

Missouri Evergreen Membership Board Meeting

Thursday, August 8, 2019 10:00 am

Join the meeting from your computer, tablet or smartphone:

<https://zoom.us/j/164291209>

+1 929 205 6099

+1 669 900 6833

Meeting ID: 164 291 209

Minutes

Attending

Camden County Library District – Michael Davis
Carrollton Public Library – Sue Lightfoot
Carthage Public Library – Mike Tolle, Darcy Wood
Caruthersville Public Library – Teresa Tidwell
Cass County Library – Dan Brower
Crawford County Library District – Elizabeth Outar
Doniphan-Ripley County Library – Becky Wilcox
Festus Public Library – Kathy Condon-Boettcher
Jefferson County Library – Pam Klipsch, Kate Coleman
Lebanon-Laclede County Library – Cathy Dame
North Kansas City Public Library – Vickie Lewis
Ozark Regional Library – Holly Huffman, Michelle Swane
Polk County Library – Colleen Knight
Poplar Bluff Municipal Library – Shannon Midyett
Pulaski County Library – Emily Slama
Riverside Regional Library – Jeff Trinkle
Scenic Regional Library – Steven Campbell, Diane Disbro
Sikeston Public Library – Ron Eifert
Ste. Genevieve County Library – Shawn Long
Trails Regional Library – Kyle Constant
Washington Public Library – Claire Miller
Webster County Library – Terri York
Missouri State Library – Jennifer Thompson

Members Absent: Albany Carnegie Public Library, Bollinger County Public Library, Cameron Public Library, De Soto Public Library, Douglas County Library, Dulany Memorial Library, Grundy County Jewett Norris Library, Heartland Regional Library, Howard County Public Library, Little Dixie Regional Libraries, Livingston County Library, Marion County Library Subdistrict #1, Marshall Public Library, Mountain View Public Library, Ray County Library, Salem Public Library, Schuyler County Library District, Seymour Community Library, Stone County Library, Texas County Library, Webb City Public Library, Willow Springs Public Library, Wright County Library.

1. Call to Order – Colleen Knight

Having established a quorum, Missouri Evergreen Chair Colleen Knight called the meeting to order at 10:03 a.m.

2. Minutes

Steve Campbell motioned that minutes from the June 6, 2019 meeting be approved. Dan Brower seconded. Minutes approved.

3. Executive Committee Report – Colleen Knight

a. The Change to Equinox – Knight reported that the tentative transition date from Missouri Evergreen hosted by MOBIUS to Equinox is Friday, August 30. The upgrade to Evergreen 3.3 will happen at the same time, eliminating functionality of the XUL client. Template creation will be frozen after August 23. This date is tentative: there are several factors in play that could push the date back.

b. Listservs – MOREnet will host listservs for Missouri Evergreen free of charge. Knight asked if there was a member willing to volunteer to be in charge of the listservs. Shannon Midyett of Poplar Bluff agreed to do so. There will be 4 listservs: general membership, cataloging, circulation, and Missouri Evergreen directors.

c. Meetings – Missouri Evergreen libraries that are full MOREnet members can create their own Zoom accounts to hold meetings. Committee meetings will be held via this platform.

d. Website – Dan Brower and Ron Eifert will create the new website, most likely using WordPress.

e. Bylaw Change – At its July 24, 2019 meeting, the Executive Committee voted to present to membership a change to Section 2.3 of the bylaws. 30 days from this meeting each library's representative will receive an electronic ballot to approve the changes.

Current:

2.3 Term. Membership shall be on a fiscal year basis, effective upon receipt of a signed *Missouri Evergreen Resource Sharing Agreement* and approval of the Executive Board. Membership is automatically renewed on an annual basis unless notification of termination is given as described in item (f) "Termination", below.

Proposed:

2.3 Term: Membership into the consortium shall begin effective upon receipt of a signed *Missouri Evergreen Resource Sharing Agreement* and approval of the Executive Board. Membership dues and fees will be based on Missouri Evergreen's fiscal year of September 1st to August 31st. Membership may be prorated to reflect the fiscal year for the first year of membership for dues and fees based on the "Go Live" date when the member library is transitioned to the Missouri Evergreen ILS system. Membership dues and

fees will reflect ME's fiscal year after the initial year of membership. The bylaw change is retroactive to September 1, 2019. Membership is automatically renewed on an annual basis unless notification of termination is given as described in item (f) "Termination", below.

4. Financial Report – Sue Lightfoot

a. Financials – Missouri Evergreen Treasurer Lightfoot reported that Missouri Evergreen has a balance of \$148,039.59. ProQuest and Syndetics have been paid and we expect an invoice from Marcive shortly. All of this information came from a monthly balance sheet provided by Amigos. She reported that reserve fund fees have been transferred to Amigos.

b. FAQs – Lightfoot sent out a helpful email with FAQs about billing. She reminded membership that bills for Missouri Evergreen are made payable to Missouri Evergreen. There has been some confusion as Missouri Libraries 2 Go members are also receiving bills from Amigos for that service, and those are made payable to Amigos.

5. Cataloging Committee Report – Kate Coleman

Chair of the Cataloging Committee Kate Coleman reported that work on records with multiple ISBNs is continuing. She has sent out some web tutorials on various tasks that have been very helpful. Nate Beyerink of Trails Regional Library has joined the committee for a 2 year term. Diane Disbro asked what service Marcive provides. Coleman answered that Marcive doesn't fix multiple ISBN issues; it maintains records to ensure that author spellings and subject headings are consistent.

6. Circulation Committee Report – Shannon Midyett

Chair of the Circulation Committee Shannon Midyett proposed revisions to the Circulation Policy as approved by the Circulation Committee and as previously distributed to membership. Some redundant wording was removed, the term "Missouri Evergreen Executive Committee" was changed to "Missouri Evergreen Executive Board" and familiarity with the OPAC and the patron account was added as a responsibility of borrowing libraries. Sue Lightfoot moved to accept the revised policy. Ron Eifert seconded. Motion passed.

Midyett reported that a subcommittee of the Circulation Committee continues its work on standardizing Shelving Locations. Adult Non-Fiction is now "Non-Fiction". This work will make running the State Report for statistics much easier.

Midyett stated that the Circulation Committee is willing to serve as a resource for any library having trouble or with questions about the web-based client (Webby).

7. Questions and Answers – Colleen Knight

Michael Davis asked about the 6-month refresher training that MOBIUS previously offered. Knight answered that Equinox's practice is to do a "sign-off" after 1 month, so in Camden County Library's case, they fall in-between. Steve Campbell stated that Scenic Regional Library might create training for libraries on Missouri Evergreen once they are set up in their

new administration building. Jennifer Thompson of the Missouri State Library mentioned that this might be a Show Me Steps to Continuing Education grant opportunity.

Knight discussed the timeline to receiving Exit Services paperwork from MOBIUS and being able to sign the contract with Equinox. MOBIUS is working with the Missouri State Library to follow the proper procedures.

8. Adjourn

Jeff Trinkle moved to adjourn, Kate Coleman seconded. The meeting adjourned at 11:18 a.m.

Respectfully submitted,

Kathy Condon-Boettcher
Secretary

Missouri Evergreen Membership Board Meeting

Thursday, June 6, 2019 8:00 am

Joplin Public Library

Join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/260572013>

United States: +1 (872) 240-3212

Access Code: 260-572-013

Minutes

Attending

Albany Carnegie Public Library
Barry-Lawrence Regional Library – Gina Milburn
Barton County Library – Carol Darrow
Bollinger County Public Library – Eva Dunn
Camden County Library District – Michael Davis
Cameron Public Library
Cape Girardeau Public Library
Carrollton Public Library – Sue Lightfoot
Carthage Public Library – Julie Yockey
Caruthersville Public Library – Teresa Tidwell
Cass County Library – Dan Brower
Centralia Public Library
Crawford County Library District – Elizabeth Outar
Daviess County Library – Elizabeth Plotner
De Soto Public Library
Doniphan-Ripley County Library – Becky Wilcox
Douglas County Library
Dulany Memorial Library – Cheryl Springer
Festus Public Library – Kathy Condon-Boettcher
Grundy County Jewett Norris Library – Theresa Hunsaker
Heartland Regional Library System – Lisa Garro
Howard County Public Library
Jefferson County Library – Pam Klipsch, Pamela Withrow, Kate Coleman
Lebanon-Laclede County Library – Cathy Dame
Little Dixie Regional Libraries – Rachael Grime
Livingston County Library – Candy Warren
Marion County Library Subdistrict #1
Marshall Public Library
Mexico-Audrain County Library

Montgomery City Public Library – Terri Broz
Mountain View Public Library
North Kansas City Public Library
Ozark Regional Library – Michelle Swane
Polk County Library – Colleen Knight
Poplar Bluff Municipal Library – Shannon Midyett
Pulaski County Library – Emily Slama
Putnam County Library – Leatha Walsh
Ray County Library
Riverside Regional Library
Rolla Public Library – Diana Watkins
Salem Public Library – Glenda Wofford
Scenic Regional Library – Diane Disbro
Schuyler County Library District
Sikeston Public Library
Ste. Genevieve County Library
Stone County Library – Rebecca Payne
Texas County Library
Trails Regional Library
Washington Public Library
Webb City Public Library – Jake Johnson
Webster County Library – Terri York
Willow Springs Public Library
Wright County Library – Karen Moore
Amigos Library Services – Tracy Byerly, Nicole Walsh, Keith Gaertner
Mid-America Library Alliance – Mickey Coalwell
Missouri State Library – Robin Westphal, Debbie Musselman
MOBIUS – Blake Graham-Henderson, Debbie Luchenbill

1. Call to Order – Colleen Knight

Knight called the meeting to order at 8:11 am

2. Minutes

Eva Dunn motioned that minutes from the April 11 meeting be approved. Teresa Tidwell seconded. Minutes approved.

