libraries' IT staff to understand issues.
8. Analytics on Demand: Steve Campbell will get pricing and set up a demo. Debbie Luchenbill will set up a demonstration for LibraryAware and get costs based upon Consortium licensing.
9. MOBIUS Staff Update
 - Budget—No report for September
 - Migration Updates—Jefferson County April 2017
 - Cataloging Fixes—As described in the Cataloging Committee Report
10. Missouri State Library: The 5-year evaluation process of LSTA funding has begun. The State Library has to submit a new plan for 2018 to be submitted by October 1, 2017. The State Library is gathering input from libraries across the state. This information will be used to give priority for LSTA funds.
11. Adjournment: Steve made the motion and Holly Martin seconded.

Respectfully submitted,

Sue Crites Szostak
Secretary

Missouri Evergreen Membership Meeting
June 2, 2016, 10:00 AM
Holiday Inn at Poplar Bluff

Attendance:

Bollinger County - Eva Dunn
Caruthersville Public - Teresa Tidwell
Carrollton Public - Sue Lightfoot
Doniphan-Ripley - Becky Wilcox
Grundy County - Theresa Hunsaker
Marion County – Peggy Northcraft
Missouri State Library - Barbara Reading
MOBIUS- Blake Graham-Henderson, Debbie Luchenbill
Ozark Regional – Holly Martin Huffman
Polk County – Cindy Youngblood
Poplar Bluff - Sue Szostak
Scenic Regional - Steve Campbell
Stone County - Colleen Knight
Washington Public - Jackie Hawes
Webster County - Terri York

Sue S. called the meeting to order by asking all members to introduce themselves.

Polk County and Salem Public were recognized as new members to Missouri Evergreen.

Sue S. asked if there were other items to add to the agenda. Hearing none, the meeting proceeded.

Teresa made motion to approve the minutes, Peggy Northcraft seconded, Minutes were approved.

Executive Report

Sue S. reported that Evergreen is now 30 strong, with contact made from other libraries. A discussion was held on the proposed changes to bylaws and the bylaw change vote will be added to the August meeting

“Libraries eligible for membership and state supplements must meet State Aid Certification Qualifications as defined by the State Library and as promulgated by RSMo 181.060. Any library who cannot meet these qualifications must withdraw its membership or contract services separately with Missouri Evergreen and must pay for all associated services without any state aid or supplements.”

Sue also reported that the executive committee will be requesting information from other ILS's in order to explore the best option for the Evergreen contract with Mobius that is expiring in August 2017.

The executive committee has two members, Sue Lightfoot and Karen Hayden, who will be leaving as of July 1st. The nominating committee submitted 2 candidates for consideration, Colleen Knight from Stone County Library and Peggy Northcraft from Marion County Library. Sue Lightfoot made a motion to accept the committee's recommendations, all voted aye, motion approved.

The Executive committee then adjourned into executive session for election of officers. Upon return to the regular meeting, it was announced that Steve Campbell will be chair, Cathy Dame-- Vice Chair, Sue Szostak—Secretary, with the term beginning July 1st.

The Evergreen Community gives their heartfelt thanks to Sue Lightfoot and Karen Hayden for their service on the Executive Committee.

Cataloging Committee Report

The cataloging committee reported that the contract for the cataloguer expires at the end of August. The cataloging group will be sending out “Need Humans “lists of items for libraries to look at corrections.

It was requested to Blake that the de-dup program needs to be run on a regular basis.

OPAC Committee Report

No new information to report.

Circulation Committee Report

The need for all bib records to include the price of the item was discussed. Also the need for normalization of Invoices and when they are sent.

Marketing Committee

Sue Lightfoot reminded members to continue to spread the word about MO Evergreen. Word of mouth has been best way to sell MO Evergreen.

MOBIUS

Donna had previously sent out the financial report.

Debbie reported that Polk County went live on May 2nd and that Ste. Genevieve (once a part of Ozark Regional) went live on its own on June 1st. Ste. Genevieve will not have courier service until July 1st, so all items returning to Ste. Genevieve need to be held until then.

Debbie reported that Pulaski will be live sometime this month.

Blake reported that there is an upgrade of Evergreen due soon.

MISSOURI STATE LIBRARY

Barbara Reading reported that MO Evergreen is in the 4th year of our 5 year grant. She hopes that we will still receive funding with a continuing grant but LSTS funding depends on a variety of factors that cannot be controlled by the State Library.

Sue Lightfoot made a motion to adjourn and Steve seconded the motion.

