

MINUTES OF
MISSOURI EVERGREEN GENERAL MEMBERSHIP MEETING
THURSDAY, DECEMBER 7, 2023

CALL TO ORDER

The meeting was called to order at 10:01 a.m. by President Ron Eifert.

In attendance were: Christy Allen, Nelson Appell, Megan Bishop, Stephanie Bloss, Kerry Bruce, Tracy Byerly, Steve Campbell, Greg Carter, Tina Chaney, Carrie Cline, Kate Coleman, Carol Darrow, Dana DeVore, Diane Disbro, Eva Dunn, Katie Earnhart, Stacey Embry, Kathleen Gallagher, Karen Graham, Frankie Lea Hannan, Gaylee Harris, Robin Hudson, Debbie Jameson, Jacob Johnson, Colleen Knight, Rebecca Lewis, Sherri Luce, Lori, Mangan, Gina Milburn, Matt Rahner, Mary Beth Revels, Kim Schmid, Emily Slama, Shannon Snow, Erin Strodman, Christa Van Herreweghe, Julie Yockey

Guests in attendance: Terry Blauvelt (State Library), Janet Caruthers (State Library), Kristin Evans (Amigos), Gloria Fordyce (State Library), Cory Mihalik (State Library), Jane Mulvihill-Jones (MALA), Steve Potter (MEC), Liz Rudloff (MEC)

Established Quorum

APPROVAL OF MINUTES

Motion to accept as presented - Ms. Cline, Seconded by Ms. Midyett. **Motion Carried.**

EXECUTIVE BOARD REPORTS

Permissions Project - Mr. Eifert shared the progress on the permissions project with Equinox. The Executive Board discussed having Jennifer Weston continue working on the permissions clean-up project which started just prior to Mickey leaving. At that time, Ms. Weston stated she anticipated the project would take approximately 10 hours, not to exceed 20 hours. Ms. Weston has already worked 10 hours on the project. Mr. Potter recently spoke with Ms. Weston and she believes she can finish the items listed on the May 31, 2023, memo in the remaining 10 hours.

Ms. Coleman stated that one thing that will need to be considered is libraries that are using the same login for multiple individuals will need to be changed so each individual will have their own login. Mr. Eifert shared that each staff member would have a list of permissions associated with their account, thereby enabling individual logins. Doing this will eliminate individuals having permission 'superpowers' to access and change things they shouldn't be allowed to change.

Mr. Eifert called for a vote from the membership to allow Ms. Weston to finish the items listed on the May 31, 2023, memo, not to exceed 10 hours. **Motion Carried.**

App Upgrade - Mr. Potter shared that the app programmer will begin the work on the upgrade sometime before the end of the year. He reminded everyone that the upgrade will allow patrons to see their borrowing history and will better reflect what patrons are able to see in the OPAC. Mr. Potter also shared that the developer would like Missouri Evergreen to create 'developer accounts' in the Google Play Store and the Apple App Store. This would transfer ownership of the app to Missouri Evergreen and not the developer.

Circ Manual Draft TOC - Mr. Eifert shared that Ms. Disbro is taking on the project of creating a generic Circulation Manual based on Scenic Regional's Circulation Manual. She is going to remove information specific to Scenic.

In addition, Mr. Eifert shared that this manual will be available as an editable Word document so libraries can customize it for their library.

EXECUTIVE DIRECTOR REPORT

Migration Updates:

Morgan County: Mr. Potter shared they went live in November and everything is going well.

West Plains: Mr. Potter shared that the initial kick off call has taken place and everything seems to be on track. This migration should take place in March 2024.

Adair County: Mr. Potter shared they have received their migration grant. This migration should take place in Spring 2024 shortly after West Plains.

MOU Draft Revision: Mr. Potter shared he has 24 signed copies of the revised MOU back so far. Please let him know if you need a copy of the MOU or if you have not received a revised MOU to complete. Mr. Eifert shared the current revised MOU is on the website, if anyone needs a copy.

User Conference Update - Mr. Potter shared the User's Conference is scheduled for April 11-12, 2024, in Columbia, Missouri. It will be the same format as last year. There will be sessions all day on Thursday, April 11, 2024 and a half day on Friday. He shared he is still looking for topics for the breakout and training sessions. More information will be available soon.

End of Year Maintenance - Mr. Potter asked that everyone try to have all long-expired patrons accounts deleted by the end of the year. Missouri Evergreen will permanently purge deleted accounts on January 8, 2024. He shared that this will take place every year during the first week of January.

Mr. Potter shared that Missouri Evergreen will be updated to version 3.11. The test server will reset sometime this month and the production server will reset January 24, 2024.

FINANCIAL REPORT

Ms. Midyett shared that the FY23 financial wrap up sheet was not in the packet for this meeting but she will be sharing it as soon as this meeting is over. She shared that Missouri Evergreen has received their final grant payment and Amigos has sent out the final FY23 financial reports for the year. She is happy to report ME had a net revenue of \$18,625, ending the year in the black. Total cash on hand as of August 31, 2023, \$264,547. This is the 4th fiscal year ME has operated independently as a 501(c)3 entity. ME started FY2020 with \$130,00 in the bank and we ended FY2023 with \$264,547.

Quarter 1 FY2024 was included in the meeting packet. On page 1, she wanted to point out the line which says 'Members Equity'. This line was originally labeled 'Reserve amount'. This was not an accurate description as the amount in this line was the cash on hand. It was relabeled in order to be more clear as to what that line represents. Adding the Member's Equity Account and Net Income, leaves ME with total cash on hand as of November 30, 2024, to \$354,582.

Budget vs. Actuals: Ms. Midyett shared that because we are 25% of the way through this fiscal year, the remaining percentage should be 75% or higher. She clarified that line 5411 is higher than budgeted because the Executive Board authorized the purchase of the Odoo resource platform for the membership. This platform will house all trainings, certifications, and User's Conference. Line 5625 for Contract Services is running a little high which may

mean a budget adjustment down the road. Line 5605 for Syndetics is paid annually so there will not be any other expense for this line item. Line 5609 for Equinox Hosting is paid in two payments which is why it is at 50%.

Ms. Midyett wanted to share some information regarding the breakdown of cash on hand from FY2024 Budget. Currently ME has \$354,582 cash on hand as of November 30, 2023. \$168,116 is the ME FY2024 Reserve Amount (50% of FY2023 Total Expenses). \$17,294 in the Development Fund (Policy states ME will put no less than 1% of membership fees into a fund that will continually grow and be used for future development). Line 5613 for the ME App development is \$2294. That leaves ME with an unrestricted cash balance of \$169,171 as of November 30, 2023. This is important to know because discussions will be taking place between Ms. Midyett, Mr. Potter and Mr. Eifert about investing some of these funds into high interest bearing accounts.

COMMITTEE REPORTS

Cataloging: Ms. Coleman reminded everyone the next cataloging meeting will take place on Monday, December 11, 2023. She would like for everyone to begin thinking about potential topics for the upcoming User's Conference in April and to bring those ideas to the meeting. She also would strongly recommend every library utilize the test server, especially catalogers.

Ms. Rudloff has completely re-written and re-vamped the certification and recertification program. It is on the Odoo platform, which will go live February 2024.

Circulation: Ms. Busse reminded everyone to update their contact library's circulation contact information either on the website or with Mr. Eifert.

Ms. Busse reminded everyone again about the large purging project taking place in January. If anyone is experiencing difficulties deleting patrons, please contact her.

There has been a continuing problem with PII being printed on hold transit slips going between libraries. Equinox has corrected the default template for the holds transit slip. To permanently fix the problem, Equinox suggests either resetting to the default template or, if you have customized templates, reset the template to default and then reenter the customizations and save them locally. Remember, transit slip templates are workstation specific so this will need to be completed at every workstation.

The Circulation Committee is working on the Circulation Procedure Manual for all ME libraries. After looking through the table of contents, if anyone would like to see an additional topic covered, please let the committee know. The goal is to have it completed by the January 2024 Executive Board meeting.

Reports: Mr. Miller stated he is hopeful to have some individuals willing to pitch in and join the reports committee after the next meeting. The current topic of conversation is naming conventions for reports to make the reports easier to find. If anyone is interested in joining the committee, please reach out to Mr. Miller or Mr. Eifert.

On Boarding: Ms. Santee and Ms. Emmrich are working together on how to move forward with the committee. If anyone is interested in joining the onboarding committee, please contact Ms. Santee.

MALA

Ms. Mulvihill-Jones reminded everyone to please report when courier stops are missed or deliveries are not going as planned. The form can be found on the MALA website. There are three individuals that see this form. Please do not send emails as they may not be responded to in a timely fashion, especially if someone is out of the office that day.

She reminded everyone there is a new ILL manual on the website which can be printed and referenced when needed. The majority of questions can be answered via this manual.

She also informed the group that the route coordinator for the St. Louis hub has quit. Henry was able to find a new company but there are some timing issues and other things that they are trying to iron out. Some of these routes are a couple hundred miles long, so please be patient. It may not be possible for your library to have your courier stop at precisely the same time for each delivery.