3. Executive Committee Report – Colleen Knight

Knight reported that Missouri Evergreen is now 51 libraries strong, including libraries that are scheduled to go live in the future.

- a) Bylaws passed by electronic vote – Knight reported that the bylaws change removing two sentences involving the State Library was approved by membership via electronic vote.
- b) MOBIUS Invoices Update – Knight reported that MOBIUS agreed to invoice libraries based on FY 17 circulation without database statistics, which had previously skewed some libraries to a much higher billing bracket. Those libraries that have already paid an incorrect amount will get a refund for the prorated amount.
- c) RFQ responses – Knight reported that the Executive Committee has received RFQs for ILS management from 3 companies, as is required when seeking grant funding for any large amount. The Executive Committee is in the process of reviewing the RFQs and will make a recommendation in the future.

4. Financial Report – Sue Lightfoot

Treasurer Lightfoot turned the presentation over to Tracy Byerly of Amigos. Byerly reported that Amigos will be working with the Executive Committee on the budget and that Missouri Evergreen's bank account is with Commerce Bank. Signature cards need to be updated, as the previous ones bore Nicole Walsh's name, who is resigning from Amigos. Amigos will work with Missouri Evergreen to develop financial policies.

Lightfoot thanked Amigos for their work. She requested that Amigos contact the libraries that could be billed twice in FY 2020. Byerly responded that Amigos will contact each of those libraries and see how they want to be billed and that she will think through possible solutions to this issue.

5. Nominating Committee Report – Rachael Grime and Ron Eifert

Eifert was not on the call. Grime reported that Colleen Knight, Dan Brower, and Kathy Condon-Boettcher's terms are expiring and that they have agreed to serve another term. Grime and Eifert nominate Kate Coleman to serve as chair of the Cataloging Committee and Shannon Midyett to serve as chair of the Circulation Committee. Sue Lightfoot motioned to accept the nomination and Eva Dunn seconded the motion. The motion passed.

6. Cataloging Committee Report – Ron Eifert and Kate Coleman

Coleman reported that the Cataloging Committee is doing great and is looking forward to new projects.

7. Circulation Committee – Michelle Swane

Swane reported that the Circulation Committee's work on receipt template defaults is almost finished. The committee will bring circulation policy recommendations to the Executive Board. Work continues on the Shelving Locations project. She reported that there is a bug that removes age protection for on-order holds and they are discussing options for resolving it.

8. MOBIUS Update – Debbie Luchenbill and Blake Graham-Henderson

Graham-Henderson reported that the Seymour Community Library's test migration is completed. He is working on help desk tickets. He presented on cataloging along with Ron Eifert and Kate Coleman at the Evergreen Conference at the end of April. The new 3.3 Evergreen is on the test server. He worked to help Trails Regional Library set up telephonic holds notifications with Unique.

Luchenbill reported that she attended and assisted at a Web Client Workshop at Little Dixie and Trails Regional Library. She attended the Evergreen Conference. Seymour is ready to go live on June 10. She is working on training for new libraries and follow-up training for existing libraries. She reminded membership that there is one more week left to access the customer survey.

Sue Lightfoot asked if it is possible to have more than 5 migrations in a fiscal year. Luchenbill said that the contract stipulates 5 per year and Debbie Musselman reported that this number was what MOBIUS felt they could handle each year. Terri York asked when the next migration would be and Graham-Henderson responded that membership voted to do it in August, after Summer Reading, at a previous meeting.

9. MALA Update – Mickey Coalwell

Coalwell reported on how the courier system functioned and what needs to be addressed to keep costs and volume reasonable. Missouri Evergreen accounts for 60% of the volume moving through the courier. Some strategies he suggested are requesting items from nearby libraries, allowing for items on hold to circ to other libraries instead of going back to its home library, making sure that distribution among libraries for holds requested is fair, and some libraries might consider paying for another day of delivery.

The discussion that followed centered on requesting from nearby libraries. Blake Graham-Henderson noted that Missouri Evergreen does not take geographical location into consideration when distributing holds. Debbie Luchenbill mentioned that co-proximity has not been a feature of Missouri Evergreen up to now, but it could be done. Many libraries

reported that placing copy holds in an effort to get an item from a nearby library sometimes results in being notified that the item is missing which slows its delivery to the patron. Pam Klipsch mentioned that if we went to co-proximity lending we would need to explore cooperative collection building.

10. State Library – Robin Westphal, Debbie Musselman, Jennifer Thompson

Westphal began by commending Mickey Coalwell for addressing volume issues with the courier. She reported that the State Legislature approved an additional 1.18 million in State Aid, which puts us back to 2015 levels. She reminded membership that we will have to fight for this funding every year. Edge Action Plan grant applications are due July 1. The Institute of Museum and Library Services visited the State Library; IMLS funds more competitive grants for Missouri than any other state. The Secretary of State allocated unspent election money to 35 of the smallest libraries to assist with technology.

11. Other

Diane Disbro reported that she and Ruth Lord hosted a Missouri Evergreen demo at Mexico-Audrain and libraries from the area attended.

12. Closed Session

The Executive Board went into Closed Session. In attendance: Colleen Knight, Cathy Dame, Sue Lightfoot, Rachael Grime, Kathy Condon-Boettcher, Terri York. Dan Brower was on speakerphone. Lightfoot moved to retain the current slate of officers for another year and to accept membership's nomination of Kate Coleman as Chair of Cataloging Committee and Shannon Midyett as Chair of Circulation Committee and Kathy Condon-Boettcher seconded. The motion passed.

Cathy Dame moved to add Tracy Byerly of Amigos to the Commerce Bank signature card and Rachael Grime seconded. The motion passed.

7. Adjourn

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

Kathy Condon-Boettcher
Secretary

Missouri Evergreen Membership Board Meeting

Thursday, April 11, 2019 10:00 am

Join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/777949997>

United States: +1 (224) 501-3412

Access Code: 777-949-997

Minutes

Attending

Albany Carnegie Public Library
Bollinger County Public Library
Camden County Library District – Michael Davis
Cameron Public Library
Cape Girardeau Public Library
Carrollton Public Library
Carthage Public Library
Caruthersville Public Library – Teresa Tidwell
Cass County Library
Centralia Public Library
Crawford County Library District
Daviess County Library
De Soto Public Library – Tony Benningfield
Doniphan-Ripley County Library
Douglas County Library
Dulany Memorial Library
Festus Public Library – Kathy Condon-Boettcher
Grundty County Jewett Norris Library
Heartland Regional Library System
Howard County Public Library
Jefferson County Library – Meredith McCarthy
Lebanon-Laclede County Library – Cathy Dame
Little Dixie Regional Libraries – Rachael Grime
Livingston County Library
Marion County Library Subdistrict #1
Marshall Public Library
Mexico-Audrain County Library
Mountain View Public Library
North Kansas City Public Library – Vickie Lewis
Ozark Regional Library – Michele Swane
Polk County Library – Colleen Knight
Poplar Bluff Municipal Library – Sue Szostak

Pulaski County Library – Emily Slama
Ray County Library
Riverside Regional Library
Salem Public Library
Scenic Regional Library – Diane Disbro
Schuyler County Library District
Sikeston Public Library – Ron Eifert
Ste. Genevieve County Library
Stone County Library
Texas County Library
Trails Regional Library – Kyle Constant
Washington Public Library
Webb City Public Library – Jake Johnson
Webster County Library – Terri York
Willow Springs Public Library
Wright County Library
Missouri State Library – Robin Westphal, Debbie Musselman, Jennifer Thompson
MOBIUS – Debbie Luchenbill, Blake Graham-Henderson

1. Call to Order – Colleen Knight

Knight called the meeting to order at 10:01 a.m.

