

MISSOURI EVERGREEN (MEC)
GENERAL MEMBERSHIP MEETING
COURTYARD BY MARRIOTT, COLUMBIA, MO & VIA ZOOM
THURSDAY, DECEMBER 4, 2025

MINUTES

PRESENT: Amy England, Amy Hopkins, Angie Bayne, Ashley Bryant, Belinda Birrer, Bethany Barton, Carol Darrow, Carrie Cline, Christa Van Herreweghe, Christina Pryor, Christy Allen, Claudia Young, Colleen Knight, Corina Thorne, Cory Mihalik (MSL), Elizabeth Steffen, Emily Slama, Erin Phelps, Erin Strodman, Frankie Lea Hannan, Gaylee Harris, Gina Milburn, Greg Carter, Heather Arnold, Jackie Hawes, Jake Johnson, Jane Mulvihill-Jones (MALA), Janet Caruthers (MOSL) Jodi Polk, Julie Yockey, Karen Young, Kate Coleman, Kate McBride, Kathleen Gallagher, Katie Earnhart, Krista Dallas, Lee Ann Santee, Lisa Garro, Liz Rudloff, Lori Mangan, Macee Garvey, Madison Morris, Mary Beth Revels, Mary Kay Emmrich, Maryann Knorr, Matt Rahner, Megan Bishop, Megan Maurer, Michelle Swane, Patrick Wall, Paul Schroeder, Rachel Sparks, Rebecca Buckley, Rebecca Lewis, Regina Lamont, Rhonda Busse, Robin Hudson, Ron Eifert, Sara Luellen, Scott Bonner, Shannon Midyett, Sharon Kirkpatrick, Sherri Luce, Stacy Hisle, Stacey Embry, Steve Campbell, Sue Lightfoot-Horine, Susan Knox, Tacara Sullivan, Terri York, Terry Blauvelt (MOSL), Tiffany Taylor, Tina Chaney, Tracy Byerly (Amigos).

CALL TO ORDER: Meeting called to order at 10:01 am by President K. Coleman.

APPROVAL OF MINUTES: Motion by J. Johnson to approve the minutes. Second by S. Lightfoot-Horine. No discussion. Motion carried.

EXECUTIVE BOARD REPORT: K. Coleman updated the group on recent news including the Board's working session focused on the financial sustainability of MO Evergreen.

EXECUTIVE DIRECTOR REPORT (C. Knight):

Migrations – Sedalia, Bonne Terre, and Centralia have signed MOUs, migration grants and are now working with Equinox on their migrations. Missouri River Regional Library is our newest MEC member with migration yet to be determined.

Message Bee – Issues still ongoing with about 10 libraries. They have been moved to their own “campaign” group to determine what is causing the issue. We are nearing our max number of texts under our current contract and will need to purchase more; 1,000,000 will cost \$9,000.

April 24th at Stoney Creek will be the MEC Users Conference. Robin Westfall will be the keynote. Please share ideas for presentations or volunteer to present one.

ASPEN - Five more libraries will be added in the spring of 2026. Contact Colleen if you would like to be in this next group. Another group of five will be added in the fall.

Working sessions – The MEC Board is having monthly work sessions. Topics include funding/sustainability, hiring and retaining staff, recruitment of new MEC members, bylaws revision, reports and any other issues that have been identified by the membership.

FINANCIAL REPORT: K. Earnhardt presented the Financial Report with an overview of documents from the Board packet. On the Balance Sheet: Assets of \$645,712.97, Accounts Receivable includes member library invoices that have not been paid with \$33,678 outstanding and incoming

grant payment funds. R. Eifert made a motion to approve the Financial Report. P. Wall seconded the motion. Motion carried.

COMMITTEE REPORTS:

Cataloging: by S. Luellen – There will be an upcoming deduplication process with Equinox. Liz will begin scheduling regional trainings in the new year. January 12th is the next cataloging meeting.

Circulation: by R. Busse - Moving ahead with the permissions project changes. Every library using General Staff will need to move staff to other permissions more appropriate to their duties (circulation, cataloging, administration). The General Staff permission will be removed from use at the end of January. This applies to either primary or secondary permissions. Rhonda will be contacting libraries that need to make this change. Contact Liz Rudloff if you have questions about cataloging permissions or need to move staff to another level.

As part of the annual Equinox patron purge; reminder to delete patron accounts that have been expired for 3 years. This is required by the consortium to maintain an accurate database. Rhonda will send out instructions by email, or you can contact her for assistance.