Ms. Mulvihill-Jones asked everyone to let the office know if we ever receive items smelling of marijuana.

She asked everyone to please verify the labels being used are the 'Get Connected - MALA' labels.

MISSOURI STATE LIBRARY

Ms. Caruthers shared that the State Library is getting information on being able to provide full cataloging through WebDewey for all Missouri Evergreen libraries. She stated that this process is just beginning and they are looking at funding for FY2025. She would like for individual libraries to contact her regarding their support of this project.

Upcoming grant application deadlines:

Spotlight on Literacy grant application is due January 31, 2024.

Digital Imaging grant application is due February 15, 2024. Contact Matt Butler if you are interested. Letter of intent is due January 1, 2024 to be sent to Matt Butler.

Technology Ladder grant application is due March 1, 2024.

Mr. Campbell inquired about digital imaging of newspapers. Mr. Blauvelt instructed anyone with these types of needs to contact the Missouri Historical Society. Contact Matt Butler for more information.

OTHER MATTERS

Mr. Revels inquired about the "or" situation regarding patron overdue notices receiving either email or paper notices. At the present time she stated that patrons are receiving both email and print notices. This would be strictly a boolean value. Mr. Potter said he will follow up on this.

Mr. Potter shared there is no update regarding Aspen Discovery Layer. He stated the next step is gathering pricing information, on which he is currently working.

There being no further business, Mr. Eifert asked for a motion to adjourn at 11:31am. Motion made by Ms. Cline. Seconded by Mr. Johnson. **Motion Carried.**

Respectfully submitted,

Karen Graham

Missouri Evergreen Board Secretary

MINUTES OF
MISSOURI EVERGREEN GENERAL MEMBERSHIP MEETING
THURSDAY, OCTOBER 12, 2023

CALL TO ORDER

The meeting was called to order at 10:01 a.m. by President Ron Eifert.

In attendance were: Christy Allen, Bethany Barton, Stephanie Bledsoe, Dan Brower, Monica Brown, Rhonda Busse, Carol Darrow, Diane Disbro, Katie Earnhart, Ron Eifert, Sarah Gockley, Karen Graham, Leigh Gray, Jake Johnson, Maryann Knorr, Rebecca Lewis, Ruth Lord, Shannon Midyett, Matt Rahner, Mary Beth Revels, Lee Ann Santee, Paul Schroeder, Elizabeth Steffen, Adam Tucker and Executive Director Steve Potter

Guests in attendance: Kristin Evans (Amigos), Gloria Fordyce (State Library), Angela Kilsdonk (Equinox), Jane Mulvihill-Jones (MALA), Liz Rudloff (MEC), Robin Westphal (State Library)

Established Quorum

ASPEN DISCOVERY LAYER DEMONSTRATION

Angela Kilsdonk from Equinox gave a short presentation on integrating Aspen with Evergreen. Adding this layer would provide comprehensive access to all library resources in one interface. A single search box with smart search is a patron-friendly way allowing for easy access to materials. It would replace the current OPAC and is customizable for each library. In addition, each library would have their own unique URL with specific branding for logos, colors, links, etc. Patrons would have one single access point for physical and electronic collections, databases, as well as the ability to find library-sponsored events taking place. Aspen Discovery Layer also has a mobile app.

Mr. Potter received a quote of around \$16,000 to build a centralized infrastructure. He is also looking into grant funding for this project if the membership decides this is the way they want to go. Mr. Eifert suggested a possible preliminary discussion at the December meeting and a final decision in February 2024.

APPROVAL OF MINUTES

Motion to accept as presented - Ms. Disbro, Seconded by Ms. Lewis. **Motion Carried.**

EXECUTIVE BOARD REPORTS

Mr. Eifert shared that due to Mr. Trinkle's retirement, the Executive Board had an open position that needed to be filled. Ms. Hill-Earnhart has agreed to fill this vacancy.

Mr. Eifert also shared that the Executive Board is always striving to be completely transparent with membership libraries. He stated that the main power lies within the membership with regards to the direction of the consortium.

EXECUTIVE DIRECTOR REPORT

MOU Draft Revision: Mr. Potter shared the latest version of the MOU with member libraries. He stated two items were added. Line 4.5.15 which states that member libraries are expected to direct employees to participate in updated training and continuing education offered by the consortium, as needed. Line 4.5.16 states that member libraries must create a succession plan to ensure continuity of service should there be a personnel change. Motion to accept the MOU with revisions - Ms. Disbro, Seconded by Ms. Lewis. **Motion Carried.**

Migration Updates:

Nevada: Mr. Potter shared that Nevada has transferred from 'migration' to 'maintenance'. They are doing great.

Morgan County: Mr. Potter shared they are still managing the data migration, which is to be expected. They are on track for November 9, 2023.

West Plains: Mr. Potter shared that ME has received their signed MOU. They are moving along quickly and have received their migration grant from the State Library. This migration should take place in Spring 2024.

Adair County: Mr. Potter shared that ME has received their signed MOU. They are working on their migration grant. This migration should take place in Spring 2024.

Municipal Library Consortium: These are nine St. Louis libraries. Mr. Potter shared that several members of the Executive Board, as well as Liz Rudloff, had a very productive meeting with them at the MLA conference to answer questions and gather some information. Their migration is anticipated to take place in 2024.

FINANCIAL REPORT

Ms. Midyett shared the August 2023 financial reports in the meeting packet. She shared the reason for saying 'Draft Balance Sheet' is because we are still waiting for the final grant payment from the State Library. Mr. Potter submitted the payment request which was approved on September 19, 2023. It takes approximately 4-6 weeks to receive the funds. Once that payment is received and posted to the balance sheet, we will be approximately \$13,000 on the positive side.

Ms. Midyett also wanted to share the reason the checking account only shows \$91,000 is because of prepaid payments to ProQuest (syndetics), website hosting and Equinox expenses. Although they came out prior to September 1st, they will be targeted to the FY2024 budget. Once all Evergreen fees have been paid, the checking account balance will look better.

Ms. Midyett also went over the areas in the budget where we spent more than was allocated. One area was contract services. For FY2024 this is changing because the migration specialist fees will now be paid for incoming libraries with LSTA grant funds. She shared that we also went a little over in annual hosting and support. She stated we will end FY2023 at \$259,347 and a reserve balance of \$170,000, which leaves an unrestricted cash balance of around \$71,000.

COMMITTEE REPORTS

Cataloging: Ms. Rudloff shared that next year will be the recertification year. It is still going to be asynchronous on the ODOO platform. Certification is a two year rolling cycle.

She also wanted to bring awareness to DVD/BluRay piracy. Generally speaking, if libraries are ordering these items from a library vendor, they are most likely legitimate; however, Amazon is tricky. The Cataloging Committee has a policy regarding these types of situations.

Ms. Rudloff is in the process of cleaning up approximately 152,000 erroneous bib records. She stated that libraries will start to see those disappearing from the catalog as she works through the list.

The next Cataloging Committee meeting will take place on Monday, October 16th. Everyone is welcome to attend. Contact Ms. Rudloff if you have questions.

Circulation: Ms. Busse reminded everyone to complete their deletion of long-expired patron accounts by December 31, 2023. In January 2024, Equinox will then go in and purge those deleted accounts. This will be a yearly procedure to keep the database accurate and cleaned up. If anyone has questions, contact Ms. Busse.

Ms. Busse brought to the attention of the membership the issue of patron information (name and/or library card number) showing up on transit slips. Instructions have been sent out on how to fix this situation. This is workstation specific, so everyone will need to check each workstation. Again, if you have questions, please contact Ms. Busse.

Ms. Busse addressed the issue of staff account security. Upon recommendation from the circulation committee, if libraries have individual staff accounts, be sure to delete those accounts when a staff member no longer works at the library. If libraries have a common login for circulation, change those passwords regularly, especially after a staff member no longer works at the library.

Lastly, Ms. Busse gently reminded everyone not to go in and edit another library's patron information. If there is anything that needs to be changed, contact the library. This includes creating a grocery bill for damaged items.

Next Circulation Committee meeting will take place on Tuesday, October 24th at 11am. Everyone is welcome to attend.

Reports: Mr. Miller was unable to attend the meeting. Mr. Eifert stated there is a great need for individuals to join the committee. If anyone is interested in joining the committee, or knows someone who would be interested, please have them contact Mr. Miller. The Reports Committee's next meeting will take place at 2pm today.

On Boarding: Ms. Santee shared that the committee is in flux trying to decide how to focus the committee at this point. She has been speaking with Ms. Fordyce from the State Library. She believes working with new library directors and new onboarding libraries may be the direction they are heading. If anyone has questions, please reach out to Ms. Santee.

MALA

Ms. Mulvihill-Jones shared that she has updated the Interlibrary Loan and Courier Delivery Manual. There aren't any big changes, mainly just removal of repetition and wording changes to make things more clear. An updated copy is on the MALA website.

Upcoming webinars include Reframing Failure on Wednesday, October 18th at 2pm and Inclusion of Justice-Involved Individuals in Library Services on Wednesday, October 25th at 2pm.