2. Minutes

Diane Disbro motioned that minutes from the February 14 meeting be approved. Rachael Grime seconded. Minutes approved.

3. MOBIUS Update – Debbie Luchenbill and Blake Graham-Henderson

Luchenbill requested that MOBIUS be moved up in the agenda so that membership could discuss the rest of the items on the agenda privately.

Luchenbill reported on new migrations and training sessions – Camden County is live now; Ray County will be going live shortly. Upcoming are Seymour and Heartland. She assisted at the Poplar Bluff web client workshop. Other web client workshops are scheduled for the spring.

Graham-Henderson reported that the upgrade in March was successful and was followed by Deduplication. He started editing electronic import scripts. He has been working on replying to help tickets. The consortium website was edited so that our logo is on it and color changes were made.

4. Executive Board Report – Colleen Knight

a. Growth of Missouri Evergreen

Knight reported that interest in Missouri Evergreen continues to grow. Scenic Regional Library has demos planned in Kirksville and Mexico in May for interested libraries, which should result in new libraries joining.

b. Bylaw Change

The sentence “The State Librarian and his/her designee and a representative(s) from the contracted automated vendor shall be invited to attend Missouri Evergreen Board meetings.” needs to be struck from Section 4.0. As written, it can be interpreted that attending Missouri Evergreen meetings is required, when that is not the case. This sentence also needs to be removed: “The two (2) non-voting members comprised of the State Librarian or his/her designee and the representative of the contracted automation vendor shall serve one (1) year terms commencing July 1 of each calendar year.” An electronic vote to approve this change will be sent in 30 days.

c. Update on Transition Progress

Knight reported that the transition to Amigos as our fiscal manager is on progress and going smoothly.

d. Maintenance Fees and Invoices

Knight discussed the issue that some libraries will be billed twice in one year with the transition to Amigos. This will happen only one time, but could create a burden for these libraries. This is because libraries that were already billed at the anniversary of their “Go-Live” date could be billed again at the beginning of Missouri Evergreen’s fiscal year in September. Next steps will be to see if Amigos will stagger bills for those libraries affected.

The membership discussed the maintenance fees being charged by MOBIUS. For the first time, database statistics were included in the final count and this was how we were charged, resulting in very large increases in bills for some libraries. MOBIUS indicated that they would use FY 16 circulation figures for the libraries that had large increases. After discussion, the motion was made by Sue Szostak to calculate FY 18 annual maintenance based on FY 17 figures without the database statistics. Jake Johnson seconded. The motion passed.

e. RFQ

Knight reported that just as with any grant for a large purchase, we are required to seek additional quotes for the Evergreen management service we are requesting in our grant with the State Library. In addition to MOBIUS, we will submit an RFQ to other companies, especially those that specialize in Evergreen management.

5. Committee Reports

a. Finance Committee – Sue Lightfoot

Lightfoot was not on the call, so no report was given.

b. Cataloging Committee – Ron Eifert

Eifert reported that the Cataloging Committee is preparing for the next upgrade. Eifert, Kate Coleman, and Blake Graham-Henderson will present at the Evergreen International Conference. The Cataloging Committee is working with the Circulation Committee to standardize shelving locations.

c. Circulation Committee Report – Michelle Swane

Swane reported that the Circulation Committee is working with the Cataloging Committee to address the shelving locations. There are 1061 shelving locations and many of them are very similar and can be combined. Swane reported that there are Webby workshops scheduled for the spring. Everyone is welcome. The Circulation Committee is working on receipt templates.

The Circulation Committee reminds membership to watch transit lists. Transit lists are accessed via Admin/Local Admin/Transit List as well as with the monthly long-in transit report. Long in-transit items should be searched for by the sending and receiving libraries and all lost items in transit should be reported to MALA.

The Circulation Committee recommends Shannon Midyett from Poplar Bluff as the next Chair of the committee beginning in August of 2019. Sue Szostak of Poplar Bluff did not want to give the impression of loading Missouri Evergreen with too many of their own employees. The chair of the Circulation Committee is ex-officio, so this is not an issue. Midyett's name will be brought forth at the June membership meeting when the next election of officers will be held.

d. Reports Committee – Kyle Constant

Constant reported that the Reports Committee continues work on template names and descriptions and will revise templates in the Circulations – Lists folders next. The Reports Committee has created a username of ME Reports. This will be shared between MOBIUS and the Reports Committee to allow the membership greater responsibility over the organization of report templates. Reports support is handled through the Help Desk and the Reports Committee recognizes that this is time-consuming and will need to be discussed as part of the consortium's plan to be increasingly independent of our ILS support vendor.

6. State Library Report – Robin Westphal

Westphal reported a successful Secretary's Council on Library Development meeting. Westphal reported that new LSTA grants in 2020 will include a STEM kit grant. The State Library is creating a New Director Bootcamp for new directors. Webinars continue.

Jennifer Thompson reported on Edge. It went live in February and 38 libraries have signed up. The tech grant for libraries that have completed the Edge assessment is due July 31.

Westphal gave other State Library updates: the search for the Wolfner Library Director is progressing. Wolfner will begin circulating STEM kits. The State Library is gearing up for Bicentennial 2021 celebrations. Libraries are encouraged to submit stories for Show Me Express. State Aid budget hearings are being held in the Senate. MOREnet's priorities for FY 2020 is for the main libraries in the area to get to an Internet Connection speed of 20Mb and all other libraries to be at a speed of at least 5Mb, as that will soon be the minimum necessary to provide support. Westphal reported that week 2 with the new courier has gone smoother according to all libraries.

7. Adjourn

Diane Disbro moved to adjourn; Michelle Swane seconded. Meeting adjourned at 11:13 a.m.

Respectfully submitted,

Kathy Condon-Boettcher
Secretary

Missouri Evergreen Membership Board Meeting

Thursday, February 14, 2019 9:00 am

Join the meeting from your computer, tablet or smartphone:

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United States: +1 (571) 317-3122

Access Code 480-867-573

Minutes

Attending

Albany Carnegie Public Library
Bollinger County Public Library
Camden County Library District
Cameron Public Library
Cape Girardeau Public Library
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Grundy County Jewett Norris Library
Heartland Regional Library System
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Pulaski County Library – Emily Slama
Ray County Library – Stacy Hisle

Riverside Regional Library
Salem Public Library – Glenda Wofford
Scenic Regional Library – Steven Campbell, Diane Disbro
Schuyler County Library District
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Ste. Genevieve County Library
Stone County Library
Texas County Library
Trails Regional Library – Nate Beyerink, Kyle Constant
Washington Public Library – Claire Miller
Webb City Public Library
Webster County Library – Terri York
Willow Springs Public Library
Wright County Library
Missouri State Library – Robin Westphal, Debbie Musselman, Jennifer Thompson
MOBIUS – Debbie Luchenbill, Blake Graham-Henderson, Donna Bacon

1. Call to Order – Colleen Knight

Knight called the meeting to order at 9:00 a.m.

2. Minutes

Sue Lightfoot motioned that minutes from the December 6, 2018 meeting be approved.
Steve Campbell seconded. Minutes approved.

3. State Library – Robin Westphal

Westphal requested that the State Library report be moved up in the agenda as she, Jennifer Thompson, and Debbie Musselman had to attend another meeting.

Westphal discussed Edge, a toolkit for technology planning. It establishes benchmarks to assist libraries in technology planning and writing grants for upgrades. There will be more information about this product in the coming weeks with the new issue of Show Me Express and Westphal plans to promote and discuss it at upcoming MPLD and MLA conferences.

As a legislative update, Westphal reminded the group that Library Advocacy Day is coming up. Because our Secretary of State is so supportive of library funding, she stressed the importance of librarians continuing the conversation and pushing for State Aid, REAL, and A&E funding.

Diane Disbro asked where MALA was in the search for a new courier. Westphal said that RFPs have been submitted and are being reviewed and a decision should be made shortly.

4. Executive Board Report – Colleen Knight

a. Bylaws Changes

Knight reported that because there was not a quorum, membership could not vote on bylaws changes.

b. Treasurer Search Committee and Appointment of Treasurer

As there was no quorum, membership was unable to vote on the bylaws changes. Assuming approval to the bylaws changes, the next step would have been to name a Treasurer. No vote was taken.

c. Evergreen Upgrade – Steve Campbell

Campbell reported that while membership's reasons for wanting to hold off on upgrades were reasonable it has resulted in Missouri Evergreen being 2-3 versions behind and without security. Blake Graham-Henderson explained further: every new release is supported for 12 months with bug issues and security and for an additional 3 months with only security.