The next Circulation Committee meeting will be January 27 at 11am.

Reports: by H. Arnold. The committee is compiling the results of the recent survey that was sent out. 37 responses from 36 libraries. If you want to share your concerns and have not done the survey, send an email to someone on the committee. Next meeting is December 11th at 2pm.

CAN: by L. Santee. The committee has submitted the Local Admin Manual for approval to the Board. The manual will be updated in early 2026. A glossary of MEC terminology will be completed and posted online. An upcoming project will be training mentors. Next meeting December 10th at 1pm.

MALA: Please update MALA with weather closures using the Google form on the website. On I-70 a large carrier truck transporting between hubs was in a multi-car accident and materials inside are still in the truck in a tow lot. MALA will update as they know more about the status of those materials. There have been a couple of incidents that warranted materials claims for reimbursement to Henry. For those involved, invoices have been sent for reimbursement. The tracking project is still moving along and will soon be testing with the first pilot libraries.

MO STATE LIBRARY: Cory Mihalik – The federal shutdown is over, and funds are flowing again. Grant payments will hopefully be going out soon. Migration grant questions should be directed to Cory or Terry. There is still a great amount of uncertainty with the future LSTA funds. Cory is working with Colleen to improve MEC reports to make the annual survey reporting easier.

OTHER MATTERS: No other matters.

ADJOURNMENT: C. Cline made a motion to adjourn the meeting. Second by J. Johnson. Motion carried. Meeting adjourned at 10:49am.

Terri York, Secretary

MISSOURI EVERGREEN (MEC)
GENERAL MEMBERSHIP MEETING VIA ZOOM
THURSDAY, OCTOBER 16, 2025
MINUTES

PRESENT: Amy England, Ashley Bryant, Bethany Barton, Bill Coleman, Carol Darrow, Carrie Cline, Colleen Knight, Corina Thorne, Darcy Humphrey, Elizabeth Steffen, Erin Phelps, Frankie Lea Hannan, Greg Carter, Heather Arnold, Jackie Hawes, Jake Johnson, Jane Mulvihill-Jones, Janice Richardson, Jennifer Shea, JoEllen Pratt, Karen Young, Kate Coleman, Kate McBride, Kathleen Gallagher, Katie Hill Earnhart, Kristin Evans, Lee Ann Santee, Leigh Gray, Liz Rudloff, Lori Mangan, Macee Garvey, Mary Beth Revels, Mary Kay Emmrich, Maryann Knorr, Patrick Wall, Paul Schroeder, Rachael Grime, Rebecca Buckley, Regina Lamont, Rhonda Busse, Robin Hudson, Ron Eifert, Sara Luellen, Sarah Gockley, Sarah Palmer, Scott Bonner, Shannon Midyett, Sue Lightfoot-Horine, Teresa Miller, Terri Moser, Terri York, Tony Miller, Traci Clair.

CALL TO ORDER: Meeting called to order at 10:04 am by President K. Coleman.

APPROVAL OF MINUTES: Motion by S. Lightfoot-Horine to approve the minutes. Second by J. Johnson. No discussion. Motion carried.

EXECUTIVE BOARD REPORT: K. Coleman updated the group on recent news. MEC had a Board Retreat on September 26 at the Polk County Library in Bolivar.

EXECUTIVE DIRECTOR REPORT: C. Knight updated the group. Ozark Regional Library migrated on October 1st and had a smooth transition. Upcoming migrations: Sedalia and Centralia have had their migration grants approved. Morgan County and Little Dixie will be their mentor libraries. Bonne Terre is close to having their migration grant approved. Crystal City is working on their barcoding grant. Lewis Library has had their grant timeline extended.

Message Bee: ASPEN libraries have been moved to their own group to assist with SPAM issues.

2026 MEC User's Conference – save the date for April 24th at Stoney Creek Hotel in Columbia.

ASPEN Spring Cohort of 5 new libraries. Inform Colleen if you want to be one of five to transition to ASPEN.

Colleen presented the MEC Annual Report and asks that we share it with our library Boards.

FINANCIAL REPORT: S. Midyett presented the Financial Report with an overview of documents from the Board packet. On the Balance Sheet: Assets of \$595,964.53, Accounts Receivable of \$209,018.26 which includes member library invoices that have not been paid and incoming grant funds. J. Johnson made a motion to approve the Financial Report. S. Lightfoot-Horine seconded the motion. Motion carried.

