

## Missouri Evergreen Regular Meeting Minutes

December 9, 2021

Via Zoom

Attending:

The meeting was called to order by Executive Chair, Shannon Midyett, at 10:00 AM.

The Chair called for an approval of the minutes from the prior meeting. Kate Coleman made a motion to approve the minutes with changes. Colleen Knight seconded the motion. All voted in favor. **Motion Carried.**

### Executive Report

Ms. Midyett introduced the new ME Executive Director, Mickey Coalwell. His first day will be January 3, 2022.

Next Ms. Midyett provided new member updates. Cedar County came online on November 4<sup>th</sup>. Due to director turn over and rebarcoding they will start resource sharing in January. Reynolds County will go live on January 20<sup>th</sup>. Poplar Bluff and Sikeston will have staff on site to assist. Ralls County will start rebarcoding and migrating, with Little Dixie assisting in January with a go live date of March 24<sup>th</sup>. Saint Joseph submitted an MOU, but due to contract with their current ILS they won't go live until summer 2023. The upgrade to the next version, 3.8, is tentatively scheduled for April 20, 2022. Kate Coleman requested that the test server be upgraded to 3.8 as soon as possible for testing. There is an opening between May and August 2022 for one more library to go live. Steve Campbell offered updates on Hannibal, and they are interested in fall of next year. Hannibal would have to rebarcode since they have 10 digit barcodes. Morgan County is also presenting the MOU to their board. Missouri River Regional is on the fence, due to some concerns over the reporting module. Ozark Regional has a new director, who wants to wait a few months before making a decision. They would be an easy migration since they are already using Evergreen.

Ms. Midyett updated on end of year financials. The 990 tax return has been filed and the consortium has received \$49,940.67 in grant funding. She also reminded the membership that the next meeting will be February 10<sup>th</sup> at 10 AM.

### Financial Report

Keith from Amigos presented the financial report. As of November 30<sup>th</sup> the consortium has \$313,549.26 in equity, with \$37,910.96 of that being uncollected accounts receivable. Amigos will talk with the ME treasurer about sending out overdue notices to member libraries who have not sent in their checks. He reiterated that grant income received is \$49,960.67. Total revenue for the year, so far, is \$214,064.43 and expenses are \$94,734.23. Amigos filed the consortium 990 form.

### Cataloging Committee

Nate Beyerink presented the cataloging committee report. He started by sharing an issue with the cataloging policy, which was brought to his attention by Greg Whitmore (consortium cataloger). The definitions for catalogers in the existing policy is confusing. The cataloging committee recommends the

following changes: replace the term level 2 cataloger with entry level, and level 1 cataloger with the term advanced. They also made changes to the permissions table, replacing “add serial bibliographic records” with “add monograph parts”, and changing “add/edit, call number, and item level data” to “add/edit holdings, call numbers, and item level data”. All voted in favor. **Motion Carried.**

Mr. Beyerink reported that the cataloging committee, Mr. Whitmore, Ms. Midyett, and Mr. Coalwell met to discuss the cataloger training process. Documents for training are being finalized, and training videos are being created. They hope to have everything done by February, at least for the virtual portion of the training. The catalog committee has created a cataloging helpdesk email account which is [cathelp@moevergreenlibraries.org](mailto:cathelp@moevergreenlibraries.org). The email address will function more like a help desk. Mr. Campbell asked for examples of situations where this would be better than the committee listserv. Mr. Beyerink said it would be useful for catalogers who may lack confidence in their abilities, or are embarrassed. It could also be useful if a cataloger wants to verify whether or not another cataloger is doing something correctly without drawing attention to the situation. All members of the cataloging committee will have access to the account. The next committee meeting will be January 10<sup>th</sup>. Ms. Midyett included that she hopes to launch in-person trainings in the spring of 2022. Ms. Coleman mentioned that Mr. Beyerink performed an important update earlier this morning. He shared that the Library of Congress changed their subject headings related to the term “illegal alien”, so he went through and batch edited the subject headings for the consortium.

### **Circulation Committee**

Diane Disbro shared the committee report. First, a couple of libraries have requested new permission profile groups. She shared that the committee intends to look into how the category is being used by libraries, in order to reduce the current list of 18. They expect some libraries can use statistical categories. One library requested a “fine free” permission group, and another library has asked for an “institution” permission group. Ms. Disbro requests that the consortium create the “fine free” permission group, and change the “school” permission group to “institution”. Mr. Brower is concerned that there might be libraries using different permissions for schools and other institutions. He would like to hold off on making a decision on that topic. Poplar Bluff is willing to wait for the committee to review. Ms. Disbro made a motion to add the “fine free” permission group and table the conversation regarding the “school/institution” permission group. Ms. Lightfoot-Horine seconded. All in favor. **Motion Carried.**

Ms. Midyett suggested sending out a training video with information on the difference between statistical groups and permission groups. Ms. Knight agreed. Ms. McCarthy shared that progress is being made by the damages best practices working group. Hope to have something put together for the next committee meeting, and plan to present to the board in February. Next meeting will be January 8<sup>th</sup>.

Ms. Midyett plans to get a meeting calendar on the website, so committee meetings will be posted.

### **Reports Committee**

Steve Erichsen presented an update on the simple reporter. He and Kate Coleman were testers for the new module. It is much easier to use. He did caution that it may not make it possible to run reports that weren’t possible in the old reporter. It will make it easier to create reports from scratch. Ms. Coleman shared that it is better than the current report module, but it is a learning curve. She also shared that the traditional module will still exist. Ms. Midyett shared background information on the development

project since there were several new members attending the meeting. She believes it will go live with the upgrade in April 2022. Ms. Midyett believes that Equinox intends to complete the reports dashboard next, and that the Missouri Evergreen board would like to put development funding into the project. Mr. Erichsen will reach out to the director at Missouri River Regional Library to update her on the new report module. Mr. Campbell also mentioned that Barton County is interested in joining Evergreen.

### **Onboarding Committee**

Plan to meet on January 6<sup>th</sup>.

### **Reciprocal Borrowing Committee**

Jeff Trinkle provided the update. The committee reviewed the current reciprocal borrowing document. They are drafting an updated version to address some concerns. Mr. Coalwell asked for an explanation of reciprocity. Mr. Trinkle explained that it is a way for library users to visit partner libraries to access materials. The committee is working to ensure that when a reciprocal borrowing agreement is enacted, it only effects the libraries who are participating, and not the entire consortium. Ms. Midyett shared that the software side wasn't up to meeting the policies of the reciprocal borrowing agreements, so the revision will work with the software capabilities. Ms. McCarthy asked if there is language in the agreement to address patrons with blocked accounts. Mr. Campbell shared that Scenic Regional, and several other libraries, have a policy that patrons with blocked accounts at another ME library cannot get a card at the new library until the old account is cleared. Might consider adding this to the policy. By issuing a new patron card at individual library the respective library policies would apply. According to Equinox, it is possible to code the settings but it would require them to quote the cost as it would be a consulting project. Further explanation was provided regarding the difference between resource sharing and reciprocal borrowing.

Ms. Midyett requested the establishment of a task force (shared policy task force of 2022) to determine whether the membership would be willing to agree to some standardized borrowing policies. She called for volunteers. Jeff Trinkle, Tony Benningfield, Steve Campbell, Stacy Histle, and Colleen Knight volunteered.

### **Amigos**

No additional information.

### **MALA**

No representative available. Ms. Midyett shared that Stone County would be discontinuing service to their Blue Eye branch due to poor service, and another library had shared they have video footage of a driver throwing boxes onto the truck. The MALA director will be contacted to get an update on what is being done to correct the issues.

### **Missouri State Library**

Robin Westphal shared that they are reviewing grants, and that additional grants will be opening soon. Also, MALA will be working on their contract with Henry since the contract renewal process will begin in the spring. Janet Caruthers shared that the Spot Light on Literacy applications will be due January 31<sup>st</sup>, Digital Imaging applications due February 15<sup>th</sup>, and Technology Ladder applications due March 1<sup>st</sup>.

Automation grants available. Ms. Midyett feels that the new format for the migration grant is working really well, and provides better support for the libraries.

Colleen Knight made a motion to adjourn. Tony Benningfield seconded. All in favor. **Motion Carried.**

Missouri Evergreen

Record of Electronic Board Meeting

November 9, 2021

Email Vote

Ms. Knight presented a recommendation from the personnel committee to the executive board to hire Mickey Coalwell for the position of Executive Director. Ms. Midyett called for an email vote. 9 members voted in the affirmative. **Motion Carried.**

Missouri Evergreen

Record of Electronic Board Meeting

November 18, 2021

Email Vote

Ms. Midyett presented to the board a request to purchase a laptop for the use of the consortium Executive Director, per his request during hiring. Ms. Lightfoot-Horine made a motion to purchase the laptop, security, and software necessary for the position and to reimburse Poplar Bluff for the cost since it will be purchased through their vendor account. Ms. Knight seconded. 7 voted in favor. **Motion Carried.** Amigos will be notified to authorize the purchase.