In the discussion that followed, Debbie Luchenbill reminded membership that as versions are updated, bugs that are of concern are addressed and resolved. Many members mentioned that the Webby workshop that Scenic Regional offered helped ease a lot of fears about losing XUL in the future. It was agreed that additional workshops similar to this would be helpful. Campbell reminded membership that XUL will not be lost with the first migration, but will disappear after the second migration.

Campbell moved that membership approve the stance that we never go without security in the future and that we plan the following migrations: to March 8-9 for the first migration and mid to late August for the second migration. Claire Miller seconded. The motion passed.

a. Finance Committee Report – Sue Lightfoot

Because there was no quorum, Lightfoot could not take action on any duties that a Treasurer would have brought to membership. No report was given.

b. Cataloging Committee Report – Ron Eifert

Eifert reported that following their last meeting, the Cataloging Committee sent out information regarding the existing policy for correct wording of magazine parts and handling of records with multiple ISBNs. Where appropriate, he is contacting libraries that are still having issues and offering to help.

The Cataloging Committee reminds membership that video games that have the same name but are different gaming platforms should be on unique bib records.

The Cataloging Committee is discussing the scheduling of the next de-duplication and the impact of future upgrades to 3.1 and 3.2. They are also continuing their joint committee work with the Circulation Committee to address streamlining shelving locations.

c. Circulation Committee Report – Michelle Swane

Swane was not on the call; no report was given.

d. Reports Committee Report – Kyle Constant

Constant discussed that the Reports Committee is done weeding templates and is working on renaming and revising descriptions of individual reports.

The Reports Committee received two requests from the Circulation Committee: one is for an annual report showing most popular materials and one is to add non-cat circulations to the State Report templates. These will be reviewed at the next Reports Committee meeting.

Constant asked membership and the Executive Board to consider the future of the Reports Committee following completion of their tasks. Phase 2 of their goal will be quite a bit of work, but there might be a call to disband once that work is completed.

e. OPAC Committee Report – Shannon Midyett

Midyett reported that the OPAC Committee has been working with MOBIUS to tweak search settings for more accurate results when searching for titles and authors. They also applied the synonym dictionary to allow for more relevant search results with alternate spellings. Applying the NACO normalization scheme allows for more accurate results in regard to punctuation. Unfortunately, these changes will not hold following the upgrade to 3.1 or beyond. Blake Graham-Henderson mentioned that some of these changes might be features in new upgrades but recommended that the OPAC Committee not make any new changes until 2020 following the upgrade to 3.4 in the fall. Midyett and Knight agreed.

5. MOBIUS Update – Donna Bacon, Debbie Luchenbill, Blake Graham-Henderson

Debbie Luchenbill gave a report on go-live dates for the next libraries and future dates for upcoming libraries. So many libraries are joining that go-live dates are being scheduled into 2020. Luchenbill is scheduling training for new libraries as well as 6 month follow-up training for existing libraries.

Blake Graham-Henderson has been working on current migrations and getting future libraries' data captured. He is working on getting some of the useful Missouri Evergreen specific patches to work on the 3.1 upgrade for the entire Evergreen community. These will be completed prior to the upgrade. He is working on IT policies for SOC2 Type2 certification. This policy will address fixes when there is an issue for a security audit.

Graham-Henderson reminded membership that libraries can visit the upgrade server which is running on 3.1.9. Libraries can practice and test all functions on this server.

7. Other

By the end of the meeting we still had not reached the 2/3 majority necessary for a vote on the bylaws change; without the vote on the bylaws we could not nominate or elect a Treasurer. Steve Campbell had previously spoken to Sue Lightfoot about the position and Colleen Knight and Campbell both reported that Lightfoot would be an excellent candidate for Treasurer. Lightfoot said that she would be honored to serve in the position. The Executive Board planned to send out an electronic vote on the bylaws; assuming the bylaws

change is approved the next step would be to submit Lightfoot's name as candidate for Treasurer. This item was a discussion item only and no vote was taken.

8. Adjourn

Kathy Condon-Boettcher moved to adjourn; Sue Lightfoot seconded. Meeting adjourned at 10:11 a.m.

Respectfully submitted,

Kathy Condon-Boettcher
Secretary

Missouri Evergreen Membership Board Meeting

Thursday, December 6, 2018 8:00 am

Missouri Public Library Directors Conference, Columbia, MO
Stoney Creek Hotel and Conference Center, Salon A Room

Join the meeting from your computer, tablet or smartphone:
<https://global.gotomeeting.com/join/148164237>

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Minutes

Attending

Albany Carnegie Public Library
Bollinger County Public Library – Eva Dunn
Camden County Library District – Michael Davis
Cameron Public Library
Cape Girardeau Public Library – Katie Hill
Carrollton Public Library – Sue Lightfoot
Carthage Public Library
Caruthersville Public Library – Teresa Tidwell
Cass County Library
Centralia Public Library – Amy Hopkins
Crawford County Library District
Davies County Library – Elizabeth Plotner
De Soto Public Library – Tony Benningfield
Doniphan-Ripley County Library – Becky Wilcox
Douglas County Library
Dulany Memorial Library – Cheryl Springer
Festus Public Library – Kathy Condon-Boettcher
Grundey County Jewett Norris Library – Theresa Hunsaker
Heartland Regional Library System – Lisa Garro
Howard County Public Library
Jefferson County Library – Pam Klipsch, Pam 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
Mexico-Audrain County Library – Christal Bruner
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 Crites Szostak
Pulaski County Library – Emily Slama
Riverside Regional Library
Salem Public Library – Glenda Wofford
Scenic Regional Library – Steven Campbell, Diane Disbro
Schuyler County Library District
Sikeston Public Library – Ron Eifert
Ste. Genevieve County Library – Liz Rudloff
Stone County Library
Texas County Library
Trails Regional Library – Rochelle McCaulley, Anita Love
Washington Public Library
Webb City Public Library – Jake Johnson
Webster County Library – Terri York
Willow Springs Public Library
Wright County Library
Missouri State Library – Robin Westphal, Debbie Musselman, Jennifer Thompson
MOBIUS – Debbie Luchenbill, Donna Bacon, Blake Graham-Henderson
National Network of Libraries of Medicine – Chris Pryor
MALA – Mickey Coalwell

1. Call to Order – Colleen Knight

Knight called the meeting to order at 8:02 a.m.

2. Minutes

Eva Dunn motioned minutes from the August 2018 meeting be approved. Becky Wilcox seconded. Minutes approved.

3. Executive Board Report – Colleen Knight

Knight reported that with the libraries that will be joining Missouri Evergreen within the next year we will have grown to 45 members, more than 3 million items, and over 600,000 patrons.

Knight discussed the changes we have planned involving the State Library contracting directly with Missouri Evergreen and how this will change our relationship with MOBIUS. The newly created Finance Committee has been working on contracting with a third party fiscal agent. Knight met with the MOBIUS board about the changes in store and they discussed their concerns about some costs such as the car that MOBIUS employees use for Missouri Evergreen business, training costs, and the use of the Go To Meeting platform that is used for meetings.

Knight discussed the bylaws changes that are necessary to start the transition to our contract with the State Library. An incorrect version of the proposed changes to the bylaws had been sent to membership; Knight entertained a motion to accept the correct version of proposed changes to the bylaws. Peggy Northcraft made the motion; Steve Campbell

seconded. The motion passed and the changes to the bylaws will be voted on by membership in 60 days.

4. Committee Reports

a. Finance Committee Report – Sue Lightfoot

Lightfoot reported that the RFQ is ready and has been sent to the State Librarian. She received approval to post the RFQ to the Missouri Evergreen website and will send out the link to membership to post to their websites. She brought copies of the draft RFQ.

Lightfoot wanted to know what the Finance Committee should work on next; consensus of the attendees was to address the reserve fund policy.

Sue Szostak suggested that if the changes to the bylaws are approved we will need a Treasurer appointed right away. Steve Campbell and Rochelle McCaulley volunteered to be on the Nominating Committee.

b. Cataloging Committee Report – Ron Eifert

Eifert reported that the deduplication report run after Wright County Library joined Missouri Evergreen eliminated 40,000 bibs and another 40,000 empty bibs have been eliminated. Settings have been changed so that a last volume deleted does not result in an empty bib.

The Cataloging Committee has taken the stance that Advance Readers Copies (ARCs) should not be added to the catalog. A policy regarding this will be introduced at the December Cataloging Committee meeting.