COMMITTEE REPORTS:

Cataloging: S. Luellen updated on the Evergreen random logout issue. Equinox reported "We are planning to increase capacity in tomorrow night's maintenance window to allow a lot more staff accounts to be online without being pushed out and forced to get a new login token. We think that it may be related to the addition of new libraires causing authentication tokens to just not last as long as they should. This

should help and possibly alleviate these problems.” Reminder to attend the next cataloging meeting Nov 10th at 11am.

Circulation: R. Busse reported. The committee has added clarification to the circulation policy regarding meeting attendance. Members can watch the meeting live or watch a recording or read the committee minutes. If watching a recording or reading the minutes you must submit a summary to the committee chair (Rhonda).

Reminder about the annual patron purge that is required for security. For help, review the instruction documents online or contact Rhonda.

Text Messaging: Unchecking SMS on a patron account will only keep the patron from receiving patron hold messages. To opt out of all text notifications you need to uncheck SMS AND remove the phone number from SMS/text.

The next Circulation Committee meeting will be Oct 28th at 11am.

Reports: T. Miller unavailable for report. Reminder that the PLS survey date has been moved up. The Reports Committee has an instructional slideshow on the MEC website and a folder of templates on Evergreen for reports needed for the survey.

CAN: Please review the report from L. Santee in the packet. M. Emmrich updated on mentoring libraries for upcoming migrations. Carrollton will mentor Lewis Library, Festus for Crystal City, DeSoto for Bonne Terre, Little Dixie for Centralia and Morgan County for Sedalia. Next CAN meeting will be Nov 12th at 1 pm.

MALA: J. Mulvihill-Jones gave an update. Don't forget to check out upcoming webinars offered by MALA. MALA has a Meet and Greet once a month at 2pm via a link in the MALA newsletter. Tracking system for courier items has been delayed. Warehouse issues have improved. If you receive back any of your lost items from the June, St. Louis hub issue please let MALA know.

MO STATE LIBRARY: Unavailable for comment.

OTHER MATTERS: No other matters

ADJOURNMENT: C. Cline made a motion to adjourn the meeting. Seconded by K. Gallagher. Motion carried. Meeting adjourned at 10:44am.

Terri York, Secretary

MISSOURI EVERGREEN (MEC)
GENERAL MEMBERSHIP MEETING

VIA ZOOM

THURSDAY, AUGUST 14, 2025

MINUTES

PRESENT: Carrie Cline, Colleen Knight, Terri York, Jacob Johnson, Debbie Jones, Greg Carter, Sharon Kirkpatrick, Shannon Midyett, Rhonda Busse, Bethany Barton, Chris Martin, Kate Coleman, Maryann Knorr, Lori Mangan, Paul Schroeder, Ashley Bryant, Mary Beth Revels, Macee Garvey, Regina Lamont, Lisa Irvine, Mary Kay Emmrich, Lisa Garro, Tacara Sullivan, Elizabeth Steffen, Susan Hoch, Gina Milburn, Kim Schmid, Patrick Wall, Stacy Hisle, Kessie Osborne, Olivia Capps, Darcy Humphrey, Heather Arnold, Karen Young, Carol Darrow, Liz Rudloff, Megan Bishop, Bill Coleman, Jennifer Shea, Leeann Santee, Christa Van Herreweghe, Chris Kloeppel, Sue Lightfoot-Horine, Gaylee Harris, Heather Nitzel, Traci Clair, Ron Eifert, Alicia Shepherd, Belinda Birrer, Rebecca Lewis, Rebecca Buckley, Amy England, Janice Richardson, Tony Miller, Leigh Gray, Steve Campbell, Sarah Shoberg, Kristin Evans, Jane Mulvihill-Jones, Cory Mihalik.

CALL TO ORDER: Meeting called to order at 10:03 am by President C. Cline.

APPROVAL OF MINUTES: Motion by K. Coleman to approve the minutes. Second, by C. Van Herreweghe. No discussion. Motion carried.