MISSOURI STATE LIBRARY

Ms. Westphal shared that the Tech Mini Grant application period has ended. Applications are being reviewed and the State Library hopes to have those decisions made by the end of October or beginning of November. The next two grants to open will be the Tech Ladder Grant and the Spotlight on Literacy. The Tech Ladder Grant is for those longer tech projects. The Spotlight on Literacy Grant is for all types of literacy, such as food literacy, information literacy, technology literacy, etc. It is kept broad to provide more opportunities for programming.

Ms. Westphal shared some exciting news. Wolfner Talking Book and Braille Library will be issuing refreshable braille displays to patrons that read braille. This will be a tremendous help to those patrons reading braille as they will no longer have to carry around the large volume of books. Those will be going out on permanent loan to Wolfner patrons.

Ms. Westphal introduced Ms. Fordyce. She is the newest member of the Library Development Team and is the Library Management and Administration Consultant.

Ms. Fordyce introduced herself. She has been working with Mary Kay Emmerich and the Onboarding Committee. She is looking forward to the partnership. She also stated that any new library directors needing assistance should not hesitate to reach out to her for help.

OTHER MATTERS

Mr. Potter mentioned that the next general membership meeting is going to coincide with MPLD, even though it is currently on the calendar for December 14th. He is currently working out the details but it is looking like that meeting will take place as a hybrid meeting on Thursday, December 7th probably around 10am. More information will be coming regarding this meeting.

There being no further business, Mr. Eifert asked for a motion to adjourn at 11:37am. Motion made by Ms. Revels. Seconded by Mr. Johnson. **Motion Carried.**

Respectfully submitted,

Karen Graham

Missouri Evergreen Board Secretary

MINUTES OF
MISSOURI EVERGREEN GENERAL MEMBERSHIP MEETING
THURSDAY, AUGUST 10, 2023

CALL TO ORDER

The meeting was called to order at 10:03 a.m. by President Ron Eifert.

In attendance were: Christy Allen, Bethany Barton, Stephanie, Bledsoe, Monica Brown, Rhonda Busse, Steve Campbell, Greg Carter, Janet Caruthers, Carrie Cline, Kate Coleman, Michael Davis, Anita Dodd, Sandy Doyle, Katie Earnhart, Ron Eifert, Lisa Garro, Sarah Gockley, Karen Graham, Leigh Gray, Rachael Grime, Gaylee Harris, Cindy Hayes, Marsha Hayes, Stacy Hisle, Debbie Jameson, Jake Johnson, Colleen Knight, Maryann Knorr, Rebecca Lewis, Ruth Lord, Lori Mangan, Shannon Midyett, Tony Miller, Terri Moser, Jane Mulvihill-Jones, Jordan Myers, Mary Beth Revels, Liz Rudloff, Dorinda Sagaaser, Emily Slama, Elizabeth Steffen, Terri York, Debbie, Nancy, Teres, and Executive Director Steve Potter

Established Quorum

APPROVAL OF MINUTES

Motion to accept as presented - Ms. Coleman, Seconded by Ms. Grime. **Motion Carried.**

EXECUTIVE BOARD REPORTS

Presentation of FY 2023-24 Budget: Ms. Midyett presented financials thus far. She included the prior year's actual for reference and is using that to build the FY 24 budget. She stated the Missouri Evergreen fee schedule will be sent after the meeting. Estimated revenue from membership fees for FY24 will be \$210,000. This is for all libraries currently migrated but does not include incoming libraries. LSTA funds have been approved with funding at 85% of the Equinox hosting and support fees. In expenses, those line items with overages have increased amounts for FY24. Ms. Midyett noted that one difference members will see this year is the roll over of the development fund. Policy states that no less than 1% of Missouri Evergreen fees be set aside each year for the development fund. FY24 budget will have \$15,000 set aside for development. Total revenue projected at \$401,000, total expenses projected at \$274,000, ending with a budget surplus of \$27,653. Ms. Midyett also reminded everyone that the reserve policy states that Missouri Evergreen will maintain a reserve equal to or at least 50% of the prior year's operating budget. If we end with FY2023 with an operating budget of \$340,000, the reserve balance should be \$170,000. She is estimating ending the fiscal year with a surplus of approximately \$8,000 or \$9,000, which leaves the end of the year balance of about \$254,000. She also noted that because migrating libraries now write the LSTA grant for migration, Missouri Evergreen will no longer have migration expenses. Motion made to accept approval of the FY2024 budget as presented - Mr. Johnson, Seconded by Ms. Knight. **Motion Carried.**

EXECUTIVE DIRECTOR REPORT

LSTA Grant for 2024 Awarded and Accepted: Mr. Potter accepted the LSTA grant on behalf of the membership. He stated that he also responded to the Secretary of State's regulations, which was also accepted.

LSTA MEC Survey: Mr. Potter shared some of the survey results. 48 libraries responded, the majority of those responses from libraries having experience with the consortium versus new members. Overall satisfaction, 47 respondents recorded a 3 or 4. Overall satisfaction with Missouri Evergreen ILS, 46 respondents recorded 3 or 4. Satisfaction with Equinox, all 48 respondents recorded either 3 or 4. Satisfaction with Equinox help desk response time,

47 respondents recorded 3 or 4. For the question: do you feel you get support from the Evergreen community, all respondents answered 'yes'.

Report from July 2023 Executive Committee Meeting: Mr. Potter stated that he will be making available to the general membership his report that he shares with the Executive Committee. Migrations are as follows: Cape migrated July 27th and will begin resource sharing on August 28th. Nevada is looking to go live on August 31st. Morgan County has started the migration process and is anticipating a go-live date of November 9th. West Plains recently signed their MOU. Mr. Potter is still in communication with MLC. He found the MOU from Bonne Terre and will be following up with the new director. Mr. Potter visited with Adair County. The meeting was very positive.

MOU Draft Revision: Mr. Potter is going to share the latest MOU draft with the membership and welcomes questions, comments and concerns.

FINANCIAL REPORT

Ms. Midyett shared the July 2023 financial reports in the meeting packet. At the present time ME has \$110,000 cash on hand and is still waiting for the final payment from the LSTA grant. There were overages in training/mileage, marketing/ promotion and website hosting. This was due in part to in-person regional training. These lines will be more accurate in the FY2024 budget. Ms. Midyett also shared that invoices for Missouri Evergreen fees will begin arriving via email starting September 1st.

COMMITTEE REPORTS

Cataloging: Ms. Coleman shared that all regional catalog trainings have wrapped up and were a huge success. Approximately 60 catalogers across the state attended those trainings. Ms. Rudloff is now taking appointments for one-on-one and small group training. Ms. Coleman stated that the first year cataloging certification went really well. At the present time ME has 138 basic certifications and 88 advanced certifications. Ms. Rudloff is currently working on rewriting the certification and recertification program from scratch. Ms. Coleman reminded everyone to please let her know when changes have been made to those responsible for cataloging materials so the list can be updated.

Circulation: Ms. Busse reminded everyone to please email Mr. Eifert when there are changes to their circulation personnel so the list can remain updated. There is one more regional in-person training meeting on Tuesday, September 12th at the main branch of the Livingston County Library in Chillicothe. If you would like to attend, check the flyer for registration information, which was included in the meeting packet. The Data Integrity and Governance Policy, as well as instructions for deleting expired accounts was in the meeting packet. Please reach out with questions. The next meeting for the Circulation Committee will take place on Tuesday, August 22nd at 11am. Everyone is welcome.

Reports: Mr. Miller stated that the next meeting of the Reports Committee will take place this afternoon at 2pm where he will cover reports needed to complete the Public Library Survey. Please reach out if you have any questions or if you would like to join the committee.

On Boarding: Ms. Santee was not in attendance. Mr. Eifert shared that with the addition of the migration specialist, they are trying to find a new mission for the committee. He stated that the committee is leaning towards setting up support for libraries where there has been a large turnover in staff and they are essentially starting from scratch, similar to a newly migrated library. If anyone would like to be a part of this process, please let Mr. Eifert know.

MALA

Ms. Mulvihill-Jones reminded everyone to be sure to update her with changes to personnel handling ILLs so she can keep the list updated. The grant for courier service was renewed. There was close to 100% survey participation this

year. Outgoing numbers increased 47,288 from the previous year, with the total number of outgoing items this year being 1,093,188.

She stated there have been issues with water damage. If libraries are receiving wet courier bags or items with excessive water damage, please fill out the form and include photos, if possible. Don't throw the item out until you hear from her as to whether or not she needs to see the item.

The next MALA Pro event will take place on Tuesday, August 22nd. The topic is Creating a Safe Space for Teens, which is being put on by Lawrence Public Library. The next event will take place on September 13th at 10am. The topic will be Emergency Preparedness which is being put on by Mid-Continent Public Library. Anyone with a MALA Pro membership receives a discount and the ability to share with staff.