The Cataloging and Circulation Committees will form a joint committee to address merging multiple similar shelving locations without taking away autonomy from individual libraries. This came about as a result of the difficulties libraries faced when attempting to extract consortium statistics for the State Report.

c. Circulation Committee Report – Michelle Swane

Swane reported on the Circulation Committee's work with the Cataloging Committee on the shelving locations project mentioned above.

Swane discussed the transit slip recommendation: it should contain the library's initials, the name of the library, the barcode and title of the item, the item being routed and its purpose (to be held or reshelved), the date, and initials of the user printing the slip. Pam Klipsch moved that the consortium approve this as the default; Rochelle McCaulley seconded. The motion passed.

Swane reported that the Circulation Committee will work on templates for bills between libraries next and invited membership to contact the committee about what they would like to see addressed next. The committee's recommendation is that a patron in good standing

in one library is in good standing across the consortium and that small fines can be resolved on a case by case basis. They also recommended that a barred or blocked patron resolve that issue at their home library. A discussion about how patron records appear to outside libraries followed; a blocked patron at one library is not blocked system-wide. Swane will take all of this information back to the Circulation Committee.

Swane reminded membership that the Circulation Committee would be happy to present another Webby upgrade workshop to interested member libraries.

Swane reported that the Circulation Committee recommends adding noncat circulation statistics to one of the State Statistical Report Templates.

Pam Klipsch discussed the need to conceal patron information. Libraries that have items on hold for patrons in clear view of the public should not identify patrons by name. There is a current lawsuit addressing this happening out of state.

Sue Szostak discussed Poplar Bluff's contract with Unique for telephonic holds and overdues. She stopped the consortium-wide process with Unique for the time being but might look into it in the future when we have more bargaining power.

d. Reports Committee Report – Kyle Constant

Constant reported that the recommended changes to reports that were sent out in late October have been implemented and that the November meeting of the Reports Committee focused on the Collection Counts folder. All items there were considered unique and no deletions were recommended. They are close to finishing the first phase of their project and their next steps are to rename and add better descriptions of templates along with links to describe their use in further detail.

Constant asked that anyone who is interested in joining the Reports Committee should contact them. They need more members to join this committee.

Sue Szostak wanted it reflected in the minutes that the Reports Committee should be commended for the great job they are doing.

e. OPAC Committee Report – Shannon Midyett

In the absence of Midyett, no report was given.

5. MOBIUS Update – Donna Bacon, Debbie Luchenbill, Blake Graham-Henderson

Luchenbill reported on libraries that have successfully gone live recently. She has been training and meeting with various library staffs and directors. There are several upcoming migrations that they are working to facilitate in the next year.

Graham-Henderson is working on bug reports, migrations, and patches. He is training Ted on migrations. He is looking at a product called Simply E as a solution for our electronic

resources. This would allow all titles from a platform like Hulu to be viewable by patrons and it authenticates with Evergreen.

6. State Library – Robin Westphal

Westphal told membership that the State Library strongly supports Missouri Evergreen, as does our Secretary of State Jay Ashcroft.

Westphal mentioned that at Library Advocacy Day in February, we should be prepared to talk about the impact of Missouri Evergreen on the services we provide our patrons. On the federal level, state libraries are working to increase library funding to \$1 per capita.

Westphal discussed grants: the Tech Mini grant is due January 1 and the long-term tech grant is due February 1. She reminded libraries seeking grants that if we buy from the State Contract we can skip the large purchases analysis paperwork.

7. Other

Colleen Knight reported that following Peggy Northcraft's retirement, she will appoint Dan Brower to fill her term beginning January 1.

Diane Disbro mentioned that membership needs to approve our next upgrade to the ILS. Colleen Knight will include that on our next meeting's agenda.

8. Adjourn

Sue Lightfoot moved to adjourn; Sue Szostak seconded. Meeting adjourned at approximately 9:45 a.m.

Respectfully submitted,

Kathy Condon-Boettcher
Secretary

Missouri Evergreen Membership Meeting

Thursday, August 9, 2018 at 9:00 AM

Join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/962700229>

United States: +1 (312) 757-3121

Access Code: 962-700-229

Minutes

Attending

Albany Carnegie Public Library
Bollinger County Public Library—
Cameron Public Library
Carrollton Public Library—Sue Lightfoot
Carthage Public Library —Michael Tolle
Caruthersville Public Library – Teresa Tidwell
Cass County Library—Rhonda Busse
Crawford County Library District—Elizabeth Outar
De Soto Public Library—
Doniphan-Ripley County Library—
Douglas County Library
Dulany Memorial Library
Festus Public Library—Kathy Condon-Boettcher
Grundey County Jewett Norris Library – Theresa Hunsaker
Howard County Public Library
Jefferson County Library—Pam Klipsch, Pam Withrow, Kate Coleman
Lebanon-Laclede County Library –
Little Dixie Regional Libraries –
Livingston County Library
Marion County Library Subdistrict #1 -
Marshall Public Library
Mountain View Public Library
North Kansas City Public Library- Vickie Lewis
Ozark Regional Library –
Polk County Library—
Poplar Bluff Municipal Library – Sue Szostak, Belinda Birrer
Pulaski County Library – Emily Slama
Riverside Regional Library—Jeff Trinkle
Salem Public Library—

Scenic Regional Library – Diane Disbro, Steve Campbell
Schuyler County Library District
Seymour Community Library—
Sikeston Public Library—Ron Eifert
Ste. Genevieve County Library – Liz Rudloff
Stone County Library –
Texas County Library
Trails Regional Library –
Washington Public Library—
Webb City Public Library -
Webster County Library – Terri York
Willow Springs Public Library
Wright County Library
Missouri State Library – Robin Westphal, Jennifer Thompson, Debbie Musselman
MOBIUS – Debbie Luchenbill, Blake Graham-Henderson, Donna Bacon

1. Call to Order

Knight called the meeting to order at 9:04 a.m.

2. Minutes

Swane noted that in the June 7 2018 minutes, the following correction was needed:
Under the Circulation Committee Report, the question mark should be replaced with the word “subcommittee” so that the entire sentence reads: “She asked if there could be a recommended template subcommittee for improvement.”

Campbell moved minutes be approved as amended. Lightfoot seconded. Minutes approved.

3. Executive Committee Report

a. Cataloging Committee Report – Ron Eifert

Eifert reported that the committee is fine-tuning the cataloging procedures already in place. They are standardizing magazine parts for consistency and addressing issues that arose from recent migration. Some records did not merge correctly and had to be resolved. Henderson indicated that the report run on unused magazine parts deleted 31,000 records.

b. Circulation Committee Report – Michelle Swane

Swane reported that there will be a Missouri Evergreen Open Forum at the MLA conference on Wednesday, October 10. A receipt template subcommittee is being formed; contact Karen Jones at Jefferson County Library with names of

potential members. The transit slip project continues. MOBIUS will assist in training staff in circulation procedures.

A discussion followed regarding patron names on the slips. Some libraries are not following the recommendation to remove patron information on transit slips, including names. Westphal reminded the consortium that it is vital that we follow standards regarding patron confidentiality. Knight will ask the Circulation Committee to develop a policy to be brought to the Executive Board for approval that will be voted on by membership. Knight and the Executive Board will also begin work on a change to the bylaws that includes procedures to enforce this policy.

c. Reports Committee Report – Kyle Constant

Constant reported that the Reports Committee met on July 12. They discussed the recommendation of cloning templates in the XUL client to be used in Webby, as this is a known bug that is as yet unresolved. 39 reports were cut in Round 1, and the committee resolved issues with reports that were requested for reconsideration by recommending replacement reports that did nearly the same task. Round 2 cuts will be discussed at August 23 meeting, so recommendations for reconsideration must be received by August 22. Also addressed at the August 23 meeting will be reports used for inventory.

d. OPAC Committee Report – Shannon Midyett

Midyett did not attend the meeting; Henderson gave the report. Henderson said that the OPAC Committee is looking for unfavorable search results in the OPAC and the committee would like examples of unfavorable results sent to them. Henderson reminded membership that the staff client is designed to receive more results than the patron client.

e. Finance Committee Report – Sue Lightfoot

Lightfoot reported that the newly created Finance Committee has not had its first meeting; will be meeting in the next week. Members of the Finance Committee are: Sue Lightfoot (Chair), Terri York, Tiffany Taylor, Kjersti Merseal, and Jake Johnson.