EXECUTIVE BOARD REPORT: FY2026 Budget reviewed by S. Midyett. MEC's LSTA Grant has been approved and this year there is full coverage for hosting and support with Equinox. Two paid employees are included in the Budget. Surplus of \$121,931 largely due to the higher amount received in grant funds. The surplus funds will go into reserve funds. Questions concerning why membership fees were increased when there is a surplus. A goal of MEC is to become fully financially sustainable without assistance from LSTA (federal funding). This goal requires fees to increase to meet more expenses and less funds from federal sources. J. Johnson moved to adopt the FY26 Budget as presented. S. Lightfoot-Horine seconded the motion. Question on when fee structures are reviewed/revised; every 3 years. Motion carried.

When is MEC required to send out RFPs for the support contract. As a non-profit it is not required, however LSTA grant proposals would require it. Current contract was recently signed for 3 years.

MEC Fee Schedule: S. Midyett reviewed the Membership Fee Schedule presented in the packet. Authority Control fees are billed separately based on annual statistics. MEC Fees and Catalog enhancements will be in one bill together. ASPEN libraries will have an additional Discovery Layer fee. Check your library fees on the schedule to make sure they are correct for your library. One member brought up evaluating the amount used to calculate the Base fee value to account for inflation. Motion to approve the Syndetics and Backstage fees as presented made by C. Van Herreweghe, seconded by J. Johnson. Motion carried.

ASPEN billing of shared cost can be calculated two ways; based on total income or total circulation. C. Van Herreweghe made a motion to calculate, and bill based on Total Income. Seconded by K. Coleman. Motion carried.

EXECUTIVE DIRECTOR REPORT: C. Knight updated the group on future migrations. Ozark Regional Library will migrate back to MEC on October 1st. Bonne Terre, Crystal City, Centralia, Sedalia and Lewis Library all plan to migrate this fiscal year. MO River Regional Library and Library of the Ozarks have applied for membership and would like to migrate in FY27.

Message Bee: Messages were being marked spam for approximately 10 libraries. Some settings have been modified, and the problem has been resolved at this point.

The annual MEC Survey has been sent out to members, and it is required for the LSTA Grant.

Soft launch of ASPEN for the next group of libraries: West Plains, Webb City, Livingston County, North Kansas City, Cameron. Members questioned issues with Renaissance AR book finder and EBSCO Database and ASPEN. ASPEN listserv access is on the website if you would like to join.

Support Desk Contacts for each library have been updated.

FINANCIAL REPORT: S. Midyett presented the Financial Report with an overview of documents from the Board packet. MEC has Assets of \$308,795.63 on the Balance Sheet. Negative balance in Net Income due to prepaying expenses prior to receiving grant payments and membership fees. This will continue until those sources of income are received. T. York made a motion to approve the Financial Report. T. Miller seconded the motion. Motion carried.

COMMITTEE REPORTS:

Cataloging: Thank you to the libraries that have more staff, including circ staff, doing the Basic Cataloging certification. Best practices for weeding will be worked on by the committee in the coming months.

Circulation: R. Busse presented an overview of the report in the meeting packet. Committee is finalizing permissions changes and will have them implemented on the test server. Libraries will receive notice of changes before they go live. If a library would like to change the time your notices are sent out, please submit a Help Desk ticket to Equinox.

Reports: T. Miller reported that the committee is working on cleaning up reports in the Shared Folder to make sure they produce accurate results. Reports training at 2:00 today.

CAN: L. Santee presented the report. The committee is working with all the new migrating libraries. They are also continuing their work on a Local Administration Manual. M. Emmrich is creating a mentoring the mentor program in Odoo. If anyone is interested in being a mentor library or serving on the committee, please reach out.

MALA: J. Mulvihill-Jones let everyone know that MALA is just beginning to have meetings and training on courier tracking. When the time comes, there will be a few pilot libraries that will start tracking and more libraries will be brought on slowly

MO STATE LIBRARY: C. Mihalik confirmed the award of the LSTA to MEC. The State Library is hoping to get as many libraries migrated to MEC as possible due to the uncertainty of future funding. Cory reminded everyone about upcoming Grant and SRP Reporting deadlines. The State Library staff is continuing to do visits to libraries.

OTHER MATTERS: K. Coleman offered our thanks to Carrie Cline for her leadership as this is her last meeting as President.

ADJOURNMENT: J. Johnson made a motion to adjourn the meeting. Seconded by S. Lightfoot-Horine. Motion carried. Meeting adjourned at 11:20 am.