MISSOURI STATE LIBRARY

Ms. Caruthers mentioned the Tech Mini Grant will open mid-August with applications due October 1st. The minimum request is \$2,500 and the maximum is \$22,000. There have been changes made to the grant this year as to ineligible items due to availability issues. There will be a grant webinar on Wednesday, August 16th at 10am.

She also mentioned that Cory Mahalik conducted an introduction to the Public Library Survey. The webinar recording and slides are up on the website in the Library Administration section.

There was information sent out on the listserv regarding North Star Digital Literacy which provides online training for computers and software. Training for North Star will take place September 19th. Please respond to the email by August 31st to register.

OTHER MATTERS

There being no further business, Mr. Eifert asked for a motion to adjourn at 11:05am. Motion made by Ms. Midyett. Seconded by Ms. Cline. **Motion Carried.**

Respectfully submitted,

Karen Graham
Missouri Evergreen Board Secretary

Special Membership Meeting

June 1, 2023

Start 10:01 AM

Attendance: Carrie Cline, Rebecca Hensley, Liz Rudloff, Kate Coleman, Mary Beth Revels, Terri York, Megan Bishop, Emily Slama, Lisa Garro, Marsha Hayes, Steve Potter, Ron Eifert, Sue Lightfoot-Horine, Jeff Trinkle, Katie Earnhart, Madison Morris, Michael Davis, Julie Yockey, Eva Dunn, Stacey Embry, Steve Campbell, Tony Benningfield, Christa Van Herreweghe, Patrick Wall, Kathleen Gallagher, Dan Brower, Lori Mangan, Jane Mulvihill-Jones

The meeting was called to order by Chair, Sue Lightfoot-Horine. She introduced Steve Potter who is the new executive director of Missouri Evergreen, effective June 1, 2023. Mr. Potter said a few words.

The executive board then thanked Mickey Coalwell for all of the work he has done to help the consortium.

Ms. Lightfoot-Horine asked Mr. Coalwell for a report on current projects. Right now it is primarily the permissions project.

The next cataloger training is in Poplar Bluff on June 23rd.

There was no report from the circulation committee.

The reports committee needs more members. Equinox is working on a suite of reports for simple reporter.

MALA reported that they have hired a new employee to take the place of Linda.

Mr. Wall asked how libraries are handling potential restricted cards for minors. The membership discussed options. Mr. Coalwell shared that the consortium is leaving it up to individual libraries to handle those responses.

Ms. Revels asked if there is a way to create a restricted card type, and there was some discussion. Mr. Eifert suggested a poll to determine member needs.

The next meeting will be June 8th.

Ms. Cline made a motion to adjourn. Ms. Bollinger seconded. **Meeting adjourned.**

Minutes

Missouri Evergreen General Membership Meeting

April 14, 2023

Attendance: Mickey Coalwell, Andrea Buntz Neiman, Anita Dodd, Becca Jennings, Beth McConnell, Carol, Brian Cleveland, Charity Ramsey, Elizabeth Steffen, Erin Strodtman, Jennifer Weston, Jodi Polk, Jordan Myers, LeeAnn Santee, Jane Mulvihill-Jones, Mary K. Emmrich, Michael Davis, Pam Wood, Paul Schroeder, Rebecca Buckley, Rebecca Hensley, Stacy Hisle, Terri York, Sarah Oser, Joy Hudgins, Braden Jones, Pamela Withrow, Gaylee Harris, Lori Mangan, Ruth Lord, Leigh Gray, Monica Brown, Chrissi German, Nancy Rowden, Dawn Payne, Sue Lightfoot-Horine, Shannon Midyett, Ron Eifert, Diane Disbro, Liz Rudloff, Kate Coleman, Rhonda Busse, Terry Moser, Carrie Cline, Erica Rohlf, Galen Charlton, Sandy Doyle, Ruth Horn, Kristin Evans, Jeff Trinkle, Corina Thorne, Janet Caruthers, Anita Love

The meeting was called to order by Chair Sue Lightfoot-Horine. Mr. Trinkle made a motion to approve the minutes. Ms. Disbro seconded. **Motion Carried.**

The circulation committee reported that regional trainings are going well. The next round will be in late August. They are working on recommendations for handling patrons with cards at other member libraries.

Ms. Coleman and Ms. Rudloff presented the cataloging report. Training the previous day happened on the monthly cataloging reports. Documentation is being developed. Permissions need to be aligned with the training. Ms. Rudloff shared the upcoming training dates. Then she discussed the issues with authority loading. There are 25,000 duplicate authority records that have been deleted. There are more that need to be. Authority training will be integrated into the certification process moving forward.

There was no Reports Committee report, but Ms. Lightfoot-Horine shared that the conference training was very informative.

Ms. Santee shared the Onboarding Committee updates. St. Joseph in May, Cape Girardeau in July, Nevada has been moved up, and Morgan County in Versailles. Bonne Terre is tentatively scheduled,, but no date has been assigned. There is a need for more members on the committee. Ms. Lightfoot-Horine also shared that the committee is working on documentation for new directors.

The Executive Board met the previous Wednesday in a strategic planning retreat with Dr. Diana Very. They identified core values and determined areas of concentration moving forward. Those are: consortium staffing, funding from outside sources, and member training and education.

Mr. Trinkle presented the financial report. All membership fees have been received. Ms. Evans added that this is the quiet part of the year, financially.

Ms. Caruthers shared an update from the State Library. They are covering 75% of the ILS hosting fees this year, and next fiscal year have committed to covering 85%. They are looking at cataloging subscriptions, which would benefit the consortium as well. State Library staff are watching the legislature on State Aid and Funding.

MALA Update-The new courier coordinator started March 15. Cedar County courier delivery is difficult. Henry Industries can't easily change the pickup location because it is on a different route, but they are

working on it. A new label for Cedar County should be available in the next week. The annual courier service agreements will start going out soon. MALA is also running an early bird discount for MALAPro. They will be sending out the LSTA survey in the next few weeks as well.

Other Matters

The executive committee for the next fiscal year was discussed at the board meeting. Ms. Midyett, on behalf of the nominating committee, shared that three members have terms expiring. All of them have agreed to stay for another term. She then presented the slate of officers, Chair-Ron Eifert, Past Chair-Sue Lightfoot-Horine, Vice Chair-Rebecca Hensley, Treasurer-Jeff Trinkle, and Secretary- Karen Graham. The membership will vote on the officers at the membership meeting in June. Mr. Trinkle will be retiring in November, so there will be an opening to fill at that time.

Ms. Lightfoot-Horine shared that the search for an executive director is ongoing. She thanked Mr. Coalwell for organizing the conference, as well.

Ms. Coleman made a motion to adjourn. Ms. Cline seconded. **Meeting adjourned.**

Missouri Evergreen Membership Meeting

February 9, 2023

Start: 10:02 AM

Attendance: Diane Disbro, Kate McBride, Liz Rudloff, Ron Eifert, Anita Dodd, Mickey Coalwell, Lisa Garro, Rhonda Busse, Emily Slama, Janet Caruthers, Kate Coleman, De Soto Public Library, Karen Graham, Michael Davis, Jeff Trinkle, Tony Miller, Kendall Stratmn, Elizabeth Steffen, Dana Devore, Mary Beth Revels, Kristin Evans, Stephnanie, Brian Cleveland, Sue Lightfoot-Horine, Ruth Lord, Leigh Gray, Gaylee Harris, Jackie Hawes, Corina Thorne, Terri York, Teresa Miller, Karin Green, Rebecca Payne

The meeting was called to order by Executive Chair, Sue Lightfoot-Horine. Ms. Disbro made a motion to approve the minutes from the prior general membership meeting. Michael Davis seconded. All in favor.

Motion Carried.

Rhonda Busse shared the circulation committee report. There are a couple of regional training days in March. People have already been signing up for the one at Poplar Bluff. Tony Miller will also do training on the simple reporter. There are no major changes in the upgrade for circulation. Patrons can choose preferred language and will receive notification in that language.

Cataloging Committee has been working. Liz Rudloff has authored the new templates. They are working on training for the OCLC versus ME designation, foreign language subject headings, and parts. The committee will also work on training for cataloging reports. Equinox did a permissions audit. Liz Rudloff and Kate Coleman will be presenting at the international conference. Ms. Rudloff has also scheduled regional trainings.

The reports committee is waiting to see how simple reports will work. They have done some trainings.

The onboarding committee has been working with Mr. Coalwell to address turnover at member libraries. They are working to provide information to new library staff.

Ms. Lightfoot-Horine shared the Executive Chair report. She introduced a new board member, Karen Graham. The next annual upgrade will happen in a week. Mr. Coalwell shared an update on the migration schedule. Currently in process is Mississippi County and St. Joseph. Cape Girardeau, Morgan County, and Nevada are all on the schedule. FY 2024 looks to be just as busy. Mary Kay Emmrich has been hired as a contract migration specialist. Ms. Disbro asked if libraries who use RFID can have the barcode configuration be noted. Ms. Lightfoot-Horine shared information on the permissions audit. Some documentation has been provided by Equinox and is in the meeting packet. A session will be presented at the April user's conference. The board will meet later in February for an update. Registration for the User's Conference is open. There is a block of rooms available at Drury Inn.