The Finance Committee has been created in light of the decision by Evergreen and the State Library for the State Library to contract directly with Missouri Evergreen for delivery and payment of ILS services. The Committee will review the best methods of fund management, contracts, and disbursement. The committee may develop an RFI or RFQ requesting services for fund management, contracted services such as the ILS, web page, and cloud storage;

fund disbursements for services such as collection, holds, and overdue notification, apps, authority control, and OPAC database enhancements; the list of services may expand as the work of the committee continues and as membership identifies needs. The committee will be seeking input from membership prior to the April 2019 agreement with the State Library and will present their findings at the December 2018 meeting.

4. Evergreen Graphic – Kathy Condon-Boettcher

Condon-Boettcher reported that according to the survey voted on by Evergreen members, the graphic with the word “Evergreen” extending beyond the state outline was the preferred image. Knight entertained a motion to accept the graphic. York motioned to accept the graphic; Klipsch seconded the motion. Condon-Boettcher will email membership with the approved graphic.

5. Hoopla Records – Blake Henderson

Henderson reported that there are over 600,000 records owned by Hoopla that if added to the database would slow it down. In addition, most Hoopla users go directly to Hoopla and not to the database for items. There are currently about 50,000 popular items owned by Hoopla that are already in the catalog. The libraries that opened the ticket asking for the records to be added indicated that they understood this request is more than the consortium needed and no longer want these records added.

6. Library Card holders with 2 library systems and bills

Knight reported that Evergreen standard practice is to deny a patron more than 1 account in Evergreen when fines are owed on another account. The recommendation from attorney Adam Sommer is that individual Evergreen libraries should have their own local policy stating that a library will check the Evergreen consortium for a patron’s account before registering them for a new account. In addition, Evergreen as a consortium should have a similar policy stating the same. Knight will contact the Executive Board regarding this and will submit wording for this policy by the next meeting.

7. MOBIUS Update – Donna Bacon, Debbie Luchenbill, Blake Henderson

Luchenbill reported that Riverside Regional Library went live in June and that Cass County Library’s go live date is August 27; Seymour Community Library has decided to join Evergreen after initially being unable to commit – their tentative go live date is June 2019. Oregon and Ray County Libraries have expressed interest. Presented training to Ste Genevieve Library in June.

Henderson reported that he is training Ted Peterson on migrations so that there is another person who can do migrations. The upgrade to 3.0.9 went well. ISBN extract

now includes more columns (NOVelist) introducing chunking. Performed tweaks to increase speed and free up memory.

Bacon reported that the size of our database needed to be doubled in size following authority control and additional new member libraries. MOBIUS requested \$179,460.98 for FY 17-18 and the State Library awarded \$159,348, a reduction of \$20,112.98. For FY 18-19, MOBIUS requested \$193,400.96 and was awarded \$127,478.40. The new contract with the State Library will need to address decrease in funding but the libraries' agreed upon 3% increase in funding will address some of this.

8. State Library – Robin Westphal

Westphal discussed funding for Evergreen; the State Library pays 66%; member libraries cover a good portion of the remainder. The State Library, as planned, paid \$32,000 less this year than they did last year.

Need from member libraries: anecdotal stories about what resource sharing has done to improve services to patrons. Send these stories to Thompson, Musselman, or Westphal.

As the State Library transitions from the relationship being directly with MOBIUS to being directly with Evergreen, the State Library plans to help member libraries meet their expectations.

9. Other

Knight reported that the date and time of the next meeting is still being decided upon, but that it will be in October 2018.

Knight entertained a motion to adjourn; Klipsch made the motion, Szostak seconded. Meeting adjourned at 11:05 a.m.

Respectfully submitted,

Kathy Condon-Boettcher
Secretary

Missouri Evergreen

Membership Meeting

Holiday Inn St. Louis SW – Route 66

10709 Watson Rd, St. Louis, MO 63127

Thursday, June 7, 2018 at 8:30 AM

Meeting joined from computer, tablet or smartphone:

<https://global.gotomeeting.com/join/295855301>

or dial in using phone:

United States: +1 (312) 757-3121

Access Code: 295-855-301

Minutes

Attending

Albany Carnegie Public Library
Bollinger County Public Library—Eva Dunn
Cameron Public Library
Carrollton Public Library—Sue Lightfoot
Carthage Public Library —Julie Yockey
Caruthersville Public Library – Teresa Tidwell
Cass County Library—Christine Kessler
Crawford County Library District—
De Soto Public Library— Tony Benningfield
Doniphan-Ripley County Library—Rebecca Wilcox
Douglas County Library
Dulany Memorial Library
Festus Public Library—Kathy Condon –Boettcher
Grundy County Jewett Norris Library – Theresa Hunsaker
Howard County Public Library
Jefferson County Library—Pam Klipsch, Pamela Withrow, Kate Coleman
Lebanon-Laclede County Library – Cathy Dame
Little Dixie Regional Libraries – Rachel Grime
Livingston County Library
Marion County Library Subdistrict #1 - Peggy Northcraft
Marshall Public Library
Mountain View Public Library
North Kansas City Public Library-
Ozark Regional Library – Holly Martin Huffman, Michelle Swane

Polk County Library—Colleen Knight
Poplar Bluff Municipal Library - Sue Szostak, Erin Rigby, Shon Griffin, Liz Aleshunas
Pulaski County Library -
Riverside Regional Library—
Salem Public Library—
Scenic Regional Library - Steve Campbell, Diane Disbro
Schuyler County Library District
Seymour Community Library—
Sikeston Public Library—
Ste. Genevieve County Library -
Stone County Library –Rebecca Payne
Texas County Library
Trails Regional Library – Karen Hicklin, Kyle Constant, Rochelle McCaulley
Washington Public Library—Claire Miller
Webb City Public Library – Jake Johnson
Webster County Library – Teri York
Willow Springs Public Library
Wright County Library
Missouri State Library – Robin Westphal, Jennifer Thompson, Becky Wilson, Debbie Musselman
MOBIUS – Blake Graham-Henderson, Debbie Luchenbill, Donna Bacon

1. Call to Order

Campbell called the meeting to order at 8:35 a.m.

2. Minutes

Knight motioned to accept minutes for April 5, 2018 as distributed, Northcraft seconded.
Minutes approved.

3. Executive Committee Report (Steve Campbell)

- Prospective New Members
 - None to report
 - Sue Szostak contacted Reynolds County and they are continuing to be interested
- Ray County Library
 - With the resignation of Ray County's librarian, this library is on hold until a new director starts.
- Meeting with Robin Westphal, new State Librarian
 - Campbell reported he met with Westphal. They discussed the changes made in the Missouri Evergreen status to 501(c)3. Westphal as a part of her State Library report wants to continue the contract with MOBIUS as it stands now for the next fiscal year. With the newly incorporated non-profit status of Missouri Evergreen, the State Library can contract directly with Missouri Evergreen. As a result, the

following contract year the State Library contract will be with MO Evergreen. It will be the job of Missouri Evergreen to bid for a management group such as MOBIUS or Amigos who can manage the consortium's finances, web page, reserves, money receipts from the State Library, consortium member libraries' payments, and awarded grants. In addition, this management group can pay the bills for the contracted Evergreen services, authority control or other services the consortium desires to develop and fund.

State Library's commitment is to grow Missouri Evergreen and to support smaller libraries who might struggle financially to join Missouri Evergreen. This commitment to smaller libraries provides greater service and access to resources to all Missouri citizens across the state.

4. Overdue and Hold Notices – Unique Management (Sue Szostak)

Szostak reported that 6 libraries want to do telephonic holds and overdues and one library wants to do overdues only with Unique. Not all libraries responded to the survey.

MOBIUS would charge \$125.00 per hour for Henderson's time to set up the service with Unique. It would take approximately 10 hours to do this.

Bacon asked the consortium if this how they would want Henderson's time spent and this should be a consideration in the decision to move forward with telephonic holds and overdues. Campbell stated that he found the availability of these additional services to consortium members would make MO Evergreen more attractive to prospective members. Current membership has access to more services as they desire or need.

Szostak moved to accept the Unique proposal. Second from Dame. Motion passed.

Szostak offered to pay one-half of the one-time cost of the MOBIUS charge for set-up of the service.

Total Start-up cost of Service: \$1,250 to MOBIUS for all libraries, \$500.00 for Overdues, \$500.00 for Holds start up to Unique. MOBIUS: \$312.50 shared among 5 libraries, \$312.50 shared among 6 libraries. Unique: \$500 shared among 6 libraries, \$500.00 among 7 libraries. Total: \$2,250.00

Yearly maintenance: \$500.00 shared among 7 libraries--Holds; \$500.00 shared among 6 libraries—Overdues; \$.15 per call regardless of service

First Year costs: \$3,250.00 plus \$.15 per call.