Terri York, Secretary

MISSOURI EVERGREEN (MEC)

GENERAL MEMBERSHIP MEETING

BEST WESTERN INN & CONFERENCE CENTER, BRANSON, MO & VIA ZOOM

THURSDAY, JUNE 5, 2025

MINUTES

PRESENT: Mary Beth Revels, Rachael Grime, Katie Earnhart, Corina Thorne, Steve Campbell, Stacey Embry, Janet Caruthers, Megan Bishop, Sue Lightfoot, Eva Dunn, Erin Strodtman, Ron Eifert, Jake Johnson, Shannon Midyett, Michelle Swane, Steve Potter, Claudia Young, Scott Bonner, Angie Bayne, Frankie Lea Hannan, Jackie Hawes, Lisa Garro, Greg Carter, Janice Richardson, Emily Slama, Louise Beasley, Teresa Miller, Tiffany Taylor, Kerry Bruce, Gina Gibbons, Tacara Sullivan, Patrick Wall, Christa Van Herreweghe, Kathleen Gallagher, Robin Hudson, Carol Darrow, Gina Milburn, Rebecca Lewis, Sherri Luce, Julie Yockey, Carrie Cline, Jane Mulvahill-Jones, Lori Mangan, Rebecca Buckley, Colleen Knight, Jodi Polk, Jeana Gockley, Abby Yellman, Sharon Kirkpatrick, Hazel Sheets, Essy Day, Elizabeth Plotner, Vicky Gulley, Terri York, Amy Caffey, Heather Arnold, Karen Young, Rhonda Busse, Sara Luellen, Darcy Humphrey, Matt Rahner, Erin Phelps, Ashley Bryant, Bethany Barton, Krista Dallas, Elizabeth Steffen, Macee Garvey, Liz Rudloff, Paul Schroeder, Bill Coleman, Gaylee Harris, Mary Kay Emmrich, Kate McBride, Stacy Hisle, Lee Ann Santee, Kristin Evans, Regina Lamont, Ashley Bryant, Rebecca Noot.

CALL TO ORDER: Meeting called to order at 10:02 am by President C. Cline.

Introduction of Colleen Knight as MEC's new Executive Director.

APPROVAL OF MINUTES: Motion by C. Van Herreweghe to approve the minutes. Seconded by E. Dunn. No discussion. Motion carried.

EXECUTIVE BOARD REPORTS: President Cline offered her thanks to S. Potter for working with Colleen to transition the Executive Director position.

EXECUTIVE DIRECTOR REPORT: Executive Director C. Knight updated the group on future migrations. Ozark Regional Library has been approved to rejoin MEC, Bonne Terre Memorial Library is finished with barcoding and will move on to the migration process, Centralia Public Library has received a barcoding grant, Lewis Library of Glasgow also working on barcoding with their grant. Crystal City has been accepted into MEC. These five libraries will work toward migrating in this upcoming fiscal year that starts in September.

FINANCIAL REPORT: S. Midyett presented the Financial Report with an overview of documents from the Board packet and an email she recently sent updating those reports. MEC has Assets of \$340,773.28 on the Balance Sheet. S. Lightfoot Horine made a motion to approve the Financial Report. J. Johnson seconded the motion. Motion carried.

Membership Fee Proposal: A revised fee proposal schedule was emailed out this morning. The current \$903 base fee will increase to \$950 for FY26, \$1000 in FY27, and \$1100 in FY28. The over-base fee will increase from .3% to .35%. The proposed increase in funds would add \$64,771.08 in additional revenue for FY26. The proposal allows for a slow growth of revenues to help make MEC

more financially sustainable in light of current LSTA funding issues. The Membership Fee Proposal will be voted on in August.

COMMITTEE REPORTS:

Cataloging: L. Rudloff presented the report. Sixty catalogers participated in regional training sessions which have been completed for FY25. If you need additional training, please contact Liz. One reminder for catalogers; catalog maps as books. The next Cataloging Committee meeting is June 9th.

Circulation: R. Busse presented an overview of the report in the meeting packet. Reminder that each library must attend at least four meetings per year. Seven libraries are currently not compliant with that requirement. Reminder to sign in at the meetings in the chat. If you view the video in the You Tube link on the MEC webpage email R. Busse to update your attendance record. Equinox was asked to create a Missing Pieces item status. Please use this when marking something with missing pieces instead of Missing. See the report in the packet for instructions. Next committee meeting is June 24th.

Reports: None given.

CAN: M. Emmrich presented the report. The committee is continuing their work on a Local Administration Manual. They are also compiling a Glossary of Evergreen Terms. Next meeting is June 18th.