The financial report was presented. Amigos is still sending out overdue notices. Ms. Evans shared that new branches or locker system additions may be invoiced for Equinox setup. She also requested that member libraries notify Amigos if billing contacts change.

Janet Caruthers shared an update from the State Library. The digital imaging grant is due February 15th. The tech ladder grant is due March 1st. The show me steps grant has a minimum amount to request of

\$500, with a 25% match. It is due 3-6 months ahead of the professional development. She also announced that Dr. Very is retiring on February 15th.

No one was present from MALA. Mr. Coalwell shared that Henry Industries is making sub-contractor changes.

Ms. Coleman shared that JCL has a new branch opening, and reminded everyone that the annual upgrade will happen the following week on the 15th, after the close of business.

Mr. Trinkle made a motion to adjourn. Lisa Garro seconded. **Meeting Adjourned.**

Missouri Evergreen General Membership Meeting

December 1, 2022

Start Time: 10:02 AM

Attendance: Ron Eifert, Brian Cleveland, Stacy Embry, Lisa Garro, Colleen Knight, Rebecca Buckley, Megan Bishop, Jeff Trinkle, Teresa Miller, Marsha Hayes, Dana DeVore, Rachael Grime, Michael Davis, Carrie Cline, Louise Beasley, Janet Caruthers, Jane Mulvihill-Jones, Mary Beth Revels, Diane Disbro, Lori Mangan, Tony Benningfield, Steve Campbell, Shannon Midyett, JoEllen Pratt, Mickey Coalwell, Rebecca Payne, Liz Rudloff, Sue Lightfoot-Horine, Kate Coleman

Vice Chair Ron Eifert called the meeting to order. Minutes from the previous meeting were presented. Kate Coleman made a motion to accept the minutes as presented. Jeff Trinkle seconded. **Motion Carried.**

The executive board report was presented. Anmarie Gibson resigned from the board. A nominating committee has been put together, with Sue Lightfoot-Horine, Diane Disbro, and Rebecca Payne serving. Any members interested in serving on the executive committee are encouraged to reach out to one of them.

New policy drafts were presented. The PII policy and procedure reflects what patron information gets entered into the ILS. Mr. Eifert shared that Equinox is concerned with adding patron photos to the ILS, as it could be considered PII. Mr. Coalwell feels that the policy can be modified in the future if we have libraries who decide to use that feature. As of now, no members are. Michael Davis made a motion to accept the PII policy. Colleen Knight seconded. **Motion Carried.**

Diane Disbro presented the circulation committee's recommendations for changes to the circulation policy and materials handling best practices. The circulation policy changes reflect that library materials are the responsibility of MALA when in the courier, not the responsibility of the borrowing library. The best practices have been amended to include placing transit slips in A/V cases so that they are visible. Ms. Disbro also clarified that it is the owning library who should reach out to MALA about reimbursement for items damaged in transit. Lisa Garro made a motion to accept the changes in policy and best practices. Rebecca Buckley seconded. **Motion Carried.**

Liz Rudloff, Consortium Cataloger, presented proposed changes to the cataloging policy. Verbiage has been added to reflect the roles of the consortium cataloger and executive director. Documentation has also been updated to reflect that there should be an advanced cataloger at any branch within a system, when that branch does its own advanced cataloging. This change will take place with the next round of the certification process. Colleen Knight made a motion to accept the changes. Lisa Garro seconded. **Motion Carried.**

Barton County Library went live on November 17th. Several more libraries have signed MOUs.

Cataloger Report

New templates have been added. A new training schedule has been developed for 2023. There will be a calendar posted that will include in-person and virtual training options. The documentation for the certification training is behind. It will be updated in February after the upgrade.

Executive Director Report

Mr. Coalwell shared that the Sched platform for the user's conference is being used. He asked for volunteers to help set it up. Ms. Rudloff and Ms. Payne volunteered. He also shared that the executive committee has contracted with Equinox for a permissions and policies project. The goal is to consolidate them both.

Migrations are continuing. Mary Kay Emmrich has been contracted by the consortium to work as a migration specialist. Ms. Disbro asked when the test server will be updated. Mr. Coalwell will follow up with Equinox.

Financial Report

Mr. Trinkle shared that the 990 form has been completed and filed. The final grant payment for FY 22 was received.

Cataloging Committee

Ms. Coleman mentioned that certified catalogers are also welcome to participate in trainings. The committee is continuing to work on variance reports. The next committee meeting will be held on December 12th.

Circulation Committee

Ms. Disbro shared that that pilot for the regional training was successful. The circulation committee will look at general training materials. The next committee meeting will be December 27th.

Reports Committee

The next meeting will be December 8th. Training is incorporated in each meeting.

Onboarding Committee

The next meeting will be January 5th.

Missouri State Library

The next Public Library Forum will be December 6th.

MALA

Linda has left and moved back east. With winter coming MALA will notify member libraries if there are route changes due to weather. Professional Development will slow down for December and January. Mr. Eifert shared that if a library is closed for weather they also need to notify MALA if the closing is on a delivery day. The form is linked on the ME website.

Ms. Garro made a motion to adjourn. Rachael Grime seconded. **Meeting adjourned.**

General Membership Meeting

October 13, 2022

Start: 10:00 AM

Attendance: Jake Johnson, Kate Coleman, Sue Lightfoot-Horine, Rachael Grime, Anita Dodd, Colleen Knight, D Devore, Emily Slama, Joy Mentink, Kristin Evans, Liz Rudloff, Monica Brown, Jordan Myers, Nancy, Rhonda Busse, Ron Eifert, Elizabeth Steffen, Tessa Moulton, Steve Campbell, Tony Miller, Teresa Miller, Jefferson County Library, Paul Schroedder, Ruth Lord, Stacy Hisle, Corina Thorne, Pamela Withrow, Tony Benningfield, Lee Ann Santee, Kevin Green, Megan Bishop, CHayes, KW, Carrie Cline, Jeff Trinkle, Rebecca Payne, Mickey Coalwell, Sydney Huff, Terri York, Janet Caruthers

Jake Johnson made a motion to approve the minutes from the previous meeting. Ron Eifert seconded.

Motion Carried.

Executive Board Report

Liz Rudloff, the new consortium cataloger, was introduced to the membership. Ms. Lightfoot-Horine also shared that the consortium presented three sessions at the Missouri Library Conference. They were well attended. Marcive is making changes to their process, so Ms. Rudloff is investigating an alternative called Backstage.

The Evergreen demo occurred, and had 36 participants.

Mr. Coalwell shared an update. The first grant payment for FY23 has been received. The final payment for FY22 has not been received yet. He also shared that there will be a pre-conference meeting at MPLD in December to discuss the User's Conference, which will occur in April 2023.

There are a couple of data and settings projects being investigated with Equinox. Ms. Rudloff will be working on migration data to find a way to ensure better matches. With several libraries planning to migrate in the next two years, the consortium is also looking at hiring a part-time migration specialist.

Financial Report

As stated, the first quarter grant payment has been received. The invoices for Marcive, dues & membership fees have also been sent out.

Cataloging Committee

Ms. Rudloff is updating and replacing templates. She is also reviewing the mapping points for migration.

Circulation Committee

There is an upcoming circulation training at Scenic Regional. It is scheduled to start at 10 AM, but there will be coffee served at 9:30.

Reports Committee

The Public Library Survey is open. If any members need help running reports, reach out to the committee and they are happy to help.

Onboarding

A meeting will be scheduled for November 3rd at 10 AM. Ms. York asked if there is a list of standard settings for migrating libraries. That is something that is currently being worked on.

Amigos

Invoices have been sent out, so if any libraries have not received one please reach out to Kristen Evans.

MOSL

The Tech Mini Grant applications are being reviewed. Summer Reading grants and Spotlight on Literacy grant applications are open.

MALA

The issue with courier bags going through USPS is happening again. It is being resolved, but libraries should reach out if they have an issue.

Kate Coleman made a motion to adjourn. Jake Johnson seconded. **Motion Carried.**

Missouri Evergreen Regular Membership Meeting

August 11, 2022

Start: 10:03 AM

Attendance: Mickey Coalwell, Sue Lightfoot-Horine, Ron Eifert, Brian Cleveland, Colleen Knight, Diane Disbro, Elizabeth Steffen, Gayle Harris, Emily Slama, Kendall Stratman, Jake Johnson, Janet Caruthers, Jeff Trinkle, JoEllen Pratt, Kate (Salem Public), Kate Coleman, Keith Gaertner, Lee Ann Santee, Leigh Gray, Lisa Garro, Marsha (?), Michael Davis, Monica Brown, Pamela Withrow, Pail Schroeder, Rhonda Bussee, Shannon Midyett, Stacy Hisle, Lori Mangan, Tony Benningfield, Tony Miller, Sandy Doyle, Allyson Harkins, Cindy (?), Rebecca Payne

The minutes from the previous meeting were presented. Kate Coleman made a motion to accept. Diane Disbro seconded. **Motion Carried.**

The fiscal year 2022-2023 budget was presented to the membership. Ms. Lightfoot-Horine mentioned that a line was added for the 2023 users conference, training & mileage was split into its own category, and a line was added to clarify contract services between LSTA funded and consortium funded. Jake Johnson made a motion to accept the budget as presented. Michael Davis seconded. **Motion Carried.**

Ms. Midyett shared that the FY 2021-2022 LSTA grant report will be due in September. A survey will be sent out to members, and she requests a quick turnaround on the responses so there is time to collate the results.