Missouri Evergreen Regular Meeting

October 14, 2021

Start 10:00 AM

Attendance:

Heartland Library-Kendall

Michael Davis

Pamela Withrow

Sue Lightfoot-Horine

Terri York

Tony Benningfield

Karen Moore

Shannon Midyett

Anita Dodd

Emily Slama

Ron Eifert

Kate Coleman

Meredith McCarthy

Corine Thorne

Charity

Stacy Hisle

Jane @ MALA

JoEllen

Jordan Myers

Kristin Evans

Lee Ann

Lisa Garro

Lori Mangan

Allyson Hopkins

Elizabeth Steffen

Nate Beyerink

Steve Campbell

Greg Whitmore

Teresa Tidwell

Cathy Dame

Cooper

Debbie Musselman

Jackie Hawes

Nelson Appell

Robin Westphal

Traci Clair

Rebecca Payne

Ms. Midyett opened the meeting, and asked for a motion to approve the minutes from the previous meeting. Ms. Lightfoot-Horine made the motion to approve. Ron Eifert seconded. All voted in favor.

**Motion Carried.**

Executive Report

Rolla joined Missouri Evergreen on September 9<sup>th</sup>. Everything seems to be going well with their migration. There is a new director at Cedar County, but they still appear to be on track for their migration. Reynolds County will go live in January. Mr. Campbell asked what percentage of items won't be attached to existing records. Ms. Midyett said that it is difficult to know, but she estimates less than 5%. Ralls County signed MOU on October 12<sup>th</sup>. St. Joseph is presenting the MOU to their library board. Mr. Campbell shared that the director at Missouri River Regional expressed a lot of interest at MLA over joining Evergreen.

LeeAnn mentioned that the onboarding committee want to make sure that libraries understand the grant timeline.

For clarification-the automation grant is an open call grant that takes 2-4 weeks. The migration grant helps cover migration fees, full or partial first year (depending on when the library migrates), supplies, and some personnel costs.

Ms. Midyett asked if the membership still wants to continue with the planned upgrade cycle. This would move the consortium to version 3.7 in April. Membership was not opposed to continuing the upgrade schedule.

Next, Ms. Midyett shared the results of the first Missouri Evergreen User's Conference, held at MLA. There was some attendance from current and prospective members. Copies of the presentations are

being sent out. Ms. Midyett also discussed holding regional in-person or virtual trainings. Ms. Lightfoot-Horine asked if the trainings would be customized. Ms. Midyett shared that currently the consortium has held trainings as needed. She would like to see regional in-person training on top of the training already happening. She plans to send a survey to determine need. Some suggestions were reports, suspended holds, and carousels.

The consortium executive director position was discussed. So far, there has only been one applicant. It has been reposted to MALA and MLA, but not Amigos. Ms. Coleman recommends sharing to relevant listservs. Ms. Midyett stated that she might share it on the ALA jobline list, as well. Ms. McCarthy & Mr. Campbell both mentioned that they get good responses from posting on Indeed.

Mr. Campbell next asked where the attorney bill needed to be sent. Ms. Midyett asked him to send it to [moevergreen@amigos.com](mailto:moevergreen@amigos.com).

Ms. Midyett shared the information she received back from Equinox regarding cyber security. They handle security for Evergreen data. For a more thorough explanation they offered a follow-up meeting, if interested.

This year the December meeting will be held electronically, instead of at MPLD.

#### Financial Report

Ms. Evans shared that the financial report shows lots of income generated because of annual billing. There was also a big payment to Equinox. Ms. Midyett requested the amount in the reserve fund, which is \$163,756.90. Mr. Campbell asked for a reminder on the reserve policy, and Ms. Midyett stated it is 50% of the prior year's budget. Mr. Campbell verified that we are meeting the reserve fund policy.

#### Cataloging Committee

The new consortium cataloger, Greg Whitmore, was introduced. It was also mentioned that the October cataloging committee meeting is moved to October 18<sup>th</sup>. A de-duplication update was provided. The committee is reaching out to other library consortiums to see how they handle migrations and duplicated records.

#### Circulation Committee

The committee has formed a working group to address billing best practices. They also mentioned courier issues, which will be addressed later in the meeting.

#### Onboarding Committee

The committee has discussed changing the timeline due to the new grant process. They are also moving to a quarterly meeting. Ms. Midyett plans to create a post-migration survey.

#### Reports Committee

The committee is still meeting monthly. Every other meeting is a working meeting. They have been creating instructions for each report, which can be found on the ME website. Ms. Midyett shared that there is no timeline on the new report module currently.

#### Reciprocal Borrowing Committee

Mr. Campbell shared that Jeff Trinkle is the chair, and they are still trying to schedule a meeting.

#### Amigos

Invoices have been sent out for annual billing. Still waiting on 22 payments. \$4,000 was sent to Equinox for the development fund. Ms. Evans asked where the special projects fund needs to be addressed in the budget. Ms. Midyett and Ms. Lightfoot-Horine will meet to address that question. Mr. Campbell recalls that the intention of the new fee structure was for 3% to go towards development. Ms. Lightfoot-Horine suggests the board make a decision and present it at the December meeting.

#### MALA

An explanation of how the courier service functions was presented. MALA contracts with Henry Industries, who then contracts with master couriers at each of the hubs. Each master courier then contracts with drivers. Many of the issues are because of substitute drivers who are not familiar with the library services. If libraries get postal deliveries they are asked to contact MALA immediately, and the library will be reimbursed for postage. Henry doesn't always know where the deliveries are getting into the USPS in the process. Ms. Mulvihill-Jones also mentioned the new MALAPRO training being offered, with 2 sessions being held per month. Both Ms. Midyett and Ms. McCarthy expressed concerns that the issues seem to be widespread, and many feel like there is nothing being done to correct the problems. Ms. Coleman asked about the contract and when it ends. There is another year or so left. Ms. McCarthy asked if there is a process for libraries that are not receiving the service they are paying for. Ms. Mulvihill-Jones said they can email her directly. Ms. Midyett asked Mr. Eifert if a button can be placed on the ME website that links directly to the MALA courier resources page.

#### MOSL

Ms. Westphal shared that they are working through the ARPA grants and the Strengthening Missourians grant. It was also mentioned that the technology mini grant is due October 15<sup>th</sup>.

With no other matters to come before the membership, Ms. Lightfoot-Horine made a motion to adjourn. Ms. Coleman seconded. All in favor. **Meeting adjourned.**

Missouri Evergreen

Record of email vote

August 25, 2021

On Wednesday, August 25, 2021 Nate Beyerink, chair of the cataloging committee, sent out an email notifying the executive board of a recommendation to offer Greg Whitmore the one year contract for the consortium cataloger position. Through email, Ms. Midyett asked the board if there was further discussion. There was none. Through email all voted in favor. **Motion Carried.**

Missouri Evergreen

Regular Board Meeting

August 12, 2021

The meeting was called to order at 10:04 AM. The following members were in attendance:

Shannon Midyett

Rebecca Payne

Dan Brower

Diane Disbro

Anita Dodd

Colleen Knight

Corina Thorne

Doniphan-Ripley County Library

Doris Rogers

Jacob Johnson

Jeff Trinkle

Kacie James

Kendall-Heartland Regional

Kristin Evans

Lee Ann

Lisa Garro

Meredith McCarthy

Emily Slama

Kate Coleman

Michael Davis

Mrobbins

Nate Beyerink

Pamela Withrow

Ron Eifert

Shawn-St. Gen.

Steve Erichsen

Steve Campbell

Terri York

Tony Benningfield

Janet Caruthers

Teresa Tidwell

Robin Westphal

Charity

Cathy Dame

Jodie Moore

Michael Lewis

Allyson Harkins

Debbie Musselman

Sue Lightfoot-Horine

The Executive Chair, Shannon Midyett, welcomed new directors to the meeting. Both Doniphan-Ripley and Carrollton have new members.

The minutes from the June regular meeting, and a special email vote by the board, were presented. Kate Coleman made a motion to accept the minutes as presented. Colleen Knight seconded. All in favor.

**Motion Carried.**

### **Executive Report**

Ms. Midyett shared an update on the open demo presented on July 23<sup>rd</sup> for libraries interested in joining ME. 16 libraries were represented. The demo was also recorded for libraries that were not able to attend. She also shared that a User's pre-conference is scheduled to happen at the MLA conference in September. If MLA is cancelled, the user's conference will still happen online and a link will be sent through the listserv.

Next, an update was provided on migrating libraries. James Memorial went live on July 29<sup>th</sup> and everything appears to have gone smoothly. Henry County goes live on August 19<sup>th</sup>. Rolla is on September 9<sup>th</sup>, Cedar County on November 4<sup>th</sup>, and tentatively Reynolds County will go live on January 20<sup>th</sup>.

Steve Campbell brought up a concern over the rebarcoding not getting done in time for libraries go live date. There are concerns that Bowling-Green may still be trying to rebarcode. Kate Coleman Clarified that the items are in Evergreen with new barcodes, but the physical items may not have new matching barcodes. Typically items receive a new barcode if they get pulled for circulation. Ms. Midyett stated she would contact them to see if they need help.

Ms. Midyett shared an update on the development project for the simple reporter. Equinox provided tech specs, which were emailed out to member libraries in the meeting packets. The consortium lawyer is looking at the contract that Equinox sent. Once the lawyer approves, the board will sign the contract. Equinox also gave a timeline for the project. They anticipate a test version ready for the consortium this fall, and then they will send it out to the wider Evergreen community. They expect it to be approved in time for the 3.9 release next year, and we could upgrade in the fall of 2022. Ms. Midyett feels we might be better off waiting until our regular upgrade in the spring of 2023.