MOBIUS will assist with billing libraries from the Unique bill per Bacon's email.

5. Service Alerts Email List Update (Blake Henderson)

Henderson stated the service alerts is up and operational and asked for feedback. Positive feedback was received with a request for a second invitation to join the restricted listserv.

6. Proposed Bylaw Changes (Steve Campbell)

- Staggered Terms for Board Members
- Two-year terms for Cataloging and Circulation Committee Chairs

Bylaw changes were presented first at the April meeting.

Dunn moved to approved and Huffman seconded.

Resolution approved by the membership.

7. Cataloging Committee Report (Ron Eifert)

Eifert was unable to attend the meeting. Coleman reported in his absence.

Cataloging committee agreed upon a common language for magazine parts; another de-duplication has been run; and Henderson ran a script to convert the old language of DVD parts into the new wording that was approved in February.

8. Circulation Committee Report (Michelle Swane)

Swane reminded libraries that the use of USPS totes is illegal and no totes should be used. It is understood that MALA is providing lidded totes to be used for courier items and barcoded information for the totes as a part of MALA's contract with the State Library.

Patron information on transit slips continues to be a concern and libraries are asked to watch that privacy is not compromised.

She asked if there could be a recommended template subcommittee for improvement.

9. OPAC Committee (Shannon Midyett)

Sue Szostak read Midyett's report:

First meeting is setup for Wednesday, June 20th at 2 p.m. Committee has asked Blake to report on how the OPAC is currently indexed to see if any tweaks can be made to improve search accuracy and relevancy. Also, I have asked Blake to shed light on upcoming OPAC changes so that committee will better understand what is and is not possible. With this information, committee will work on a rough draft of objectives to improve and enhance OPAC functionality and appearance.

Campbell asked about the revival of the OPAC committee. Members and Henderson stated this was as a result of the International Conference and seeing highly functional OPAC's developed at other Evergreen libraries/consortia which members would find helpful to library patrons.

10. Reports Committee Report (Kyle Constant)

Scheduling meeting is still an issue. The members continue to work on the lists of reports. As changes are made the membership will be told. There are resources from other libraries such as Jasper from Traverse Area District Library, Michigan and Georgia

Pines. Blake stated there were problems with these. He is a little skeptical about something that is not stock Evergreen.

A first priority issue voiced by International Conference participants is the need to make Reports more usable.

Blake stated that development of the web client takes first priority and this might help with another visual presentation.

11. Publicizing Missouri Evergreen Membership – Graphic (Kathy Condon-Boettcher)

Condon-Boettcher has contacted Evergreen several times and has an email and phone trail showing her request for Missouri Evergreen's request for approval of the logo to be used by MO Evergreen member libraries. She has yet to receive a response. After a year of requests for a response, she is moving forward. Membership requested she keep copies of her multiple attempts for a response.

12. Missouri State Library Update (Robin Westphal, Jennifer Thompson)

As stated in agenda item one there will be changes in the contract for Missouri Evergreen in the 2020 contract. Contract negotiation for 2019 begins September 1.

The new MALA contract starts July 1. There will be tracking labels on the totes. It is not sure if boxes will have tracking labels.

Becky Wilson is the contact person and consultant for grants.

LSTA always needs support from citizens and librarians expressing to our Congress the importance of these dollars for service to our state and nation. This year's LSTA amount is the same as last year.

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

Luchenbill—Since the last meeting:

- North Kansas City went live.
- Six month follow-up trainings at Trails, Livingston, and Douglas.
- Riverside's paperwork and training all done. Migration is happening now with a Go Live on Monday, June 11.
- Some libraries are setting up new branches
- Debbie is training at Ste. Genevieve next week due to staff changes.
- Cass County will Go Live in late August. Paperwork was signed May 25 with training dates set for late July.
- Evergreen International Conference: It was great to see so many people.

Henderson—He has taken care of all the tech needs related to Luchenbill's report. He wants to get upgraded to 3.0.7 Everyone please make sure it's working as you expect and we can set a day for migration.

14. Nominating Committee (Sue Szostak)

Szostak reported that Cathy Dame is nominated for a three year term for the board. Cathy as served since the inception of Missouri Evergreen. For the at large positions, nominees are Teri York, Rachel Grime, Kathy Condon-Boetcher, and Sue Lightfoot. Additional board members are Ron Eifert from Cataloging Committee and Michelle Swane from the Circulation Committee.

15. Election of Executive Board Members (Steve Campbell)

Szostak moved to accept the nominations and Wilcox seconded. Nominations accepted. Congratulations to all Board members.

16. Election of New Officers for 2018-2019 (Steve Campbell)

New officers for 2018-19 (effective July 1) are Colleen Knight, Chair, Cathy Dame, Vice-Chair, and Kathy Condon-Boettcher, Secretary.

17. Next Meeting — Thursday, August 9 at 9:00 AM 18. Other

Meeting adjourned at 10:15 a.m.

Missouri Evergreen Membership Meeting

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Wright County Library
Missouri State Library –
MOBIUS – Blake Graham-Henderson, Debbie Luchenbill, Donna Bacon

1. Call to Order
Campbell called the meeting to order at 10:04 a.m.
2. Minutes
Northcraft moved minutes be approved as distributed. Knight seconded. Minutes approved.
3. Executive Committee Report (Steve Campbell)
 - Prospective New Members—Szostak will contact Patricia Rainwater at Reynolds County. Seymour is dealing with city audit issues and is under major budget cuts. Their migration has been delayed.
 - Camden County MOU was submitted this past week.
 - Barry-Lawrence Library wants to wait one year
 - Ray County Library is very interested

There are two slots remaining for migration through August 2019.
4. Webby Updates Timeline (Diane Disbro, Peggy Northcraft)
Initially Northcraft proposed a policy be established for regular Evergreen updates. After discussion regarding early adopters of major Evergreen versions, no consensus was reached regarding policy. The membership was under the impression that Webby was viable and usable when implemented in October. However, it was very buggy and caused some libraries to go back to the staff client. Some of the bugs have been fixed and the next version should be more stable. It is understood that the Evergreen community will go to 3.2 and no longer support the staff client. Northcraft withdrew her request.
5. Overdue Notices – Unique Management (Sue Szostak)
Szostak moved to establish a contract with Unique for providing telephonic overdue notices with the following criteria:
 1. Contract to be signed by the Chair of the Executive Board;
 2. Initial cost to be shared equally among “first library adopters;”

3. Annual cost to be shared among all participating libraries;
4. Each library is responsible to work with Unique for the telephone script and providing the number of overdue notices desired.
5. Each library pays \$.15 per call and is responsible for their own calls;
6. MOBIUS will act as the clearing house for annual billing and providing a bill to each library for the number of calls made;
7. MOBIUS receives payment and in turn pays Unique; and
8. Participating libraries pay MOBIUS a reasonable fee for handling of billing management.

Northcraft seconded.

Motion passed.

6. Service Alerts Email List (Karen Hicklin, Blake Henderson)

MOBIUS will establish a second listserv for service alerts with each library to be responsible for adding and removing members to this listserv.

7. Circulation Committee Recommendations for Webby Passwords (Michelle Swane)

Disbro represented the Circulation Committee. Peggy Northcraft moved for the motion and amended it with a change in wording from catalog to database in the first line of the second paragraph. Motion reads as follows:

“Missouri Evergreen usernames and passwords can be individual per staff member or per function (e.g. circulation, cataloging, and administration).

“To protect the integrity of the database it is recommended that Missouri Evergreen passwords are changed when a staff member leaves. Ideally, password changes should occur within one business day of their departure.

“Passwords can be changed by designated library staff, or a helpdesk ticket can be sent to Mobius to change them. Note that passwords should be secure. Missouri Evergreen recommends 3-4 random words or 1 number/1 letter/1 capital letter/1 symbol, and at least 12 characters in length.”

Pam Klipsch seconded.

Motion passed.

8. Proposed Bylaw Changes (for approval at June meeting) (Steve Campbell)

- Staggered Terms for Board Members
- Two-year terms for Cataloging and Circulation Committee Chairs
- Nominating Committee

This was the first reading of the By-Laws. By-Laws are to be presented at the June meeting, Thursday, June 7, 2018, 8:30 a.m., MPLD, Kirkwood, Missouri

Campbell appointed a volunteer nominating committee: Peggy Northcraft, Diane Disbro, Sue Szostak. They will report at the June meeting.

9. Cataloging Committee Report (Ron Eifert)

Parts are now standardized and be included as a part of the best practices going forward. Deduplication continues and is going more smoothly in part as a result of authority control.

Lord developed a schema for a global update on complete DVD sets and will be implemented hopefully.