Mr. Eifert was asked to report on the interviews for the consortium cataloger position. Three candidates have been interviewed so far, and all have Evergreen experience. Ms. Lightfoot-Horine thanked Mr. Whitmore for the work that he has done over the past year.

Mr. Coalwell presented his Executive Director report. The user's conference will happen April 13-14th in Columbia at the Morenet offices. It will be a hybrid conference for those who cannot attend in person. The State Library has been very supportive of the conference planning. The goal is to offer training and education opportunities, as well as social interaction between the membership. The Show Me Steps grant can be used for conference attendance, for libraries who are interested. Ms. Disbro asked if the user's conference is meant to replace the proposed regional meetings, and Mr. Coalwell stated that it is in conjunction with regional meetings.

Next, the issue of adding branches and holds lockers was discussed. In the past the consortium has absorbed the cost of adding branches. Since that has been split out to be covered by the migration grant, it is time to look at restructuring the additional fees. Mr. Coalwell would like to explore direct billing for those services between the member library and Equinox. Ms. Midyett shared that the cost to add a new branch is \$1,000 and the cost to add a holds location is approximately \$150. Ms. Lightfoot-Horine suggested libraries who consider adding holds locations wrap the service fee into any grants they may be applying for. She also suggests starting this process on September 1st, but feels there needs to be an official policy. Mr. Coalwell will work on it.

Financial Report

Mr. Trinkle presented the financial report. The Marcive invoices and membership invoices will be processed and sent out the first part of September. Ms. Knight made a motion to approve the financial report. Ms. Midyett seconded. **Motion Carried.**

Cataloging Committee

Ms. Coleman shared that there have been 100 basic certifications and 57 advanced certifications completed so far. The committee is drafting a media piracy policy, which should be ready to present at the next membership meeting in October. Ms. Disbro asked if the policy includes language regarding advanced reader copies. Ms. Coleman believes so, but will look into it.

Circulation Committee

Ms. Busee shared that the committee met in July. They discussed the need for libraries to always include transit slips in items and also requested that libraries not use tape for transit slips or condition reports. She also reminded everyone that there is additional information in the “Materials Handling Best Practices” document that is located on the consortium website.

Reports Committee

They are continuing to help as individuals need assistance with running reports and training. The next committee meeting will be August 11th.

Onboarding Committee

Barton County is migrating in November. Stone County and Neosho-Newton County are partner libraries. Mississippi County will migrate in April 2023. St. Joseph, Bonne Terre, and Morgan County are all slated for the future. The next committee meeting will be October 6th. Ms. Disbro asked if any of the libraries would need to re-barcode. Mr. Coalwell shared that they do not.

Evergreen Demo

Ms. Disbro shared that it is scheduled for September 15th. Several libraries are planning to attend, and a few are going to watch the recording. There was some confusion about the demo. It is not meant to be a training for current members. That is being sorted out. There was some discussion about the benefits of new directors sitting in on the demo, since many are coming from outside the library world. Ms. Disbro will pass that information on to Mr. Campbell, who is organizing the demo.

Reciprocal Borrowing

Nothing has changed so far. They will be taking a vote on the current iteration at their next meeting. Discussion is still ongoing as to the best way to address reciprocal borrowing.

Amigos

Nothing to add.

MOSL

Funding for the user’s conference has been included in the grant request. The State Library is excited for the event. Ms. Caruthers reminded membership that the fee for holds lockers to be added can be

included in grant requests to MOSL. She also shared that the statewide contract with Tumblebooks is being cancelled, effective September 30th. The State Library is expanding what they cover for OCLC billing for ILL access fees. It does not cover cataloging or other services from OCLC.

MALA

If you need bags, email MALA. Please don't trade between consortium members. If there are issues with deliveries make sure to fill out the form on the MALA website. Mr. Eifert reminded everyone that there is a link directly on the consortium website.

Other Matters

No other business to discuss.

Michael Davis made a motion to adjourn. Mr. Trinkle seconded.

Missouri Evergreen General Membership Meeting

Thursday, June 9, 2022 – 10 a.m.

Attendance:

Tony Benningfield – Jefferson County

Steve Campbell – Scenic Regional

Brian Cleveland – Ralls County

Mickey Coalwell – ME executive director

Kate Coleman – Jefferson County

Michael Davis – Camden County

Diane Disbro – Scenic Regional

Anita Dodd – Douglas County

Ron Eifert – Sikeston

Rachael Grime – Little Dixie

Allyson Harkins – Cass County

Jackie Hawes – Trails Regional

Jacob Johnson – Webb City

Colleen Knight – Polk County

Sue Lightfoot-Horine – Livingston County

Ruth Lord – Scenic Regional

Lori Mangan – North Kansas City

Meredith McCarthy – Jefferson County

Gina Milburn – Barry-Lawrence Regional

Tony Miller – Poplar Bluff

Lee Ann Santie – Barry-Lawrence

Tiffany Scrogam – Cedar County

Emily Slama – Pulaski County

Elizabeth Steffen – Festus

Jeff Trinkle – Riverside Regional

Gregg Whitmore – ME consortium cataloger

Pam Withrow – Jefferson County

Terri York – Webster County

Janet Caruthers – Missouri State Library

Kristin Evans -- AMIGOS

The meeting was called to order at 10:03 a.m. by vice-chair Ron Eifert.

Minutes of April meeting – motion for approval by Jake Johnson, seconded by Colleen Knight. Passed by majority vote.

Executive Report

Missouri Evergreen activities at MPLD. Mr. Eifert shared that the shirts were passed out. Mr. Coalwell shared that the conference went well, and directors were able to interact. Galen Charleton, from Equinox, was in attendance. There were also around 12 members at the social event at the end of the conference.

Mr. Eifert presented the bylaws for approval. The bylaw changes were presented at the April meeting for members to review. The changes will affect the board positions, as previously discussed. No discussion. Approval of bylaws revision – motion for approval by Kate Coleman, seconded by Jake Johnson. Passed by majority vote.

New members of executive board were presented to the membership for consideration. Carrie Cline from Neosho and Anne Marie Gibson from Marshall Public Library are being appointed for new terms, Steve Campbell is being reappointed. The slate of officers for the next year are Sue Lightfoot-Horine, President; Ron Eifert, President Elect; Shannon Midyett, Immediate Past President; Jeff Trinkle, Treasurer; Rebecca Payne, Secretary. A motion to approve the appointments and officer slate was made by Colleen Knight, seconded by Rachael Grime. Passed by majority vote.

Mr. Eifert updated the membership on the RFQs for ILS services and financial services. Equinox was selected for ILS services, and Amigos was selected for financial services. No other vendors applied.

Barton County will be the next library to migrate. They are 6 months out, and will begin meetings in July. Mississippi County and St. Joseph are slated for 2023. Bonne Terre has not signed an MOU yet, but likely will.

The meeting calendar is on the website.

Executive Director Report

If you have not responded to the email regarding the t-shirts, please reach out.

Financial Report

Kristen Evans provided a financial overview. The second grant payment was received from MOSL. The insurance payment was made, as well.

Cataloging Committee

59 basic certifications, and 33 advanced certifications have been completed. In-person training continues. Greg Whitmore will fill in as interim chair until he leaves at the end of August. Nate Beyerink and Quincy Young are leaving, and Nancy Rowden will be joining the committee. There are still a couple of openings on the committee. Mr. Eifert shared that the in-person training was extremely helpful, and that Mr. Whitmore has done an excellent job in his role.

Circulation Committee

Ms. McCarthy has verified with the board that it is OK to ask Equinox to add the translate button to the catalog. This will translate what can be translated into Spanish. The best practices document has been edited to including labeling physical items with the number of discs. Rhonda Busse will be taking over as committee chair.

Reports Committee

The committee has been creating guides for individual reports. Committee will be sending out a questionnaire to determine what training the membership would be interested in. The committee is looking for additional members if anyone is interested.

Onboarding Committee

Barton County migrating in November or December 2022, Mississippi County and St. Joseph are migrating in 2023. The committee is looking for new members, as well.

MOSL

Barton County Library's grant has been received. June 30th is the end of the fiscal year. The next grant to open is the tech mini grant, which will open in August.

MALA

No report.

Motion to adjourn at 10:40 a.m. by Jake Johnson, seconded by Jeff Trinkle.