Comments from the audience concerning meeting attendance requirements and the difficulties of someone from small libraries attending. Rationale behind why there is an attendance requirement. A broader discussion on possible compromises for the requirement and changes to meeting structure.

MALA: J. Mulvihill-Jones gave an update. Annual Agreements were sent out and are due back to MALA. The Annual Survey sent out by email is required as part of being a grant recipient and due June 15th. Submit one survey per library district. Please add your patron stories to the survey in the last box asking for comments. Invoices have been sent out with payments due in August. A new contract has been signed with Henry (now called Capital Express). The last contract's cost increased by 34% over the prior one, this new contract reflected an increase of 9%. Tracking will be available in late summer/fall. However, the tracking system will put most of the work on libraries NOT the courier. Reusing labels will not be possible as the barcode will go on the label and be unique for each package. More info will be provided as MALA has it. Please keep accurate statistics for outgoing items as those are the statistics used when MALA negotiates new contracts.

MO STATE LIBRARY: No report at this time.

OTHER MATTERS:

Governance:

Acknowledgment of Expiring Board Terms: Current Board members with expiring terms are Mary Beth Revels, Jake Johnson, and Carrie Cline. Thank you to these Board members for their hard work and service to MEC. C. Cline and J. Johnson are running for reelection.

Executive Board Nominees: R. Eifert presented a slate of nominations for election. An electronic ballot good for two weeks will be sent to each director in an email this week. Terms will be assigned by ranked choice according to voting results for Class C seats. Six vacancies for the MEC Board are listed below with those running for each seat listed.

One Class A seat is open: Carrie Cline, Neosho Newton County Library

One Class B seat is open: Greg Carter, West Plains Public Library
Jacob Johnson, Webb City Public Library

Three Class C seats are open: Megan Bishop, Reynolds County Library
Kathleen Gallagher, Richmond Heights Public Library
Sarah Palmer, Brentwood Public Library

One At-Large seat is open: Scott Bonner, Ferguson Public Library
Kerry Bruce, University City Public Library
Greg Carter, West Plains Public Library
Christa Van Herreweghe, Kirkwood Public Library

New Board members will join the August Board meeting and officially take office on September 1st. A Board retreat will also take place in the fall.

Call for nominations from the floor. None in the room or on the chat. Nominations are closed.

ADJOURNMENT: J. Johnson made a motion to adjourn the meeting. Seconded by S. Midyett. Motion carried. Meeting adjourned at 11:05 am.

Terri York, Secretary

MISSOURI EVERGREEN (MEC)
GENERAL MEMBERSHIP MEETING (VIA ZOOM)
THURSDAY, APRIL 10, 2025

MINUTES

Present: Maryann Knorr, Scott Bonner, Olivia Capps, Liz Rudloff, Steve Potter, Carrie Cline, Heather Arnold, Mary Beth Revels, Steve Campbell, Sue Lightfoot-Horine, Robin Hudson, Katie Earnhart, Kristin Evans, Elizabeth Steffen, Ashley Bryant, Paul Schroeder, Jane Mulvihill-Jones, Jackie Hawes, Ron Eifert, Jennifer Shea, Emily Slama, Christa Van Herreweghe, Erin Phelps, Terri York, Bethany Barton, Stacy Hisle, Rhonda Busse, Lori Mangan, Jake Johnson, Kate Coleman, Rachael Grime, Tony Miller, Rebecca Buckley, Karen Young, Diane Disbro, Gaylee Harris, Kate McBride, Sabrina Cornman, Stephanie Bledsoe, Teresa Miller.

CALL TO ORDER: President C. Cline called the meeting to order at 10:01.

APPROVAL OF MINUTES: C. Van Herreweghe made a motion to approve the minutes of the last meeting. J. Johnson seconded the motion. Motion carried.

EXECUTIVE BOARD REPORTS

Financial Policy Amendments Consent Calendar:

2.4.6 – Adopting the Financial Report: Clarifies the need to vote to adopt the Financial Report.

3.2.5 – Clarification on Spending Authority: Authorizes MEC Staff to spend funds on approved budgeted items.

9.1-9.8 – Capitalization Policy: MEC is accumulating some assets and needs a policy regarding depreciation, inventory, etc.

Motion made by C. Van Herreweghe to approve the amendments as presented. Seconded by T. York. Motion carried.