The FY2021 annual report was presented. Ms. Midyett shared a brief overview of the changes and improvements of the consortium in 2021. Then presented the FY2022 budget for approval. Changes in the budget included the change in funding from the State Library Grant, it added the grant funding for the cataloger position, added \$30,000 for a contracted operations manager position, includes the \$10,000 for the development fund, and also meets the criteria of the reserve policy. Jake Johnson made a motion to approve the budget as presented. Colleen Knight seconded. All in favor. **Motion Carried.**

Also of note, the fee schedule was shared, and libraries were informed that they should be receiving their FY22 bills in September which should include Marcive dues and Syndetics fees. Also, the grant for FY22 has been submitted to the State Library, and the grant for the temporary cataloger position was also submitted. Ms. Midyett also wanted the membership to be aware of the newest updates to the Missouri Evergreen website, which has added a variety of handouts and promotional materials.

### **Financial Report**

Kristin Evans, from Amigos, shared the financial report. Equinox billed for services, but was otherwise slow. Amigos is working on the marcive billing, to streamline the process. Ms. Midyett asked about the LSTA funding, as it appeared there was a payment missing. Colleen Knight explained that the final payment isn't received until after the end of the fiscal year, once the final report has been submitted to the State Library. Amigos backdates the payment so that it applies to the correct fiscal year. Ms. Knight also asked the membership to send her impact statements that she could include in the grant report.

### **Personnel Committee**

The board voted to post the job opening for the consortial cataloger. Some responses have already been received. The personnel committee recommends creating an operational manager position to assist the Executive Chair. This position would be the lead on recruiting and facilitating migrations. Ms. Midyett reminded the membership that the consortium operates autonomously now, without Mobius. Having an operational manager would help manage projects consistently, since the board changes from time to time. Ms. Midyett asked for a motion to approve the position. Steve Campbell made a motion to create the contracted position of operational manager and post the opening. Dan Brower seconded. **Motion carried.**

The committee also shared that the next step is to interview candidates for the cataloger position. There was some discussion on who would do the interviews. The general consensus from the board was that the cataloging committee is more familiar with the needs of cataloging and should handle the interviews and then make a recommendation to the board. Several board members volunteered to also sit in on the interviews.

### **Cataloging Committee**

Nate Beyerink shared the catalog committee update. They have finished a best practices document. He also shared that during recent migrations they have worked to clean up the matching rules, but approximately 50% of records are not merging. They are working with Equinox to find alternatives. Kate Coleman volunteered to reach out to other Evergreen Consortia, but stated that we are not alone in this issue.

### **Circulation Committee**

Meredith McCarthy shared the circulation committee report. They have worked on a best practices document for libraries to use when they have to close. She also brought up the recent issue of billing between members. Steve Campbell shared information regarding some inter-library billing issues, specifically about one library that appears to be billing for regular wear and tear. He shared that he had met with the director of that library already, but he didn't feel that he got anywhere. Currently 11 libraries have complained to the Board. There are some that are refusing to borrow from that library, and Mr. Campbell feels that defeats the purpose of the consortium. He suggested looking into a document that Mid-Continent used for billing between libraries to see if something like that would be beneficial to Missouri Evergreen. Ms. Midyett asked if the circulation committee could make a similar document. Mr. Campbell suggested a temporary committee. Ms. McCarthy asked if it could be a general best practices document, but Mr. Campbell felt it needs to be more thorough. Ms. McCarthy stated that the circulation committee could reach out to other consortia to find similar documents, which would allow us to see the scope of the project. Ron Eifert asked if there would be a dispute process, as well. Ms. McCarthy mentioned that it should also include that damaged items need to be available for review by the billed library. Mr. Campbell encouraged members to reach out to the Executive Chair, himself, or the rest of the board if there are issues so they can be addressed. He also asked that libraries take pictures of items billed for damage that is minimal and to share that with the board.

Cass County has also requested to add "collections" as a permission group. Permission groups are a global setting. It would help them in their process with using Unique Management for collections. Steve Erichsen spoke and shared that it seemed to be the least intrusive way, and it would only impact other libraries if they set it up as well. There was some discussion about using an existing permission group. Steve Campbell made a motion to allow the creation of the "collections" permission group. Ron Eifert seconded. **Motion Carried.**

There was some discussion regarding the setting for the minor permission group, to change the expiration date from 3 years to 1 year. Most members reported that all of their expiration dates are 1 year. Shannon will verify with Equinox.

### **Reports Committee**

Steve Erichsen shared that the reports committee is finishing up the training materials. They are also talking about reaching out to new libraries, but the need more members on the committee. There was a general call for committee members if anyone is willing.

### **Strategic Plan Committee**

Steve Campbell presented the strategic plan. He mentioned that some language had been changed regarding delaying migrations due to catalog issues. The document also adds recommended surveys for

review. Mr. Campbell hopes that the strategic plan will be used to guide decisions of the consortium. Terri York made a motion to accept the strategic plan. Sue Lightfoot-Horine seconded. **Motion Carried.**

### **Onboarding Committee**

They have discussed creating a migration guide for teams working with onboarding libraries. They are also discussing quarterly training to fill gaps. There is also a new work-flow for go live days, which includes a call on that day with Equinox and a trainer on stand-by.

### **Amigos**

Kristin Evans shared again about the annual billing going out in September. They will also load the FY21 budget, since it was approved. She also shared that 30 people have registered for the pre-conference sessions at MLA.

### **State Library**

Robin Westphal shared about the library automation grants, and that Reynolds County was almost done with the grant process. She also shared that the State Library will be working on their strategic plan, which helps guide how they use LSTA funding. She gave a brief update on the ARPA funding, from which Missouri Evergreen is requesting funds for a full-time cataloger. There will also be another round of New Director training coming up, and the tech mini grant application should be opening in September.

### **Other Matters**

Mr. Campbell brought up the issue of cyber security. He asked if Equinox has coverage, or if Missouri Evergreen is expected to have cyber security insurance. Ms. Midyett stated that she would find out and report back.

Mr. Campbell also asked that the consortium look at reciprocal borrowing, as the current agreement a handful of libraries have is causing issues. He suggested a temporary committee. Jake Johnson asked to be on the committee. Ms. Midyett asked that the committee explore what is happening and potentially update the current documentation. Steve Campbell, Jeff Trinkle, Jake Johnson, Shannon Midyett, Stacy Histle, and Tony Benningfield all volunteered to be on the committee.

Sue Lightfoot-Horine made a motion to adjourn. Jake Johnson seconded. **Motion Carried.** The meeting closed at 12:10 PM.

Missouri Evergreen

Record of email vote

July 2, 2021

On Friday July 2, 2021 Colleen Knight emailed a job description from the personnel committee for the cataloging position and the operational manager position to all board members. The chair asked for a motion from the board to approve the cataloger's job description as presented. Through email, Rebecca Payne made a motion to accept the cataloger's job description as presented. Through email Colleen Knight seconded. The board approved via email to approve the job description. **Motion Carried.**

## Missouri Evergreen Special Meeting Minutes

June 10, 2021

Via Zoom

### Attending:

- Rebecca Payne, Stone County
- Shannon Midyett, Poplar Bluff
- Diane Disbro
- Becky, Doniphan-Ripley
- Michael Davis
- Steve Campbell
- Jake Johnson
- Rachael Grime
- Carrie Cline
- Charity?
- Colleen Knight
- Elaina Daniels
- Emily Slama
- Heartland Regional?
- Jane @ MALA
- Janet Caruthers
- Jordan Myers
- Kate (Salem)
- Kate Coleman
- Dan Brower
- Terri York
- Anmarie Gibson
- Debbie Musselman
- Kendall-Heartland Regional
- Lee Ann
- Karen Graham
- Lori Mangan
- Meredith McCarty
- Mrobbins
- Nate Beyerink
- Pamela Withrow
- Pat M.
- Ron Eifert
- Ruth Lord
- Stacy Histle
- Sue Lightfoot
- Teresa Tidwell

- Tony Benningfield
- Tracy Byerly
- APL
- Cathy Dame
- Kristin Evans
- Lisa Garro
- Sue Szostak
- Anita Dodd
- Elizabeth Steffen

The meeting was called to order by Executive Chair, Shannon Midyett, at 10:01 AM.

The Chair called for an approval of the minutes from the prior meeting. Michael Davis made a motion to approve the minutes with changes. Jake Johnson seconded the motion. All voted in favor. **Motion Carried.**

The chair presented a quote from Amigos. She asked the membership to approve a one-year extension of the contract, which will raise the cost to \$15,000. Kristin Evans, from Amigos, shared that the increase is because of the additional libraries being added, which increases the services Amigos provides. Tracy Byerly suggested forecasting the increase, so it could be spread out instead of hitting all at once. The chair asked for a motion to approve the renewal. Sue Lightfoot made a motion to approve the contract renewal with Amigos for one year at \$15,000. Kate seconded. All voted in favor. **Motion Carried.**

There was some follow-up discussion to clarify how billing is handled. Sue Lightfoot shared that all ME libraries are billed at the same time, and it is in line with the ME fiscal year.

### **Financial Report**

Sue Lightfoot shared that moving forward everything is in good standing. Kristin Evans stated that marcive billing needs work, but otherwise there is not a lot going on.

### **Executive Committee Report**

The Chair shared a reminder about the ME demonstration for prospective libraries on July 23<sup>rd</sup>. She also presented the idea of a “Missouri Evergreen User’s Conference”. To do a ½ day pre-conference at BLA the estimated cost is \$500. The membership discussed whether or not to do it this year. Terri York made a motion to hold a pre-conference session at MLA for the 2021 conference. Colleen Knight seconded. There was no more discussion. All voted in favor. **Motion Carried.**

The Chair shared that there are four libraries who have signed MOU’s to join Missouri Evergreen. James Memorial is scheduled to migrate on July 29<sup>th</sup>, Henry County is scheduled to migrate on August 19<sup>th</sup>, Cedar County is not scheduled yet, and Rolla will hopefully be migrated before September 30<sup>th</sup>.