Respectfully submitted,

Colleen Knight

Missouri Evergreen Membership Meeting
April 7, 2016 (GoToMeeting)

Sue Szostak, chairman, called the meeting to order at 9:03 a.m.

Those in attendance were:

Barbara Reading – State Librarian
Debbie Musselman – State Library
Jennifer France - State Library
Becky Wilcox – Doniphan-Ripley County
Cathy Dame – Lebanon-Laclede County
Chris Kloeppel – Howard County
Glenda Wofford – Salem Public
Colleen Knight – Stone County
Diane Disbro – Scenic Regional
Emily Slama – Pulaski County
Jackie Hawes – Washington Public
John Pace – Webster County
Michael Tolle – Carthage Public
Michelle Swane – Ozark Regional
Sue Szostak – Poplar Bluff Municipal
Teresa Tidwell – Caruthersville Public
Traci Clair – Albany Carnegie Public
Theresa Hunsaker – Grundy County
Peggy Northcraft – Marion County
Ron Eifert – Sikeston Public
Debbie Luchenbill – MOBIUS
Blake Henderson – MOBIUS
Justin Hopkins – MOBIUS
Donna Bacon - MOBIUS

Diane moved that the minutes of the February meeting be approved. Becky seconded the motion. The minutes were approved by acclamation.

Executive committee report – Sue :

Riverside Regional and Washington County attended a site visit at Scenic Regional. A site visit is being planned for New Madrid County Library.

The executive board recommends the adoption of the Collections from Non-Profit, Volunteer, and/or Free Libraries Policy. A copy of the policy is attached to these minutes. Sue, on behalf of the executive committee, moved the adoption of the policy. Colleen seconded the motion. The motion passed.

The executive board recommends the adoption of the Missouri Evergreen Policy on Consortium Reserves. A copy of the policy is attached to these minutes. Sue, on behalf of the executive committee, moved the adoption of the policy. Becky seconded the motion. Debbie asked that the word "Funds" be added to the policy so that it is the "Policy on Consortium Reserve Funds" rather than "Policy on Consortium Reserves" and the first line read "Missouri Evergreen Consortium Reserve Funds are held by MOBIUS ..." rather than "Missouri Evergreen Consortium Reserves are held by MOBIUS ..." The policy was adopted as amended.

Sue asked if a grid containing information about member libraries' circulation policies could be added to the website. Such a tool would make it unnecessary to address questions to the membership at large via the listserv. Debbie said she would look into the feasibility of such a graph.

Since the consortium continues to grow, it isn't efficient for all details of ME business to be discussed at membership meetings. Sue moved that consortium business as it relates to a particular committee whether standing or ad hoc be discussed within the committee prior to the full membership meeting. When appropriate, recommendations for policy and procedure should be made prior to the regular full membership and be in writing. At the regular full membership meeting, members may vote on policy and procedural changes. Upon approval of such changes, the membership agrees to abide by these changes. Diane seconded the motion. The motion passed.

Cataloging Committee – Cathy:

The committee is working through a possible snag with the book club kit procedure. Jefferson County library has asked some very specific questions, one about authority control and another about grant tracking. The committee and MOBIUS are working on answers to the questions. The cataloging committee meets again on April 12. Meetings are open to everyone.

OPAC Committee –

Blake reported that after EBSCO records were uploaded to the catalog, it was discovered that EBSCO requires IP authentication. MOBIUS negotiated with EBSCO to allow patrons to access the resources by signing into their online library account.

Circulation Committee –Diane:

The committee recommends that the default OPAC search be changed to Title/Group Formats and Editions (currently it is Keyword/Group Formats and Editions). This will save almost three seconds when performing a search. Ozark Regional will have this change made to their OPAC and report back about whether or not the title search causes more failed searches than the keyword search.

The committee recommends that the default notification type be removed in patron registration so that staff would have to select Phone, Email, and/or SMS. MOBIUS said that it isn't possible for there to be no default selection for this registration item.

The committee recommends that the word "Billing" be changed to "Physical" in the patron registration screen. Currently, the choices for patron addresses are Billing or Mailing. For most people, those addresses are the same. We currently have to choose "Billing" if we want an address to appear as a physical address even though the patron doesn't receive bills at the physical address. MOBIUS said that the words by the bubbles can't be changed without a lot of work and then maintenance. This

recommendation has been sent back to the circulation committee for a decision about whether it is worth the commitment of time it would take to make the change.

We would like to know which libraries do not void lost item fees when the item is returned. Debbie said that the libraries with that setting are Doniphan-Ripley, Grundy, Carthage, and Caruthersville. (After the meeting, Debbie sent an email correcting the list to include only Doniphan-Ripley and Grundy.)