There will be value in standardizing magazine parts as it currently crashes when technical service staff attempt to enter new items.

10. Circulation Committee Report (Michelle Swane)

- Automated Phone Notification System (Diane Disbro)

Disbro wants to follow the same model as proposed for Overdues.

Members are asked to monitor libraries continuing to print names on transit slips and to ask that this practice be discontinued.

Each library must have only one active barcode per patron.

11. Reports Committee Report (Kyle Constant)

Goals of the Reports Committee

1. Reduce the number of reports
2. Rename reports and reword description to make these more meaningful and understandable to all within the context of their usefulness.
3. In the long-term, form a core group to assist with creating reports and training members to write reports
4. Recruit volunteers to help with 1-3.

12. Publicizing Missouri Evergreen Membership – Graphic (Kathy Condon-Boettcher)

Condon-Boettcher is working on finding a good contact to complete this project.

13. Missouri State Library Update (Debbie Musselman, Jennifer Thompson)

Debbie Musselman and Jennifer Thompson are on leave.

13.5 MOBIUS

Debbie— North Kansas City goes live on April 16. Riverside begins the implementation process next week, with the go-live in June. Cass County will move into the August migration slot. Crawford County went live on March 1.

Blake—Working on Marcive Script and the North Kansas City migration.

Donna—Training other MOBIUS staff on the help desk for Evergreen issues in order to provide broader support.

MOBIUS has hired a new Linux Administrator to work with Blake, Ted Peterson, who will be doing Evergreen-related work as one part of his job. He will begin working at MOBIUS on April 19.

NC Cardinal went live in early March. They have a two year contract with options to renew. NC Cardinal is hosted by Amazon.

They are talking about going to other state library association meetings for marketing MOBIUS Evergreen services.

They are reviewing staffing and support.

14. Next Meeting — Thursday, June 7 at 8:30 AM

- Missouri Public Library Directors Conference – Kirkwood, Missouri

15. Other

Meeting adjourned at 11:58 a.m.

Respectfully submitted,

Sue Crites Szostak

Circulation Committee – Draft of Password Recommendations

Security

Missouri Evergreen usernames and passwords can be individual per staff member or per function (e.g. circulation, cataloging, and administration).

To protect the integrity of the catalog it is recommended that Missouri Evergreen passwords are changed when a staff member leaves. Ideally, password changes should occur within one business day of their departure.

Passwords can be changed by designated library staff, or a helpdesk ticket can be sent to Mobius to change them. Note that passwords should be secure. Missouri Evergreen recommends 3-4 random words or 1 number/1 letter/1 capital letter/1 symbol, and at least 12 characters in length.

**Missouri Evergreen
Membership Meeting**

Friday, February 9, 2018 at 10:00 AM

Join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/609307557>

You can also dial in using your phone.

United States: +1 (669) 224-3412

Access Code: 609-307-557

Minutes

Attending

Albany Carnegie Public Library
Bollinger County Public Library—
Cameron Public Library
Carrollton Public Library—
Carthage Public Library —
Caruthersville Public Library – Theresa Tidwell
Cass County Library—Dan Brower
Crawford County Library District—Elizabeth Outar
De Soto Public Library—Tony Benningfield
Doniphan-Ripley County Library—
Douglas County Library
Dulany Memorial Library
Festus Public Library—Kathy Condon –Boettcher
Grundey County Jewett Norris Library –
Howard County Public Library
Jefferson County Library—Pamela Withrow
Lebanon-Laclede County Library -
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-
Ozark Regional Library - Michelle Swane
Polk County Library—
Poplar Bluff Municipal Library - Sue Szostak
Pulaski County Library -
Riverside Regional Library—
Salem Public Library—Glenda Wofford
Scenic Regional Library - Steve Campbell, Diane Disbro
Schuyler County Library District
Seymour Community Library—
Sikeston Public Library—Ron Eifert
Ste. Genevieve County Library - Jodi Ralston

Stone County Library –
Texas County Library
Trails Regional Library – Karen Hicklin
Washington Public Library—Claire Miller
Webb City Public Library -
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 – Blake Graham-Henderson

1. Call to Order

The meeting was called to order at 10:05 a.m.

2. Minutes

Peggy Northcraft moved to approve the minutes as distributed, Rachel Grime seconded. Minutes were approved by membership attending.

3. Executive Committee Report (Steve Campbell)

- January Evergreen Demo in Southwest Missouri
Camden County, Briton, Dade County, Lockwood, McDonald County, Christian, and Barry Lawrence Regional libraries met with staff from Scenic. Demos of Evergreen were provided with information about membership in Missouri Evergreen. Camden is very interested. Dade is interested and Lockwood is interested—it has never automated and could be eligible for state grants.
- Other Prospective Members
Reynolds County is interested in a demo. They will be directed to Iron County or Poplar Bluff.

4. Nominating Committee for Additional Board Members Report (Sue Szostak)

Peggy Northcraft presented the slate of candidates: Teri York, Kathy Condon-Boettcher, Rachel Grime, and Sue Lightfoot.

5. Election of Additional Missouri Evergreen Board Members (four open positions)

Peggy Northcraft moved the election of the previously mentioned slate of candidates by acclamation. Ron Eifert seconded. All members voting, voted in favor of the slate of candidates.

There was discussion regarding whether these members would be staggering their terms of office. As no provision was made in the by-laws, this will be addressed at a future meeting.

6. Security and Privacy Issues with Webby Log-on (Steve Campbell)

A question was raised regarding best practices for security of logins and passwords when there is a turnover in staff. This was deferred to the Circulation committee for review and a recommendation based upon best practices.

7. Circulation and Cataloging Committee Chair Terms (Steve Campbell)

Campbell reported there is a need for a by-law change covering the terms of the cataloging and circulation committee chairs. It is his recommendation that the terms should be for two years and staggered.

8. Cataloging Committee Report (Ron Eifert)

The Cataloging Committee reported that they are keeping a spreadsheet of bugs and status of bug fixes as seen in the web client.

They will instruct Marcive that there is no need for the 340 field in Missouri Evergreen records.

9. Circulation Committee Report (Michelle Swane)

The Circulation Committee reported that they have a spreadsheet of bug fix statuses.

There are no refunds between libraries.

To comply with privacy laws, there must not be patron information on transit slips.

Transit list reports are important. If you see an item has been in transit for more than a month, reach out to the library. There may be issues which need to be addressed immediately..

- Automated Phone Notification System (Diane Disbro)

Disbro reported on costs of Unique to manage telephonic holds. The cost is \$500.00 for the MoEvergreen setup and an annual fee of \$500.00 for the consortium. Disbro will send out an email reminding members of the service and asking who is interested. Currently, she knows about Lebanon-Laclede and Poplar Bluff.

10. Reports Committee Report (Diane Disbro)

The Committee is in the process of reviewing reports regarding what is needed and what is not. Nine reports deemed to be unnecessary have been deleted. Also, they are revising the naming conventions to give more meaning to report names and greater clarity in the use case information.

They would like to have more help with creating reports and asked if volunteers from other libraries could help write reports or submit reports they have found to be useful

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

Kathy Condon-Boettcher volunteered to assist with the Missouri Evergreen logo after Karen Hicklin retires.

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

Jennifer Thompson—MALA is taking care of courier issues. Kristen believes service has improved. Survey information indicates that First Choice is not receiving any more complaints than usual. Question: Are complaints more or less than other courier services. Jennifer asked for feedback regarding other couriers.

She reported that First Choice by contract is to provide water-proof containers with lids.

The contract will be rebid in 2019 with a new contract starting in 2020.

Debbie Musselman reported that Legislative Advocacy Day had to be rescheduled due to weather. They are trying to reschedule for April 10 and are still trying to find a location.

The state librarian job posting closes on March 10.

13. Next Meeting — Thursday, April 5 at 10:00 AM

14. Other

MOBIUS—Originally, a representative of the MOBIUS would not be available for this meeting. Blake Graham-Henderson was able to attend and report.

- February 26 Mountain View goes live
- February 5 Information from North Kansas City (NKC) was pulled
- March 2 NKC data goes to test
- April 16 NKC goes live

The International Conference plans are moving right along. Crystal Martin IT consultant is keynote speaker.

Sue Szostak will provide a draft statement for Marcive to be used in their marketing. The statement addresses the choice to do authority control and to include RDA.

She asked the membership due to an Internet outage to respond to an email regarding attendance at the meeting.

Sue announced she will be resigning as secretary of Missouri Evergreen as of June 30, but will continue to fulfill her term on the Executive Committee until June 30, 2019.

Respectfully submitted

Sue Crites Szostak