Reynolds County’s board has also voted to join the consortium, contingent on receiving an automation grant from the State Library.

Kate Coleman mentioned that cramming in lots of libraries at the end of the fiscal year is difficult on the cataloging committee.

An update on the reporter dashboard that Equinox is trying to fund, was provided. Currently, only \$30,000 has been committed, so Equinox will continue to recruit participants.

Next, Marcive billing was discussed. It is currently billed quarterly, and the Chair requested that the membership consider switching to annual billing. Terri York made a motion to move to annual billing. Steve Campbell seconded.

Discussion: Sue Lightfoot thinks that the billing is a holdover from Mobius. Colleen Knight asked if the formula for Marcive could match the Syndetics formula, since the Marcive formula is very complicated. Terri made a modified motion to change the billing to annual and have the Marcive formula match the Syndetics formula. Steve Campbell seconded.

More discussion: Amigos stated that the change could potentially result in the consortium losing \$11,000 in funding that pays those fees. Steve Campbell asked for a spreadsheet to see how it would actually change. Terri York wants to keep original motion to bill annually. Steve Campbell is worried about the fees disproportionately affecting smaller libraries. Terri made a motion to bill for Marcive, using the Syndetics formula, as long as it is revenue neutral, starting with the new fiscal year. Steve Campbell seconded. All voted in favor. **Motion Carried.**

The Chair shared that it is necessary for the consortium to change the registered agent from Amigos to INCORP. No motion needed.

### **Committee Reports**

The cataloging committee mentioned the upgrade to 3.6.3. There are some bugs within the cataloging module, and Kate shared a link to the bug report form. She also shared that the committee had completed their review of the catalogs of two of the scheduled migrating libraries. They are working with Equinox to fix the issues before the migrations take place. It was also announced that the State Library is willing to award a grant which would provide for a full-time consortia cataloger for one year. This person would work on creating training materials, and special projects.

The circulation committee reported that everything has been quiet. Dianne Disbro shared that the proximity settings task force has begun meeting again. Steve Campbell reported that the strategic planning committee has suggested a study of transit times. After review of other consortiums it appears that their transit time is about half of Missouri Evergreen's transit time. Dianne also shared that Meredith McCarthy will be the new chair of the circulation committee.

Jane, the MALA director, shared that there is one more year on the Henry Industries contract, before it needs to be renewed. She foresees the pricing going up with the new contract. MALA will also evaluate with Henry Industries that libraries are being served by the closest hub, where it is possible.

Steve Erichsen is the new chair of the reports committee.

The strategic planning committee collected data from surveys of Missouri libraries. They have taken the data to compile recommendations and are turning it into a strategic plan.

The onboarding committee is put together a travel reimbursement policy draft. The Chair recommends setting a maximum. The membership discussed approval of travel reimbursement. Sue Szostak suggests travel plans should be submitted to Chair prior to trip. Tracy Byerly (Amigos) recommends providing a

form for the request, so that there is a paper trail. Steve Campbell made a motion to approve the policy with an amendment to mention forms and adding language to get approval from the Chair prior to the trip. Sue Szostak seconded. All in favor. **Motion Carried.**

Colleen Knight presented an update from the personnel committee. She shared that the committee looked at hiring an employee, but the committee felt that it would be more cost-effective to hire someone as a contractor. This eliminates the need for worker's compensation insurance, and other employer expenses. The State Library is providing grant funding for a one year full-time cataloger position, which can be contracted. The personnel committee recommends that the cataloging committee do the interviewing and recommend a candidate to the executive committee. They also recommend that the cataloging committee oversee the position. Ms. Knight also shared that the committee is investigating the possibility of adding a paid part-time operational manager to take over some of the duties of the Executive Chair. The personnel committee intends to post the position soon, so that hiring can happen by September 1.

The nominating committee presented their panel of nominees for the openings on the nominating committee. They are Rebecca Payne, Kate Coleman, & Jeff Trinkle. Jake Johnson makes a motion to accept the nominations. Sue Lightfoot seconded. All in favor. **Motion Carried.**

The Missouri State Library presented an update. They shared information on the paid cataloger position, and also talked about the new grant process for libraries joining Evergreen. Cedar County and Rolla are in the final stages of their grant application. Reynolds County is starting their grant process to get automated and join Evergreen.

In other matters, Sue Lightfoot shared that she is taking the director's position at Livingston County. Since Livingston County Library is also a Missouri Evergreen library there is no issue with her continuing as treasurer.

Sue Lightfoot made a motion to adjourn the open session and move to executive session. Steve Campbell seconded the motion. All voted in favor. **Motion Carried.** Opening session ended at 12:04 PM.

During the executive session the panel of officers were put forth:

Ron Eifert-Vice Chair

Sue Lightfoot- Treasurer

Rebecca Payne- Secretary

Shannon Midyett-Chair

Sue Lightfoot made a motion to accept the slate of officers as presented. Steve Campbell seconded. All in favor. **Motion Carried.**

## Missouri Evergreen Special Meeting Minutes

April 29, 2021

Via Zoom

### Attending:

- Rebecca Payne, Stone County
- Shannon Midyett, Poplar Bluff
- Steve Campbell, Scenic Regional
- Belinda Birrer
- Elizabeth Steffen, Festus
- Emily Slama
- Jane, MALA
- Janet Caruthers
- Jordan Myers
- Kate, Salem
- Kristin Evans, Amigos
- Lisa Garro, Heartland Regional
- Nate Beyerink
- Pamela Withrow
- Sue Lightfoot
- Cathy Dame
- Michael Davis
- Terri York
- Terri Broz
- Dan Brower
- Sue Szostak
- Elaina Daniels
- Tony Benningfield
- ALP
- Ron Eifert, Sikeston Public

The meeting was called to order by Executive Chair, Shannon Midyett, at 10:07 AM.

Information was shared on why the meeting was called. Board initially thought that there would be LSTA funding leftover at end of fiscal year. Equinox was approached about a possible project to improve the reporting module. They shared a project currently being organized to provide a more user-friendly interface. The project is in two parts, each estimated to cost approximately \$50,000 for a total project cost of \$100,000. Other Evergreen Consortia are also being approached to help fund the project.

Membership meeting was called to discuss contributing. Letter of intent is due to Equinox by the end of April. Steve Campbell explained that the newly approved fee schedule allowed for the creation of a development fund. Missouri Evergreen has never contributed to development projects. He recommends

committing \$10,000, from money held in reserves, and then use the development funds budgeted over the next two years to replace the money in reserves.

Sue Lightfoot asked how filling the open slots will affect the leftover LSTA funding. Midyett stated that there will not be unused LSTA funding now that the migration slots have been filled. However, Missouri Evergreen has approximately \$140,000 in reserves and another \$40,000 unspent this fiscal year.

Campbell stated that with the \$40,000 the consortium would be able to meet the 50% reserve fund, plus have the \$10,000 to contribute to this project.

Steve Campbell made a motion to send a letter of intent to help fund the two projects, using \$10,000 from reserves funds, and reimbursing those funds from the budgeted amount for the development fund over the next two years, as necessary. Terri York seconded the motion. All voted in favor. **Motion Carried.**

Shannon Midyett asked for other matters. Sue Szostak mentioned that basic searching is not working properly following the upgrade. Dan Brower mentioned that re-enabling hatch seemed to work on the printing problems.

Sue Lightfoot made a motion to adjourn. Michael Davis seconded the motion. All voted in favor. **Motion Carried.** Meeting ended at 10:23 AM

# Missouri Evergreen General Membership Minutes

## April 8, 2021 10 am

- I. Call to order
- II. Minutes from February meeting not available--will be sent after meeting
- III. Executive Report
  - A. Upcoming Upgrade
    - 1. Wednesday April 28th version 3.6
    - 2. Manuals and training materials provided to the membership
    - 3. Setting annual schedule for upgrading
  - B. Libraries Joining
    - 1. Signed MOUs
      - a) James Memorial Library (go live July 29)
      - b) Henry County (go live Aug 19)
      - c) Cedar County (go live TBD)
    - 2. Purchasing 3rd barcoding unit to help onboard libraries
    - 3. Rolla presenting to their board to possibly join
    - 4. Reynolds County demo April 13th
    - 5. Joplin declined joining MOE
  - C. Training videos added to YouTube channel
  - D. Nominating committee needed for Executive board positions
    - 1. Recommendations needed by June
    - 2. Sue Lightfoot, Steve Campbell, and Jeff Trinkle serving on committee
- IV. Financial Report-Sue Lightfoot/Kristin Evans (Amigos)
  - A. Marcive bills have been adjusted to reflect credits
- V. Committee Reports
  - A. Membership and Fees-Steve Campbell
    - 1. New fee structure
      - a) Goal to reduce fees for smaller libraries and shift to larger libraries
      - b) New fee structure based on library budget. Base of \$850 and .3% of library budget.
    - 2. Base will increase by 2% each year.
    - 3. Marcive and Syndetics separate fee
    - 4. Updated narrative to be sent out after meeting
    - 5. State Library increasing LSTA funding which reduced the base amount
    - 6. Motion to adopt fee structure as proposed by the Membership and fees committee
      - a) Michael Davis motion
      - b) Rebecca Payne second
      - c) Motion passed
    - 7. Motion to adopt reserve funds policy as proposed
      - a) Becky Doniphan motion
      - b) Steve Campell second