Michelle would like for billing practices to be uniform throughout the consortium. She described a situation in which a patron paid the amount billed to him after which the owning library requested more money. The circulation committee will look into this problem and make a recommendation to the membership.

Marketing - no report

MOBIUS –

ME will have another upgrade in a couple of months. MOBIUS staff will be going to Raleigh, NC, this month for an international Evergreen conference. The State Library has grants to assist ME members to attend the Evergreen conferences. The 2017 conference will be in Kentucky.

State Library – Barbara

Library funding looks to be in better shape for 2017 than it has been for 2016. The Secretary's Council on Library Development will meet on April 22 to discuss LSTA fund dispersal. The public is invited to observe the meeting. A survey will be sent to the ME membership to evaluate MOBIUS service before the MOBIUS contract is renewed.

There being no further business, the meeting was adjourned at 10:24 a.m.

Respectfully submitted,
Diane Disbro

Missouri Evergreen
Policy
Collections from Non-Profit, Volunteer, and/or Free Libraries
April 7, 2016

It is recognized by the Missouri Evergreen Consortium that there are unique and special collections in the State of Missouri and it is in the best interest of Missouri citizens to have knowledge of these collections. Examples of such collections which may be deemed appropriate to add are specialized genealogical, history, scientific, and other unique special collections.

Evergreen member libraries may recommend adding these types of collections if in the member library's judgement the library's collection enhances the resources for its patrons, adds to the member libraries' knowledge and location of additional Missouri information resources, and the library is located in the member library's district. The Missouri Evergreen library must apply to the Missouri Evergreen executive committee for approval to add the collection. Missouri Evergreen libraries are strongly encouraged to have policies regarding hosting such collections in place prior to application to the Missouri Evergreen Executive Committee.

If a circulating collection, all materials are managed through and by the Evergreen member library only. The collection is not considered to be another library within Missouri Evergreen but has a unique shelving location for the Evergreen member hosting the bibliographic records. All costs associated with the addition of these special collections to the Missouri Evergreen catalog are borne by the hosting library.

For the purposes of adding the collection to the catalog, bibliographic records added must be in MARC 21 format and it is the sole responsibility of the member Missouri Evergreen library to insure quality control of the catalog record. Records from these collections are to be encoded in such a way to insure the records are not intermingled with all other Missouri Evergreen records for the purposes of consortium-wide record maintenance and clean-up. Any clean-up and fixes of these special collection records are the sole responsibility of the hosting library and not Missouri Evergreen staff.

The collection owner will not have access to Missouri Evergreen functions such as cataloging, circulation, patron records, etc. The collection owner may view the collection through the Public Access Catalog as any member of the public accesses library records. The collection owner does not have access to any other Missouri Evergreen services such as training, record maintenance, or courier services. Items added to the catalog do not obligate the hosting or the collection owner to lend these materials to other member libraries.

If in the estimation of the Executive Committee, the Missouri Evergreen library violates the above principles, the library will be asked to strip the records from Missouri Evergreen.

Missouri Evergreen
Policy on
Consortium Reserve Funds
April 7, 2016

Missouri Evergreen Consortium Reserve Funds are held by MOBIUS for the purposes of:

1. A fund balance for one-year's operating budget in case of funding adversity and
2. Repair and replacement of Consortium Equipment.

This policy is to be reviewed once every three years and must be approved by the Missouri Evergreen Consortium membership by simple majority of those attending the Consortium meeting.

**Missouri Evergreen
Membership Meeting
February 4, 2016 9:00 A.M.**

Attendance:

Albany Carnegie Library - Celeste Dahlgren
Carthage Public Library - Julie Yockey
Caruthersville Public - Teresa Tidwell
De Soto Public Library - Tony Benningfield
Doniphan-Ripley - Becky Wilcox
Grundy County - Theresa Hunsaker
Lebanon-Laclede - Cathy Dame
Little Dixie - Karen Hayden
Marion County Subdistrict #1 - Peggy Northcraft
Missouri State Library - Barbara Reading, Debbie Musselman, Jennifer France
MOBIUS- Blake Henderson, Justin Hopkins, Debbie Luchenbill, Donna Bacon
Ozark Regional Library - Holly Martin-Huffman
Poplar Bluff - Sue Szostak
Salem Public - Glenda Wofford
Scenic Regional - Steve Campbell, Diane Disbro, Sheryl Duffer
Sikeston Public Library - Ron Eifert
Stone County - Colleen Knight
Washington Public - Jackie Hawes
Webster County - Terri York

Sue Szostak called the meeting to order at 9:04 via “go to meeting”.