Missouri Evergreen Regular Meeting Minutes

April 14, 2022

Via Zoom

Attending: Diane Disbro, Jake Johnson, Ron Eifert, Jen Burns, Kristin Evans, Meredith McCarthy, Tony Miller, Elizabeth Steffe, Hannah Bitner, Anita Dodd, Greg Whitmore, Janet Caruthers, Monica Brown, Kate Coleman, Traci Clair, Brian Cleveland, Lee Ann Santee, Rachael Grime, Megan Michel, Mickey Coalwell, Rebecca Payne, Steve Campbell, Colleen Knight, Terri York, Rebecca Buckley, Tony Benningfield

The meeting was called to order by Vice Chair, Ron Eifert at 10:02 AM.

The Vice 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

The version 3.8 upgrade is scheduled for April 20th. It will start at 8 PM and should be done before the next morning.

We have received a signed MOU from Mississippi County, and are slated to join in spring 2023. Hannibal has discussed joining, but the decision has been put on hold for a year. No updates have been received from Morgan County. Mr. Campbell checked on Morgan County, and shared that they are bringing it to their board soon. Bonne Terre is also considering joining.

The Executive Committee did vote to join MOREnet as an organizational member. The cost is \$900 annually. Zoom accounts are available through that membership. Mr. Coalwell shared that committee chairs and Executive Chair have been assigned licenses. There are still a few available if Missouri Evergreen leadership feel that they need one.

Some issues with barcoding collisions came up after the last board meeting. Mr. Coalwell shared more about the issues. Some of the early libraries came in with shorter barcodes, and since the ILS requires unique barcodes there are issues with the barcodes of migrating libraries. The best way moving forward is to have a set schema. Moving forward that should not be an issue. However, libraries that have been in the consortium for a while, and have short barcodes, are starting to collide with each other. Moving forward, the consortium needs a policy to address the issue, and then needs to start moving libraries over to a long-form barcode for all new patrons and items, and hopefully retrospective rebarcoding as well. Ms. Disbro asked what the benefit of retrospective rebarcoding would be, if there aren't collisions currently. Mr. Coalwell explained that there have been collisions, most recently with Carrollton. Ms. McCarthy shared that Jefferson County has also had collisions with Riverside Regional. Ms. York shared that there was some sort of documented range at one point, under Mobius. Mr. Eifert stated that the libraries that migrated from Atrium seem to be the main issue because of the barcoding schema required by that ILS.

Mr. Eifert presented a revision to the bylaws, to rework some officer positions. The board approved the change to the bylaws. They are being presented to the membership to review, and then they will be

voted on in June. The main change will be to create a vice president, president, past-president, treasurer, recording secretary, and four members-at-large. Section 4 also includes duties of the offices are also listed out. There is also a section on hired staff. Mr. Coalwell shared that the main reason for the change is to provide continuity in leadership. Mr. Campbell and Ms. Knight agreed that this format has been followed informally, so this just formalizes the process.

RFP for ILS and Financial services was discussed. Mr. Coalwell shared that the ILS RFQ will go out the following day, and Equinox, Emerald, and PTFS Liblime will be invited to submit proposals. Additional vendors are welcome to apply. The timeline is fairly standard. Quality of support will be reviewed. Members are welcome to provide feedback to the board. An RFQ for financial services is also going out to determine if our contract can be simplified and costs reduced. It will go out after Executive Director and Treasurer review. Mr. Eifert asked if member libraries could provide Mr. Coalwell with recommendations for accounting services if they would like. Libraries are welcome to do so. Mr. Eifert also asked if we are interested in inviting Mobius to submit a RFQ for support services. Mr. Coalwell didn't see a reason not to, if the board wants to. Mr. Eifert felt that it would be a good idea since they are a Missouri company. Mr. Campbell and Ms. Coleman agreed. Mr. Campbell shared that he didn't feel anyone had been unhappy with Mobius in the past. The consortium didn't realize that they did not have to take the lowest bid, in the previous RFQ process. Ms. Disbro mentioned that the RFP document includes a request for training. She mentioned that there had been discussion about the consortium handling training, because vendor training wasn't specific enough to ME. Ms. Coleman asked if that included migrating libraries. Mr. Coalwell disagreed with moving in that direction because in the last two migrations he has seen that there are some specific components of the training that partner libraries do not have the training or time to provide. Mr. Campbell explained that prior to the buddy system training from Equinox was lacking, and led to issues with migrations. There was agreement that going back to solely relying on Equinox for training is not the best option. Rebecca Buckley at Rolla shared that the Equinox training was really good, and they did not have a lot of support from their partner library. Mr. Cleveland asked how long Equinox has provided support for the consortium. Ms. Coleman stated it has been three years.

Mr. Eifert shared that there will be an informational session at MPLD on June 2nd for those interested in ME. The regular meeting will be the following week. There will also be an informal social on Friday at Noon for directors of Evergreen libraries to interact.

There is a meeting calendar on the moevergreen.org website. It includes the live links for meetings, and the committee meeting dates.

Next membership meeting will be June 9th at 10 AM

Executive Director Report

Mr. Coalwell turned his time over to Andrea from Equinox, but she wasn't quite ready. He also shared that the first new director's orientation has happened. There is another scheduled for April 28th. There are two others scheduled, one for May and one for June. The orientation is meant to provide information and resources to Directors new to Evergreen.

Financial Report

As of March we are showing a negative debt income, but there are dues still coming in, and another grant payment.

Cataloging Committee

Consortium Cataloger, Gregg Whitmore, reported that the certification training is going well. 31 catalogers have completed basic training and 13 have completed advanced training. There will be 6 in-person trainings over the next three months. Currently taking signups for those trainings, but they are not required to attend. Ms. Coleman shared that it is a good way to meet other catalogers, and learn a few new things. Mr. Whitmore also shared that he will be re-recording a few sessions to accommodate changes from the upgrade. Mr. Eifert reminded everyone that there is a cataloger helpdesk email account now, which can be reached at cathelp@moevergreenlibraries.org. The next meeting will be Monday, May 9th at 11 AM.

Circulation Committee

Ms. McCarthy shared that the committee will be working on a cheat sheet for offline circulation. She also shared that she will be stepping down as committee chair at the end of June. She is looking for a replacement. Ms. Disbro discussed patron permission groups. Out of the list of 19, only 1 was not being used to assign specific permissions. The committee would like to request that it be removed. Additionally, a library requested the addition of the permission group "institution." It is possible to hide unused permission groups, so circulation staff do not see all of the permission groups in their list. The committee recommends removing "county students" and replacing it with "institution." Ms. Coleman asked if the restrictions are done by workstation. Ms. Disbro shared that it can be done by user or by branch. All voted in favor of the recommendation. **Motion carried.** The next Circulation Committee meeting will be April 26th.

Reports Committee

Tony Miller shared the reports committee update. Right now they are in a holding pattern until the simple reporter is live. They will re-identify areas that may need additional training, and identify any areas that may need to be addressed. Ms. Coleman asked if the simple reporter can be implemented prior to our upgrade to 3.9, which won't happen for a year. Mr. Coalwell shared that he would have to look into it, but he believes that there are some issues with adding it to 3.8.

Onboarding Committee

Lee Ann Santee shared that the committee is making plans to add more committee members. Barton County has signed an MOU and expects to go live in November or December 2022. Mississippi County will join in spring 2023. St. Joseph has signed an MOU and will go live summer 2023. Ms. Santee provided her email address, leeann@blrlibrary.org, for anyone who wants to attend onboarding meetings. Mr. Eifert asked how many spots are still open for migration this year. Ms. Santee believes that they are full. Mr. Coalwell believes there is one, but we do not have to migrate five each year because of the grant restructure. Mr. Eifert pointed out that our migration timeline for a library has expanded to a full year, so there would not be time anyway.

Reciprocal Borrowing Committee

There was a draft of the reciprocal borrowing agreement sent out. Mr. Johnson shared that the current draft is fairly short and sweet. The main portion relates to lost and damaged items. Ms. York asked for clarification as the document indicates that for a patron to receive services at reciprocal borrowing libraries, they would need to have a library card at both. Mr. Johnson confirmed. Ms. York stated that there was a patron using a Lebanon card at her library. Mr. Johnson confirmed that it should not be possible, per the old agreement and there might be an issue with settings. Ms. McCarthy shared that there are some back-end issues that are causing this issue. Ms. York feels that duplicate cards for a patron at multiple locations will be messy. Mr. Campbell pointed out that one issue with using one card is that each library has its own policies. Other consortia have shared policies. Ms. Payne asked Mr. Coalwell to provide his experience with the Northeast Kansas Library System, as a consortium with similar characteristics to Missouri Evergreen. They had one card per patron, and applied the policies of the library where items are checked out. Mr. Coalwell feels that this would be the best way to move forward. Ms. Coleman shared that she had asked Equinox how difficult it would be to prevent a card from working at non-home libraries, and they shared that it is very complicated. Ms. Neiman (from Equinox) shared that there is a short-cut that has recently been developed, that could be further developed to apply.

Mr. Campbell asked for clarification because Mobius had restricted card access for his system and it was done easily. Ms. Neiman shared that in that instance, it was a one-to-one situation versus mapping an entire consortium, which exponentially increases the amount of work. Mr. Campbell expressed that he does not think a “one card” method would work at this time, without having consortium wide policies.