- c) Motion passed
- 8. Development fund policy
  - a) Goal to create a fund that can do improvements on behalf of MOE (i.e. app, developing reports module, etc)
  - b) Board would set contribution levels each year when setting budget
  - c) Motion to adopt amended development fund policy
    - (1) Kate Coleman motioned
    - (2) Jake Johnson seconded
    - (3) Motion passed
- B. Cataloging-Kate Coleman
  - 1. YouTube Channel
    - a) Adding 10-15 additional cataloging videos by next Monday
  - 2. International Evergreen conference
    - a) Virtual May 24-May 27
  - 3. eMaterial records from onboarding libraries
    - a) These will not be transferred in during onboarding process
  - 4. Certified cataloger training
    - a) Training should be developed by the end of summer
  - 5. All bib records can be edited by any library
- C. Circulation-Diane Disbro
  - 1. Circ committee requesting amendment to remove number of committee members and term limits on committee members
    - a) Michael Davis motion
    - b) Becky Wilcox second
    - c) Motion passed
  - 2. Cancelled transits need to have another action completed so they do not stay in the cancelled transit status
  - 3. Items in transit for long periods need to be reported to MALA for documentation purposes
  - 4. Consortium setting allowing patrons to renew materials if they have fines was changed
  - 5. Next meeting 4/27 at 11 am
- D. Reports-Kyle Constant
  - 1. Trainings
    - a) Video on recurring reports already on YouTube channel
    - b) New report guides will be up soon-goal to have one for each template
  - 2. Need members for reports committee
  - 3. Feedback survey will be sent to membership to help guide committee
  - 4. Meeting 4/8 at 2 pm
  - 5. Discussion on possibility of the Reports Committee becoming a standing committee.
- E. Strategic Planning-Steve Campbell
  - 1. Surveys

- a) Finished non-membership
    - b) Working on membership survey
    - c) Still prepping for consortium surveys
    - d) Data being collected in these surveys could help other committees move forward
  - 2. Should have a draft for the strategic plan by May
- F. Onboarding-Lee Ann Santee
  - 1. Committee has created timeline for onboarding as well as technology survey and welcome packet
  - 2. Libraries will be asked to have staff participate in onboarding process and travel reimbursements are being revised
    - a) Following Missouri reimbursement rates in revision
    - b) Revisit in June
  - 3. Migration teams being created to help with training and answering consortium specific questions during onboarding
- VI. Amigos
- VII. Missouri State Library-Robin Westphal
  - A. Evaluated courier stops for the year and sent information to libraries that needed to change the number of days.
  - B. Having new MOE members write grant for migration costs (i.e. labor, barcoding, etc)
    - 1. Starting Sept 1
  - C. ARPA funds will be discussed as possibly supporting MOE in some capacity
    - 1. Not for long sustaining projects
- VIII. Other Matters
  - A. Personnel committee not ready to report
  - B. Recommendation by Sue Szostak for the executive committee to increase general membership meetings to once a month for a short time with the number of items currently on agendas.
- IX. Adjournment
  - A. Motion by Sue Lightfoot-Horine
  - B. Second by Kate Coleman

#### Participants

Shannon Midyett-Poplar Bluff Municipal  
 Anita Dodd-Douglas County  
 Becky Montgomery-Oregon County Alton Branch  
 Becky Wilcox-Doniphan Ripley County  
 Belinda Birrer-Poplar Bluff Municipal Library  
 Candy Warren-LCL  
 Cathy  
 Dana DeVore  
 Debbie Musselman-Missouri State Library  
 Diane Disbro-Scenic Regional

Doris Rogers-North Kansas City  
Elaina Daniels-Cedar County  
Elizabeth-Crawford County  
Elizabeth Steffen-Festus  
Emily Slama-Pulaski  
Gina Milburn- Barry Lawrence  
Gina Smith-Brookfield Public  
Glenda Wofford-Salem  
Jake Johnson-Webb City Public Library  
Jane Mulvihill Jones MALA  
Janet Caruthers-Missouri State Library  
Jeff Trinkle - Riverside Regional  
Jodi Moore-Livingston County Library  
Jordan Myers-Keller Library  
Kate Coleman-Jefferson County  
Kristin Evans-Amigos  
Kyle Constant-Trails Regional  
Lee Ann Santee-Barry Lawrence  
Lisa Garro-Heartland Regional  
Lori Mangan - North Kansas City  
Michael Lewis James Memorial  
Michael Davis-Camden County Library  
Monica Brown Putnam County  
Mrobbins  
Nate Beyerink -Trails Regional Library  
Nelson Appell-Washington Public Library  
Pamela Withrow-Jefferson County Library  
Rebecca Payne-Stone County Library  
Robin Westphal-Missouri State Library  
Ron Eifert-Sikeston Public Library  
Shawn Long-Sainte Genevieve County Library  
Steve Campbell-Scenic Regional Library  
Sue Lightfoot-Horine- Carrollton Public Library  
Sue Szostak-Poplar Bluff Municipal Library  
Tony Benningfield - Jefferson County Library  
573-359-7452

Missouri Evergreen Meeting Minutes  
February 12, 2021  
Via Zoom

Attending:

- Steve Campbell, Scenic Regional Public Libraries
- Shannon Midyett
- Dan Brower, Cass County Public Library
- Anita
- Candy Warren, Livingston County Public Library
- Charity
- Colleen Knight
- Debbie Musselman, Missouri State Library
- Diane Disbro, Scenic Regional Public Libraries
- Elizabeth Steffen, Festus Public Library
- Emily Slama, Pulaski County
- Glenda
- Janet Caruthers, Missouri State Library
- Jake Johnson
- Jane, MALA
- Jodi Moore
- JoEllen
- Kate Coleman, Jefferson County Library
- Kyle Constant
- Lori Mangan
- M Robbins
- Nate Beyerink
- Nelson Appell, Washington Public Library
- Pamela Withrow, Jefferson County Library
- Ron Eifert
- Sue Szostak
- Teresa Tidwell, Caruthersville Public Library
- Terri York
- Tony Benningfield, Jefferson County Library
- Robin Westphal, Missouri State Library
- Rachael Grime, Little Dixie Regional Libraries

I. Called to order at 10:07 by President Shannon Midyett

II. Motion to accept the minutes as presented by Kate Coleman, Seconded by Rebecca Payne.  
Approved.

III. Executive Committee Report

- a. Evergreen Upgrade - New upgrade for Evergreen planned within the next few months. May upgrade planned for the next few years on a consistent basis. Migrations will freeze for new member libraries two weeks before and two weeks after.
- b. RFPs & Demos - Joplin has submitted RFP to Missouri Evergreen. St. James has visited Scenic Regional for a demonstration of Missouri Evergreen. Henry County has also expressed interest and has asked for a presentation for their library board.
- c. 2021 Meeting Calendar distributed to member libraries

- d. Update of ME Discussion Lists - reminder to member libraries to update discussion lists as staff changes within their libraries
- e. Call out for Committee Members - Encouraging new members to participate in new committees to keep committees fresh and engaging
- f. Member Engagement - Online form to encourage members to join committees to be placed on ME Website
- g. Personnel Committee - Establishing a personnel committee recommended by President Midyett. Recommendation that a PT Cataloging staff person be hired at a later date. Steve Campbell, Coleen Knight, Jo Ellen Pratt, Emily Slama, Rebecca Payne placed upon this personnel committee.

#### IV. Financial Report - Sue Lightfoot & Amigos

No staff from AMIGOS nor Sue were available for the meeting. Financial reports shared by Midyett that were prepared by AMIGOS.

#### V. Committee Reports

- a. Membership & Fees - Dan Brower
  - i. New Fee structure Proposal - Due to erratic circulation statistics, membership and fees would like to change the fee structure and relieve the pressure on smaller libraries that have a budget less of \$300,000. Elimination of a reserve fund. After discussion with the Missouri State Library about possible changes in future grant funding, it was decided to postpone a decision on the fee structure. Concept Tabled, Motion by Dan Brower, Seconded Steve Campbell
  - ii. Reserve Fund Policy - Concept Tabled, Motion by Dan Brower, Seconded Steve Campbell
  - iii. Development Fund Policy- Concept Tabled, Motion by Dan Brower, Seconded Steve Campbell
- b. Cataloging - Kate Coleman
  - i. ISBN Deduplication Debrief - Holdings that had been deduplicated may need followup from catalogers to make sure items are on correct bib records.
  - ii. Future Meetings - cataloging members encouraged to attend future meetings via Zoom on 3/8 and 4/12 at 11am
- c. Circulation - Diane Disbro
  - i. Circulation Policy Revision - Updated Circulation Policy Revision presented by Diane. Minor changes and Equinox will be contacted for changes.
  - ii. Materials Handling Best Practices - Best practices document updated by Circulation Committee. Approved by all.
  - iii. Future Meetings - February 23 and March 23

#### VI. Amigos

No representatives available

#### VII. Missouri State Library

No report

#### VIII. Other

##### A. Strategic Planning Committee - Steve Campbell

i. Candy Warren will be replacing Tanya "Lola" Shelton-Council on the committee.

ii. Each member surveyed four consortia from around the country and will be evaluating data for future Evergreen plans.

iii. Survey sent out to Evergreen member libraries for future planning. 38 replies as of this date.