Bylaws Revisions Consent Calendar:

1.2 Principal Office – Updates the official MEC address.

2.1.2 Affiliate Membership – Increase the revenue threshold to \$100,000 in qualifications.

2.3 Application for Membership – Creates a new member application to be reviewed and accepted by the MEC President and Executive Director. The application will help clarify the process to join MEC and allows MEC to make sure a library meets the basic requirements to be a member.

4.1 Members – Expands the Executive Board to 12 Members: As MEC has grown there is a greater need for more Board members to better govern the organization and have more member representation.

4.3 Election – Specifies that the Board is elected at the June Annual Membership meeting.

4.5.1 Officers' Terms – Specifies when the term for Officers starts.

9.3 Operation Year: shall run concurrently with the fiscal year.

Discussion on 4.1 and clarification on 2.1.2 Affiliate membership. C. Van Herreweghe moved to approve the revisions as submitted with the exception of 4.3.3. K. Coleman seconded the motion. Motion carried

T. York moved for approval of 4.3.3 as modified with “shall” changed to “may” in the first sentence and “See Board procedure for clarification.” Added at the end of the paragraph. J. Johnson seconded. Motion carried. S. Potter will work on the procedure for 4.3.3.

EXECUTIVE DIRECTOR UPDATE: S. Potter will be leaving his role as Executive Director at the end of May. The Board has offered Colleen Knight the part-time regular employee Executive Director position. Colleen Knight recently retired from Polk County Library and served as a former President of MEC. The goal of the Board is to make the Executive Director position a full-time employee when the budget allows. Comments were made regarding more transparency and job postings for future MEC employment positions.

EXECUTIVE DIRECTOR REPORT: See written report from S. Potter in the meeting packet. Additional review of the User Conference survey results.

FINANCIAL REPORT: K. Evans of Amigos presented the Financial Report. See the written Financial Report included in the meeting packet. K. Coleman made a motion to approve the Financial Report, S. Lightfoot-Horine seconded. Motion carried.

COMMITTEE REPORTS:

Cataloging: Presented by K. Coleman and included in the written report in the meeting packet. Reminder to sign up for the remaining training sessions.

Circulation: Presented by R. Busse as included in the written report in the meeting packet. On April 14th, patrons will be able to place their own duplicate holds for multiple copies of items. Check your library setting for hold limits. A suggestion was made to make email the default hold notification instead of phone. Essentially patrons would need to opt-in to use phone as their default hold notification.

Reports: See written report in the packet.

C.A.N. (Consortium Assistance Network): See written report in the meeting packet.

MALA: J. Mulvihill-Jones gave an update. On the MALA website under each hub is a list of libraries and their courier delivery days. MALA has not been reimbursed with grant funds for some of the courier payment however service will continue through June. It is a very trying time for MALA and all involved due to the uncertainties with IMLS funding and impacts on courier service.

* Vice President K. Coleman will now lead the meeting as C. Cline had to step away.

MO STATE LIBRARY: No one present to report.

OTHER MATTERS/ANNOUNCEMENTS:

Discussion regarding how IMLS funds are used by MEC via grants from the MO State Library. S. Potter recently sent out a spreadsheet to library directors showing how membership fees would be impacted if no funds were received from the state grant.

ADJOURNMENT: J. Johnson made a motion to adjourn. R. Grime seconded the motion. Meeting adjourned at 11:33.

Terri York, Secretary

MISSOURI EVERGREEN (MEC)
GENERAL MEMBERSHIP MEETING (VIA ZOOM)
THURSDAY, FEBRUARY 13, 2025
MINUTES

Present: Maryann Knorr, Scott Bonner, Kathleen Gallagher, Olivia Capps, JoEllen Pratt, Liz Rudloff, Steve Potter, Janet Caruthers, Carrie Cline, Heather Arnold, Mary Beth Revels, Gina Gibbons, Steve Campbell, Sue Lightfoot-Horine, Shannon Midyett, Sharon Kirkpatrick, Lisa Garro, Robin Hudson, Katie Earnhart, Kristin Evans, Elizabeth Steffen, Ashley Bryant, Paul Schroeder, Jane Mulvihill-Jones, Macee Garvey, Greg Carter, Jackie Hawes, Tacara Sullivan, Rebecca Lewis, Ron Eifert, Jennifer (NKCPL), Emily Slama, Christa Van Herreweghe, Erin Phelps, Belinda Birrer, Terri York, Bethany Barton, Stacy Hisle, Rhonda Busse, Lori Mangan, Debbie Jones, Regina Lamont, Corina Thorne, Susan Hoch, Jodi Polk, Gina Milburn, Mary Kay Emmrich.