Equinox

Mr. Coalwell introduced Andrea Buntz Neiman, the account manager at Equinox.

Amigos

Ms. Evans shared that Amigos has been working on getting signers updated, and establishing online bill pay. She also reminded everyone that MARCIVE gets billed at the end of the fiscal year.

MOSL

Janet Caruthers shared that MOSL is working on their annual LSTA budget.

MALA

Ms. Mulvihill-Jones shared that the USPS issues are still rolling in. Please provide information to MALA, so they can track the problem. It appears to be an issue in a warehouse. MALA’s courier RFP went out to six companies, only two responded. One was a 34% increase, and the other was a 115% increase. They are still working on contract negotiations. She also shared the upcoming training opportunities offered by MALA.

Mr. Eifert reminded everyone that there is a link on the ME website to the MALA reporting forms.

Mr. Eifert also mentioned that Ms. Lightfoot-Horine, the Treasurer, is recommending that the consortium adopt a set of financial policies that codifies how things are already being handled. It will likely be introduced at the June meeting. He also shared that Ms. Midyett is requesting an approval of up to \$2,500 to purchase promotional materials to commemorate the 10th anniversary of the

consortium. Ms. York made a motion to approve up to \$2,500 to purchase promotional items. Mr. Johnson seconded. All in favor. **Motion carried.**

Mr. Eifert asked if there were any other matters to discuss. There were none.

Jake Johnson made a motion to adjourn. Tony Benningfield seconded. All in favor. **Motion Carried.**

Missouri Evergreen

Record of email vote

March 16, 2022

On Wednesday March 16, 2022 Shannon Midyett emailed a recommendation from the Cataloging committee to all board members. The committee requests that the board approve up to \$2,500 in travel expenses for regional in-person catalog certification trainings in the following regions:

- West Central (Trails or Cass)
- South West (Polk or BLRL)
- Central (Heartland? Rolla?)
- East Central (Scenic or JCL)
- South East (Riverside or Sikeston)
- North (Livingston?)

Ms. Payne asked for clarification regarding who would receive the travel reimbursement, and Ms. Midyett stated it would be for the consortium cataloger.

The board approved via email to make the changes as stated. **Motion Carried.**

Missouri Evergreen Regular Meeting Minutes

February 10, 2022

Via Zoom

Attending: Janet Caruthers, Leatha Walsh, Leigh Gray, Allyson Harkin, JoEllen Pratt, Shannon Midyett, Anita Dodd, Charity Ramsey, Colleen Knight, Diane Disbro, Emily Slama, Gregg Whitmore, Heartland Regional?, Jane Mulvihill-Jones, Jennifer Burns, Kate Coleman, Kendall Stratman, Lee Ann Santee, Meredith McCarthy, Mickey Coalwell, Monica Brown, Nate Beyerink, Ron Eifert, Jeff Trinkle, Kate McBride, Kristin Evans, Lisa Garro, Brian Cleveland, Carrie Cline, Lori Mangan, Stephanie Bloss, Steve Campbell, Doris Baker, Elizabeth Steffen, Elizabeth Bradley, Jackie Hawes, Dan Brower, Steve Erichsen, Robin Westphal, Eva Dunn, Stacy Hisle, Rebecca Payne

The meeting was called to order by Executive Chair, Shannon Midyett, at 10:02 AM.

The Chair called for an approval of the minutes from the prior meeting. Diane Disbro stated that the date for the January circulation meeting should have been listed as January 25th in the prior minutes. Colleen Knight made a motion to approve the minutes with changes. Ron Eifert seconded the motion. All voted in favor. **Motion Carried.**

Executive Report

Ms. Midyett informed the membership that the upgrade to Evergreen version 3.8 is still scheduled for April. She verified that the timeframe still works for the membership. She also shared that version 3.8 will not include the simple reporter, that is an upgrade that will be included in version 3.9.

Cedar County has finished rebarcoding, and started resource sharing January 10th. Reynolds County will have a staggered go-live.

Mickey Coalwell provided some Executive Director updates. They are planning a “new director” training this spring, for directors new to Missouri Evergreen. He and Ms. Midyett are making progress to reorganize their rolls and identify improvement.

Ms. Midyett mentioned that Mr. Coalwell is also reaching out to each member library directly.

Financial Report

Kristin Evans from Amigos presented the financial report. She reported that January was a quiet month. She did request that if there is a leadership change at a member library Amigos needs to know. They need to ensure that invoices go to the correct person.

Cataloging Committee

Consortium Cataloger, Gregg Whitmore, reported that the certification training is basically ready. It has not been loaded on the website yet, but it should be soon. He also mentioned that it may be beneficial for other library staff to review. All catalogers will be required to complete both basic and advanced training, and the committee is tentatively looking at a six month window to complete the training. At the upcoming catalog committee meeting they will go into more detail about the requirements. However, each library will be required to have at least one cataloger certified at the advanced level. Mr. Whitmore stated that he aimed for each level to have approximately eight hours of content. The committee also

intends for catalogers to re-certify every two years. Ms. Coleman also requested that the committee be notified if a library hires a new cataloger. Mr. Whitmore also shared that he would be willing to do face-to-face training. Ms. Midyett stated that they are looking into some regional training opportunities. Mr. Beyerink reminded everyone that there is a cataloger helpdesk email account now, which can be reached at cathelp@moevergreenlibraries.org. He also reminded everyone that the next cataloger meeting is on February 14th.

Circulation Committee

Ms. McCarthy shared the “Damaged Materials Best Practices” document. The circulation committee made a referral to accept the document as part of the consortium circulation procedures. All voted in favor. **Motion Carried**

Reciprocal Borrowing Committee

Jeff Trinkle shared the latest draft of the agreement. Ms. Disbro suggested changing the term “owning library” to “lending library” to match language in other documents. Ms. Coleman asked for clarification regarding the apparent removal of two paragraphs. Ms. McCarthy stated that they don’t need to be removed, just re-worked. Mr. Trinkle will reword to better fit. Ms. McCarthy was concerned that some of the wording is contradictory to other policies. There is also some question about settings for reciprocal borrowing. Mobius had indicated it was a simple process. According to Ms. Midyett, Equinox stated there is quite a bit of coding required to set it up. Ms. Midyett then restated that Mr. Trinkle will re-word the two questionable paragraphs and present an updated draft at the April meeting. Mr. Trinkle agreed, and stated the committee would meet before then. Ms. McCarthy asked if the circulation policy needs to update the language from “owning library” to “lending library”. Ms. Midyett said she felt that could be done without a motion.

Reports Committee

Steve Erichsen shared the reports committee update. Right now they are in a holding pattern until the simple reporter is live. They will create handouts when it is available. The next committee meeting is February 7th. Ms. Midyett also reminded the membership that they can reach out to the committee for help with running reports.

Onboarding Committee

Lee Ann Santee shared that Ralls County will go live on March 24th. Barton County has signed an MOU and expect to go live in November or December 2022. St. Joseph has signed an MOU and will go live May 2023. Ms. Midyett shared that Hannibal is taking the MOU to their board this spring, and would go live fall 2023. Morgan County is considering the MOU. Mr. Campbell shared that Morgan County would be presenting to their board that day. Ms. Midyett shared her plan to build a guide for default settings to include in onboarding, which can then be customized. Ms. Santee provided her email address, leeann@blrlibrary.org, for anyone who wants to attend onboarding meetings. Ms. Coleman asked if there had been many responses to the request for migration libraries. Ms. Midyett stated that there had not been.

Amigos

Ms. Midyett requested that Amigos provide a written report so that the consortium can see what it takes to run the consortium. Ms. Evans shared that they handled financial processing, worked with the board to get her on the accounts a signatory, and they are in the process of investigating online bill pay.

MOSL

Ms. Westphal shared that they would have a representative from the consortium at the New Director orientation. Current grants open are the technology ladder, digitization, and spotlight on literacy, grants. MOSL is working on their yearly LSTA plan and webinars. Ms. Dunn asked if there was any word on federal grant money for capital projects. Ms. Westphal said there has not seen if the governor has requested the money, but there were other plans in place for it, other than libraries.

MALA

Ms. Mulvihill-Jones reminded the membership that there is a monthly meet & greet session with MALA staff. They have upcoming training on Intellectual Freedom. She also reminded everyone to notify MALA if there are sudden closures.

Mr. Coalwell asked if there was an update on the issues with the Rolla route. There are still 200 items in transit. Ms. Mulvihill-Jones stated that the items were in route, but may have been slowed by the bad weather. MALA is also working on a new website.

Mr. Cleveland asked if MALA needs to be notified of closures on non-delivery days. It was reported that it is helpful in case of makeup delivery days. Ms. Disbro asked if there was anything the consortium can do to prepare the courier, prior to a library going live. Ms. Mulvihill-Jones requested that the libraries talk with their courier driver to prepare them for the increased volume.

Ms. Midyett asked if there were any other matters to discuss. There were none.

Kate Coleman made a motion to adjourn. Jeff Trinkle seconded. All in favor. **Motion Carried.**