##### B. MALA Introduction

i. Introduction of new director of MALA

ii. Reminder of fees paid by state library and how courier works

## **Missouri Evergreen Meeting Minutes**

**December 10, 2020**

### **ZOOM meeting**

#### **Attending:**

Camden County Library - Michael Davis  
Carthage Public Library – Darcy Wood  
Caruthersville Public Library – Teresa Tidwell  
Cass County Library – Dan Brower and Allyson Harkins  
Carrollton Public Library – Sue Lightfoot  
Crawford County Library – Elizabeth Outar  
DeSoto Public Library – Tony Benningfield  
Doniphan-Ripley County Library – Becky Wilcox  
Festus Public Library – Elizabeth Steffen  
Jefferson County Library – Pam Klipsch, Pam Withrow and Kate Coleman  
Lebanon-Laclede County Library – Cathy Dame  
Livingston County Library – Candy Warren  
North Kansas City Public Library – Vickie Lewis  
Polk County Library – Colleen Knight  
Poplar Bluff Municipal Library – Sue Szostak, Shannon Midyett and Shon Griffin  
Pulaski County Library – Emily Slama  
Scenic Regional Library – Steve Campbell  
Sikeston Public Library – Ron Eifert  
Stone County Library – Rebecca Payne  
Trails Regional Library – Kyle Constant and Nate Beyerink  
Washington Public Library – Nelson Appell  
Webster County Library – Terri York  
Amigos – Keith Gaertner and Kristin Evans  
Missouri State Library – Robin Westphal, Debbie Musselman and Janet Caruthers

I. Call to order – Shannon Midyett

II. Minutes –

III. Executive Committee Report

a. Annual Software Upgrade Policy – Policy passed with the suggestion that the policy be changed from fall/spring rigidity to a more flexible ME will upgrade to the most current version with 6 months of its release.

b. Missouri Evergreen G Suite/YouTube for Nonprofits – Follow much discussion, Shannon will get more information on options, pros and cons and present at the next meeting.

c. Missouri Evergreen Welcome Guide – The guide will include what is expected of prospective member libraries, what the prospective library should expect of membership and costs of membership.

d. Expressed Interest – Joplin Public Library has expressed an interest in membership. A demo has been scheduled for February 3<sup>rd</sup>, 2021. A formal RFP is expected.

e. 990 Tax Return Filed

f. Final Payment FY20 Grant – has been received in the amount of \$56,735.00

IV. Financial Report – Sue Lightfoot/Amigos Kristin Evans reported that there is a \$7500 amendment to the budget to allow the cost of holds proximity. Currently reserve billing is being shown as income. The reserve income should not be used for operating expenses unless voted on. Sue Szostak reported that Missouri Evergreen does have a Reserves Policy.

#### V. Committee Reports

##### a. Cataloging – Kate Coleman

i. Missouri Evergreen Cataloging Policy - Kate Coleman recommended that the new Cataloging Policy be accepted. No second was required.

Sue Szostak questioned how attendance will be taken. Coleman will use a spreadsheet to track attendance.

Steve Campbell suggested that contact with the member Directors or their Boards should come from the Executive Committee not the Cataloging committee.

Sue Lightfoot asked if the committee meetings are being recorded. They are not being recorded.

Michael Davis suggested that the new policies may be detrimental to small libraries.

Steve Campbell commented that the State Library has given Missouri Evergreen a grant to help pay for a cataloger in the past. Campbell made a motion that a portion of the Reserve funds be used to pay a cataloger.

Candy Warren pointed out that the Cataloging issues are also an onboarding issue.

Rebecca Payne suggested that the Executive Board discuss the options of hiring a cataloger and use of reserved funds.

ii. ISBN Deduplication - Coleman indicated that the bibliographic deduplication project will be completed on Dec. 11<sup>th</sup>. It is estimated that as many as 187,000 records will be merged to existing records. The script used for this deduplication will be used for future migrations and deduplications.

iii. The next Cataloging Committee meeting will be Dec. 14<sup>th</sup> at 11 am.

b. Circulation – Diane Disbro/Shannon Midyett

i. Circulation Resources/Missouri Evergreen Website - Committee chairperson, Diane Disbro was at Bowling Green helping with their go live day. Shannon Midyett shared on Diane's behalf that the Circulation training, including best practices has been added to the Missouri Evergreen website.

ii. The next Circulation Committee meeting will be Jan. 26<sup>th</sup> at 11 am.

c. Reports – Kyle Constant

i. Missouri Evergreen Report Retention Policy – Committee chairperson, Kyle Constant recommended that the Report Retention Policy be accepted. No second was required. Constant explained that only the output reports will be deleted, not the reports or templates.

Constant reported that additional reports training has been requested by Bowling Green following their go live date. The addition of reports training may be something to consider for all future migrations. In the meantime, reports training materials will be added to the Missouri Evergreen website.

As well, Constant has observed that as he is attending the wider Evergreen interest meetings, many of those attending are not library staff. Instead, they are experts hired by consortia.

ii. The next Report Committee meeting is Jan. 14<sup>th</sup> at 2 pm

VI. Amigos – no report

VII. Missouri State Library – Robin Westphal reported that in 2021, the State Library will be reviewing their 5 year plan. Statewide versus competitive grants will be reviewed. As well, the Summer Reading Program grants and Technology mini grants will be reviewed.

Westphal reported that the grant cycle will return to pre-Covid schedules.

The statewide courier service will be looked in in terms of library usage and working towards setting a standard of what the State Library pays for the service.

IX. Other Matters – none

Adjournment – Kate Coleman made a motion that the meeting be adjourned. Rebecca Payne second the motion. Motion carried.

Cathy Dame, Acting Secretary

Present:

Nelson Appell, Washington Public Library  
Nate Beyerink, Trails Regional Library  
Belinda Birrer, Poplar Bluff Public Library  
Dan Brower, Cass County Library  
Janet Caruthers, Missouri State Library  
Traci Clair, Albany Carnegie Public Library  
Carrie Cline, Neosho-Newton County Library  
Kate Coleman, Jefferson County Library  
Kyle Constant, Trails Regional Library  
Cathy Dame, Lebanon-Laclede County Library  
Diane Disbro, Scenic Regional Library  
Ron Eifert, Sikeston Public Library  
Kristin Evans, Amigos  
Kieth Gaertner, Amigos  
Shon Griffin, Poplar Bluff Public Library  
Allyson Harkins, Cass County Library  
Cindy Hayes, Jefferson County Library  
Pam Klipsch, Jefferson County Library  
Vickie Lewis, North Kansas City Public Library  
Sue Lightfoot, Carrollton Public Library  
Lori Mangan, North Kansas City Public Library  
Shannon Midyett, Poplar Bluff Public Library  
Gina Milburn, Barry-Lawrence Regional Library  
Elizabeth Outar, Crawford County Library  
Lee Ann Santee, Barry-Lawrence Regional Library  
Emily Slama, Pulaski County Library  
Gina Smith, Brookfield Public Library  
Elizabeth Steffen, Festus Public Library  
Sue Szostak, Poplar Bluff Public Library  
Teresa Tidwell, Caruthersville Public Library  
Robin Westphal, Missouri State Library  
Glenda Wofford, Salem Public Library  
Leatha Walsh, Putnam County Library  
Terri York, Webster County Library

## **Missouri Evergreen Meeting**

**Thursday, October 8, 2020 at 10 am**

I. Call to order - Chair Shannon Midyett called the meeting to order at 10:01 am.

II. Minutes - Diane Disbro, Circulation Chair, noted that the draft Circulation Policy had an error when presented. The Intra-Missouri Evergreen owning heading should have been borrowing. Sue Lightfoot made a motion that the minutes be accepted as amended. Diane Disbro second the motion. Motion carried.

III. Executive Committee Report- Shannon Midyett reported:

- a. FY 2021 membership fees have been approved
- b. FY 2021 budget has been approved
- c. FY 2021 Final Grant Report has been sent
- d. MOU Revision update – the Executive Committee is reviewing the document. It will then be sent to an attorney for review. Circulation and Cataloging policies will be added as appendices to be signed as part of the MOU acceptance.
- e. New Member Intake – Sue Lightfoot suggested that any vendor that must authenticate patron barcodes need to be notified as part of the on boarding process. Although not formalized, it was agreed that an on-site support team from current member libraries need to be a part of the process. This on-site team should be available for training and go-live days as well as providing documentation in advance. The suggested on-boarding committee would include the Circulation, Cataloging and Reports committee chairs.

IV. Financial Report -Sue Lightfoot/Amigos reported that as of August 31, 2020 there was a balance of \$198,359.67 in the account. There is \$138,848.50 in reserved funds. August 31, is also the end of the fiscal year. Keith Gaertner commented that the next months report will look strange because membership fees will have begun to come in.

V. Committee Reports

- a. Cataloging – Kate Coleman
  - i. Electronic Bibliographic - records purge is ready to begin.
  - ii. ISBN deduplication – the planning stage has begun with test setups and test runs being held in October and November. The production run should be complete by December 7<sup>th</sup>.
  - iii. Other – Onsite training is done with Brookfield. The committee is working on the cataloging policies to be included in the revised MOU.

b. Circulation – Diane Disbro

- i. Holds Proximity – due to Covid-19 closing libraries and quarantined materials, it is not possible to determine if the proximity setting changes have been helpful.
- ii. Evergreen Version 3.5 upgrade – a definite date has not been set, but is expected “in fall”. It was suggested that Equinox be encouraged to stay on track with upgrades as Version 3.6 is already being discussed and we have not received 3.5 yet.
- iii. Other – The borrowing library needs to make the owning library aware when a book has been charged to their patron. Scenic Regional has a check list that will be added to the Missouri Evergreen website. Also, the Materials Best Practices document has been sent to the Executive committee. The document has been adopted out the Circulation Committee recommendation.

c. Reports – Kyle Constant

- i. Training videos - videos produced by the Reports committee and from other Evergreen consortiums have been added to the Missouri Evergreen website.
- ii. Storage – The committee would like the Executive Board to consider cloud storage, a YouTube account or other storage subscription like G Suite for non-profits.
- iii. Other – Nate Beyerink went to Brookfield to help with Reports training. Rebecca Payne is at Neosho-Newton County helping with their training. The Reports Interest Group has begun meeting again. Contact Kyle for more information.