Sue welcomed De Soto Public Library to the meeting as the newest member to “go live”. She also welcomed Polk County and Pulaski County as new members.

Barbara Reading introduced Jennifer France as the new State Library staff member who will be working with our consortium.

Sue asked for any corrections or additions to the minutes from the December 3, 2015 membership meeting. Hearing none, she accepted a motion from Cathy to approve the minutes as presented. Colleen seconded the motion. The motion carried.

Executive Committee Report - Sue

Summary of Outreach

- Mountain View is considering joining our consortium. Debbie, Justin, Sue S., and Glenda have all spoken with them.
- Steve reported that Scenic and Washington County have signed a reciprocal borrowing agreement and he is talking to them about joining Mo Evergreen. Also that he’s going to try and get Riverside to make a visit.

Cataloging Committee Report - Cathy

Cathy reported that the cataloging committee has had one meeting since our last membership meeting.

The committee is currently looking at small clean-up projects. Lost & Missing items and the Book Club collection are two of the projects.

Blake reported that there are 75,000 records without items attached. He is also still working on the EBSCO e-book collection. Authentication is the issue with allowing patrons to check out EBSCO e-books through the catalog.

Work is being done to clear up the 007 field icon issue with videos and DVDs.

The catalogers will be meeting next Monday and all catalogers are invited to attend. For those without information about the meeting please contact Debbie or Cathy to attend.

OPAC Committee - Steve

Steve reported that integrating Novelist in the catalog is being done at Scenic.

Steve mentioned that Scenic will be adding the collection from Ralph Gregory Library to their holdings. The titles in this collection are from the Washington Historical Society. The titles will be there only for information and not for checkout. Barbara suggested that we may want to add a policy concerning how to address non-member collections.

Blake mentioned that all the EBSCO e-books are loaded and he is working with MOREnet and EBSCO to work out authentication of users. Sue S. stated she would communicate with MOREnet or EBSCO if he needs help.

Justin has run a script of random words to search the catalog to test search time before coming up with results. Searching "keyword" with group of format took the longest time and "title" searches without group format were the quickest search. The other search that he did were keyword without group formats and title with group format. He is questioning whether we would like to have "title" without group format as our default search. Justin has sent an email explaining this further.

Circulation Committee - Karen

Karen reported that the committee is adding a paragraph to the "Circulation Policies" concerning reciprocal borrowing. She will send the wording to Debbie to add it to the policy.

Karen mentioned that Novelist information is located at the bottom of the catalog record.

Scenic Library has added their training manual for circulation clerks to the webpage resources. It is a very good reference for new library staff.

Marketing - Sue Lightfoot

Sue was not available to report.

MOBIUS

Debbie presented the Financial Report prepared on January 31, 2015 by Donna. Expenses are running as expected. We have \$62,628.25 in the reserve fund and the Executive committee will meet before the June membership meeting to address this balance.

The system has been upgraded to 2.91. Evergreen was running a bit slow following the upgrade but that has been fixed. 2.10 will be available in the next few months. There is a video on the webpage to watch concerning the changes made with the upgrade.

De Soto Public Library came up on February 1. 60% of their collection merged with the catalog.

Salem Public has completed their paperwork and are planning to "go live" on March 28th.

Polk County and Pulaski County will be sending their MOUs.

After Polk and Pulaski come on board, we will have 29 libraries in our consortium.

After the de-dupe project we have 75,000 records without items attached.

Blake reported that we now have another choice for a carousel that we can use on our catalog start up page. The new carousel is a list new books by shelving location.

Blake reported that we run a periodic billing notice.

There have been several changes to the Mo Evergreen Webpage. More training video are available and also the committee chairs have been added.

Missouri State Library

Debbie Musselman reported that the 2017 budget is being prepared and at our April meeting we may want to discuss funding concerns.

Jennifer reported that OCLC has training webinars available.

Barbara reminded members that Library Advocacy Day is planned for February 9 and encouraged everyone to attend.

Barbara reported that Governor Nixon has requested \$723,776 in his budget for state aid to libraries, \$2,000,000 for REAL, and an additional \$210,000 to last year's amount for A & E. The House and Senate will begin work on the budget in February.

Other

Sue S. invited everyone to Poplar Bluff for the Golden Legacy Exposition in March and April and to hear Leonard Marcus on March 19th. Mr. Marcus will be speaking about the Little Golden Books and the history of them..

Peggy made a motion to adjourn the meeting and Karen seconded the motion.