VI. Amigos – Kristen Evans

- a. Membership – Membership invoices have been sent. Call if there are any problems or questions.
- b. New Offerings for Amigos members – Ithaka, Emerald and ReprintsDesk. SimplyE is available to non-members, as well.

VII. MALA – Mickey Coalwell reported that Missouri Evergreen now constitutes 55% of the courier volume. With volume continuing to increase, some libraries will not be considering an addition day of service.

VIII. Missouri State Library – Robin Westphal

- a. Courier – The State Library is also monitoring the volume of the courier services. Some libraries may be asked to contribute more to receive additional days of service.
- b. Grants – CARES ACT and CRF grants are complete. Grants will be going back to their regular cycles. There is an additional grant opportunity coming for Bicentennial programs.

- c. Forums – Adult and Youth services are still holding weekly forums. The Public Directors forum is being held every other week.

IX. Other Matters – None

Adjournment – Kate Coleman made a motion that the meeting be adjourned. Colleen Knight second and motion carried.

## Present

- Keith Gaertner, Amigos
- Rachael Grime, Little Dixie Regional Libraries
- Diane Disbro, Scenic Regional Public Libraries
- Emily Slama, Pulaski County Library
- Vickie Lewis, North Kansas City Public Library
- Elizabeth Steffen, Festus Public Library
- Becky Wilcox, Doniphan Ripley Public Library
- Pamela Withrow, Jefferson County Library
- Pam Klipsch, Jefferson County Library
- Elizabeth Outar, Crawford County Library District
- Dan Brower, Cass County Public libraries
- Ron Eifert, Sikeston Public Library
- Robin Westphal, Missouri State Library
- Shannon Midyett, Poplar Bluff Public Library
- Samantha Lee, Jefferson County Public Library
- Shon Griffin, Poplar Bluff Public Library
- Teresa Tidwell, Caruthersville Public Library
- Sue Szostak, Poplar Bluff Municipal Library
- Debbie Musselman, Missouri State Library
- Rebecca Payne, Stone County Library
- Nate Beyerink, Trails Regional Public Library
- Belinda Birrer, Poplar Bluff Public Library
- Janet Caruthers, Missouri State Library
- Michael Davis, Camden County Library District
- Anita Dodd, Douglas County Public Library
- Jeff Trinkle, Riverside Regional Libraries
- Tony Benningfield, De Soto Public Library
- Quincy Young, Polk County
- Lori Mangan, North Kansas City
- Sue Lightfoot, Carrollton Public Library
- Ruth Lord, Scenic Regional Libraries
- Allyson Harkins, Cass County Public Library
- Doris Rogers, North Kansas City Public Library
- Carol Bunton, Washington Public Library
- Karen Nixdor, Jefferson County Library
- Kate Coleman, Jefferson County Library

## Evergreen Meeting - August 13, 2020

Brought to order at 10:02 am by President Midyett.

Steve Campbell moves to accept minutes, Dan Brower second - all in favor

### Executive Report

Shannon Midyett gave the Executive Report to Evergreen Members

- Colleen Knight wrote grant for FY21 Evergreen
- Grant for approximately \$165,000 and local match of approximately \$102,336
- Three incoming libraries committed - Brookfield, Neosho, and Bowling Green in 2020
- Two openings in this grant cycle still open
- 49 libraries live, 52 libraries strong
- Sue Lightfoot and Shannon working on an FY21 Budget

### Financial Report

Keith Gaertner, Amigos reported on financials of Evergreen.

- As of July 31, 2020 there was approximately \$102,609.34 in the bank
- Currently running a deficit.
- Expenses include new libraries incoming
- Discussion of dates of next grant payments. Will communicate with Sue Lightfoot and Shannon Midyett

### Cataloging Report

Kate Coleman reported on recent meetings and findings of the committee.

1. Recommendation to the board for purging eresource bib records.
  - a. They are a large contributor to both duplicate and empty bib records in our catalog.
  - b. The link to the external site more often than not doesn't work
  - c. Cataloging Committee believes that the consortium cannot have ALL electronic resource bibs in our catalog, as that would add nearly 1 million record.
  - d. The Cataloging Committee believes the majority of users that want these items go directly to the third-party websites/app to discover their items.
2. Profile names in ME
  - a. It is the request of the cataloging committee that logon profile names have a library identifier in them.
    - i. Example: jclcataloger
  - b. If a library would like a name in the profile, we request that the library identifier still be present.
    - i. Example: jclcataloger.john
3. ISBN recommendation to the board
  - a. It is the recommendation of the Cataloging Committee to the board and membership for a new procedure to be place up for vote.
  - b. Merging items where the only difference is binding and not content would benefit the ME catalog in many ways
    - i. Less records for patrons to get through to both find their items and place holds on them.
    - ii. Requires much less time than separating records.
    - iii. Requires little to no communication with other libraries, thus not depending on many people in the chain to complete the process

Kate Coleman recommended and made a motion to the board to purge eresource bib records from the catalog with a \$400 quote from Equinox. Rebecca Payne seconded the motion. All in agreement.

Kate Coleman recommended and made a motion to the board to change procedure to combine ISBNs with only the same content. Second by Steve Campbell. All in agreement.

### **Circulation Committee**

Diane Disbro reported on recent meetings and findings of the committee.

- Subcommittee working on locations of shelving locations within Evergreen.
- Draft Circulation Policy sent to membership through email and review.
- Diane Disbro recommended the Missouri Evergreen Circulation Policy be adopted by membership. Sue Lightfoot seconded the motion. All in favor.
- Disbro discussed repercussions of poor cooperation between libraries. Discussion by member libraries about what would happen if members do not abide by policies.
- Proximity Holds Committee still meeting and still working on proximity holds.

# Missouri Evergreen Circulation Policy

Approved August 13, 2020

## **Definitions**

*Owning library:* Library that owns the item.

*Borrowing library:* Library from which an item is checked out.

*Home library:* Library associated with a patron's account.

*In good standing:* Fines, fees and overdues are not above the borrowing library's limits.

## **Introduction**

Member libraries retain the right to set local circulation policies. It is, however, a condition of membership in the Missouri Evergreen Library Consortium that member libraries abide by the Missouri Evergreen Circulation Policy.

The Missouri Evergreen Circulation Policy represents the decisions of the membership.

## **SCOPE**

The fundamental cornerstone of the Missouri Evergreen Library Consortium is reciprocity. Therefore, it is an expectation of membership that all items that circulate at the owning library will also be shared with patrons of Missouri Evergreen member libraries. Only designated special use items, such as telescopes, equipment, and items marked for in-library use only, are exempt. Member libraries agree that Missouri Evergreen membership does not relieve libraries of the responsibility for purchasing the materials needed to meet the demands of local patrons.

## **RESPONSIBILITY OF BORROWING LIBRARIES**

The borrowing library is responsible for the safety of borrowed materials from the time the materials leave the owning library until their safe return to the owning library. The borrowing library is responsible for the prompt return of borrowed materials.

Patrons not in good standing with the borrowing library may not check out items owned by other libraries.

The policies of the borrowing library govern loan periods and renewal requests. If an item is needed to fulfill a hold, it should not be renewed.

Overdue fines are charged according to the policies of the borrowing library.

## **Lost and Damaged Items**

Lost and damaged items are billed in accordance with the policies of the owning library. Payment for lost and damaged items is handled between the owning and borrowing libraries.

The owning library is responsible for billing the borrowing library. The borrowing library is responsible for collecting lost and damaged fees from their patrons.

### **Recovering Lost Items and Refunding Payment**

The rules of the borrowing library govern the procedures for recovery of lost items and refunding of payments to patrons. Payments between member libraries are not refundable.

### **Intra-Missouri Evergreen owning**

Patrons are only allowed to borrow materials through established procedures; no in person borrowing at member libraries is implied.

## **RESPONSIBILITY OF OWNING LIBRARIES**

The owning library should honor the local policies of the borrowing library and not restrict lending based on other criteria.

The owning library should process requests daily. Materials should be packaged in accordance with the Missouri Evergreen Materials Handling Best Practices document.

Requested materials should be delivered between libraries using the courier service supported by the Missouri State Library and subscribed to by the Missouri Evergreen Library Consortium.

### **Reports Committee**

Kyle Constant absent. Reports will meet later the afternoon of August 13th.

### **Development Fund**

Steve Campbell reported that \$6,000 has been raised to begin a development fund to start an Evergreen App. Nine Evergreen libraries contributed to the fund to begin. Other consortium's have development funds for future technical support developments. Recommendation by Campbell to create this fund and have all libraries contribute fairly through a new fee structure.

Committee to further investigate fee structures and Development fund:

- Dan Brower, Chair
- Sue Lightfoot
- Steve Campbell
- Teresa Tidwell
- Tony Benningfield
- Rachael Grime

**Missouri Evergreen Upgrade Schedule**

Security issue concerns about upgrading has been raised by member libraries in the past. Equinox has plans to upgrade the consortium to 3.5 during the Fall 2020 according to Diane Disbro. President Midyett to reach out to Equinox to discuss upgrade plans.

**Missouri State Library**

Robin Westphal discussed future grant opportunities.

**Reports**

Dan Brower reported that the Evergreen website will have guidance on 2019 Public Library within the Member Resources tabs.

*Motion to Adjourn at 11:49-* Sue Lightfoot, second by Dan Brower. All approved.

**Missouri Evergreen Membership Meeting**  
**February 20, 2020 at 10:00 am**  
**Minutes**

**Present:**

Albany Carnegie Public Library – Traci Clair  
Amigos Library Services – Keith Gaertner and Tracy Byerly  
Camden County Library – Michael Davis  
Carrollton Public Library – Sue Lightfoot  
Caruthersville – Teresa Tidwell  
Doniphan-Ripley County Library – Becky Wilcox  
Jefferson County Library – Pam Klipsch, Pam Withrow and Kate Coleman  
Lebanon-Laclede County Library – Cathy Dame  
Marion County Library – Stephanie Harrington  
Missouri State Library – Debbie Musselman and Janet Caruthers  
North Kansas City Public Library – Vickie Lewis  
Polk County Library – Colleen Knight  
Poplar Bluff Municipal Library – Sue Szostak and Shannon Midyett  
Pulaski County Library – Emily Slama  
Riverside Regional Library – Jeff Trinkle  
Salem Public Library – Glenda Wofford  
Scenic Regional Library – Diane Disbro  
Sikeston Public Library – Ron Eifert  
Stone County Library – Rebecca Payne  
Trails Regional Library – Kyle Constant  
Webster County Library – Terri York  
Washington Public – Claire Miller  
Wright County Library – Karen Moore

**1. Call to Order – Colleen Knight**

Knight called the meeting to order at 10:05 am

**2. Minutes**

Diane Disbro motioned that the minutes be approved as presented. Rebecca Payne seconded the motion. Motion carried.

**3. Executive Committee Report – Colleen Knight**

a. Update on new libraries - Knight reported that Montgomery City went live in December, Oregon County went live in January and Keller Public went live today (February 20). Putnam County will migrate in March. This completes the five libraries contracted for FY 2020.

Brookfield, Bowling Green and Neosho-Newton County will migrate in FY 2021.

b. Nomination committee for expiring terms 07/01/2020 (Sue Szostak, Steve Campbell and Terri York). Rebecca Payne, Michael Davis and Kate Coleman volunteered for the committee.

#### 4. Financial Report – Sue Lightfoot/Keith Gaertner

- Financial Report provided in a separate email.
- Gaertner reported that Quick Books has been set up and a debit card for Missouri Evergreen has been acquired. We will have to file a 990 this year. Gaertner will get quotes.
- Knight thanked Gaertner for his help with the tax exemption and Duns paperwork.
- Knight explained that Equinox has been behind on billing. They are working to get back on schedule.
- Gaertner strongly suggested that Missouri Evergreen purchase Directors & Officers liability insurance. He will get quotes.

#### 5. Cataloging Committee Report – Kate Coleman

- Training materials and best practices – The committee is in the process of writing in-depth training materials and best practices. Not only will this benefit existing catalogers in the consortium, Equinox will use these materials for incoming ME libraries.
- On-site training – Several on-site trainings have happened in recent months by various cataloging committee members. The training is open to current members who would like extra training. It is hoped that the on-site training session will create a relationship that encourages questions and better cataloging consortium wide.
- Empty bib purged – Separate from the e-resource discussion, approximately 12,000 empty bibs have been deleted from the catalog. According to Equinox, the problem of empty bibs is not unusual. Future empty bib clean-up will be at the request of ME.
- Angular catalog is on the horizon – The Angular catalog is in its beta version but set to be released in full within the year. Our ME test server does have the catalog as an option for catalogers to review. Angular catalogs are more “website -y” looking for the patron, like Amazon. Catalogers are encouraged to look at the test server as it is improving daily. ME is currently using version 3.3.6. The Angular catalog will not go live until version 3.5 or 3.6.
- Coleman has been asked by Equinox to be the Active Integrated Maintenance (AIM) representative for ME. ME is allowed one (1) launch pad bug per quarter. This can be from Cataloging, Circulation or Reports.

#### 6. Circulation Committee Report – Shannon Midyett

- The Committee met in January.
- Materials handling best practices are being reviewed.
- The Committee is looking at default receipt templates. For example, transit slip without patron information needs to be set as default.
- The Committee continues to work with Equinox on hold targeting/holds proximity settings.
- Kate Coleman asked that upcoming Circulation committee meetings be added to the general listserv so that others can attend.

- Terri York asked that a survey be considered to determine when a majority of the members can attend the meetings.
- Colleen Knight remarked that there has been a question about text messages being delivered outside the 7 am – 10 pm time frame. Midyett has talked with Equinox and the setting is unique to each library district, not consortium wide.
- Diane Disbro reported that proximity holding began February 1. Library's in your hub will be chosen first. The Circulation committee will meet again to determine if it is working. If so, the next step will be targeting headquarters, etc.

#### 7. Reports Committee Report – Kyle Constant

- The committee last met on February 13<sup>th</sup>.
- The committee is in the process of converting the Xul-based shared templates into version that are compliant with the web client. So far, that conversion process is going very well. They anticipate completing this work prior to the ME meeting in March, when they will provide another update on next steps. The process will affect recurring reports using shared templates so the committee will communicate any changes to the shared templates in advance of the change to the new templates.
- Some lingering issues with specific templates have been discovered during the conversion process. These mostly involve fields or data in the shared templates that require additional explanation or a procedure to run the report effectively. The committee is in the process of writing explanation documents to assist with this. When completed, the committee will make them available to the membership via the MO Evergreen website and link them to the templates themselves using the external documentation functionality.
- The committee would also like to extend an offer to all MO Evergreen member libraries to assist with reports training. There are several libraries in the consortium helping with circulation and cataloging training, so they felt it would be a good idea to make themselves available for training during a migration or perhaps at regional workshops. The committee members are spread across the state, so there is someone near most of our member libraries to help out.

#### 8. Other topics

##### a. Re-barcoding: items and patrons

- Keller had only sixteen (16) items that collided with ME Evergreen. They have decided to not re-barcode those items and order new barcodes for new items with the new 14-digit barcodes and go forward. There were no objections.
- Montgomery City is working on re-barcoding as they go.
- We have authorized the purchase of a program (Bartender Professional) that will make it easier to re-barcode and have an IT company (Miles Data) to set up the printers and two (2) laptops with programs going forward: \$1860. After it is set up, Poplar Bluff has agreed to do a video explaining how to use the program and load on the laptops.

- ME did not have a sales tax exemption for Missouri to purchase programs. With the help of Amigos, that paperwork has been sent into the state. Bartender Professional will not be purchased until the tax exemption is complete.
- Patron Barcodes: This is not something that we have discussed before. Oregon County's patron cards collided with Carrollton's. Equinox and Oregon County created a work-around: added ocpl before all patron cards, but it is a cumbersome procedure to checkout. They have ordered pre-printed barcode labels that they will stick on existing patron cards and replace as they go. Keller had eighteen (18) patron collisions.
  - Next year, we have Brookfield and Bowling Green that will be in the same situation with five (5) digit patron barcodes. Sue Szostak suggested that the laptops and printers be used to create new barcodes for the existing cards. Missouri Evergreen will provide the barcodes for patron cards. Rebecca Payne made a motion to accept Szostak suggestion. Michael Davis seconded the motion. Motion carried.

b. Electronic bibs

- 73,000+ that show up on staff side of ME but not in the OPAC, these records date from 2012-2019. Basically, they were loaded into the catalog with a missing 856 subfield that would allow them to show up in the OPAC.
- Equinox gave two (2) quotes: \$1200 to fix them so that they are discoverable by patrons or \$400 to remove them.
  - Kate Coleman recommended purging items. The results may differ on the OPAC depending on limited libraries searched. Equinox needs to be asked if the current problem is fixed, how will it be maintained going forward. Terri York made a motion to table the issue until more information is available from Equinox. Kate Coleman seconded the motion. Motion carried.

c. Resource Sharing responsibilities – Diana Disbro

- Disbro reported that there is a new library who is not sharing audiobooks outside their library.
- Colleen Knight reported that the current Circulation policy does allow libraries to choose what is or is not loaned. She suggested that the Circulation committee look at the current policies and make changes to reflect "if items are circulated to your patrons, they should be available to circulate to the consortium libraries".

d. MOU Update

- We have not updated our Memorandum of Understanding (MOU) with libraries since the inception of Missouri Evergreen.
- Both Equinox and MALA have requested updating the MOU.

- Equinox – would like it spelled out when we require re-barcoding and with what system they will be asked to use.
- MALA would like for us to look at the ILL and resource sharing portion of our MOU to determine what level of service we require. Currently, ME is the bulk of the resource sharing through MALA:
  - What do we mean by, “Participate in the State-wide courier system at a minimum level to be determined”.
  - Could an Evergreen-specific interlibrary loan policy be drafted, and could that policy include guidelines for participating in the statewide courier, along with courier management instructions, recommended shipping procedures, volume brackets, and a minimum number of delivery stops?
- Colleen Knight appointed the committee of Emily Slama, Pam Withrow and Cathy Dame to update the MOU. It was suggested that a New Member check list be created based on the updated MOU.

9. State Library – Janet Caruthers reported that the FY 2021 project proposal is underway and will be finalized soon.

Adjournment: Kate Coleman made a motion that the meeting be adjourned at 11:55 am.

Acting Secretary  
Cathy Dame