CALL TO ORDER: President C. Cline called the meeting to order at 10:02.

APPROVAL OF MINUTES: C. Van Herreweghe made a motion to approve the minutes of the last meeting. K. Gallagher seconded the motion. Motion carried.

EXECUTIVE BOARD REPORTS

RFID Pilot Project Authorization: S. Potter presented information regarding the proposal for Poplar Bluff PL to affix RFID tags to items at their expense as part of a pilot project. T. York made a motion to approve the pilot project. Seconded by S. Midyett. Motion carried.

Financial Projections/Fee Structures: S. Midyett shared information regarding upcoming updates to the MEC Fee Schedule. Projected Expenses and Fee Schedule were included in the meeting packet. Review of expense projections for the next three years. An increase of the base fee to \$950 and other schedule changes result in a total fee increase of \$37,341.60. Discussion on allowing for increases in costs and employee/contractor raises. Discussion on usage of the fees increase in the budget.

EXECUTIVE DIRECTOR REPORT: Given by S. Potter.

Migrations: MEC is in a slow period for new migrations while system updates occur and cleanup of any MLC issues. S. Potter has had the following libraries express interest in MEC: Bonne Terre, Norborne, Library Center of the Ozarks, Monroe City, Centralia, Lewis of Glasgow, MO River Regional, Sedalia, Davies County, and Newburg. A couple of these are exploring Affiliate Membership which allows very small libraries to join MEC with a larger neighboring library as a support partner.

FINANCIAL REPORT: S. Midyett presented the Financial Report including the Balance Sheet and Profit & Loss Statement. \$229,775.24 in the checking account, accounts receivable of \$51,457.39 in member fees to be collected. Some overage in the budget for State Unemployment and Equinox Hosting. T. York made a motion to approve the Financial Report, S. Lightfoot-Horine seconded. Motion carried.

COMMITTEE REPORTS:

Cataloging: Presented by L. Rudloff. Test runs with Backstage are looking good, Backstage is more robust and will add more content to MEC. Regional cataloger training sessions have been scheduled, and a link was given for registration.

Circulation: Presented by R. Busse. Moving to Evergreen 3.13 on the evening of the 26th. Explore the test server before the changes occur.

The Circulation Committee recommends MEC library staff place patrons on hold for age protected items by overriding the block. This will allow patrons to be in line waiting for an item with fulfillment available after age protection expires. Staff must do the override as patrons cannot directly place holds on age protected items.

In talks with Equinox on transit times, holds settings, proximity settings and age protection to ensure the most efficient movement of items throughout MEC.

Updated best practices concerning tape and adhesives on books.

Discussion on how to get the word out to encourage libraries to consider lowering or removing age protection to move items more effectively. Requests were made for a change in the message patrons receive when placing holds on age protected items. Much discussion on age protection, messaging, settings, and transits.

Reports: Committee has created "Evergreen Reports 3.13 New Look" to give everyone a look at changes to Reports with the upcoming system update. Reminder to attend monthly Reports Committee meetings.

C.A.N. (Consortium Assistance Network): M. Emmrich delivered the report. The committee is working on developing a manual for Local Administration. It would be beneficial to do training 6 months after new libraries go live and staff have had time to be hands-on.

MALA: J. Mulvihill-Jones gave an update from MALA. The RFP for courier service for the next three years is out for bid. The RFP has been sent to 5 vendors. Reminder to make sure monthly courier statistics are reported to MALA by the 5th of every month. More courier bags have been ordered to go into the system.

MO STATE LIBRARY: Presented by J. Carruthers. Information and answers to questions regarding upcoming LSTA changes have been sent out by email. New grants will follow the new guidelines.

OTHER MATTERS/ANNOUNCEMENTS:

2025 User Conference: The conference will be March 21st at Stoney Creek in Columbia. The conference is free, and registration is open. The conference schedule, tracks and housing info are available from S. Potter.

Next meeting April 10th.

ADJOURNMENT: R. Lewis made a motion to adjourn. S. Lightfoot-Horine seconded the motion. Meeting adjourned at 11:18.

Terri York, Secretary

MISSOURI EVERGREEN (MEC)

GENERAL MEMBERSHIP MEETING

THURSDAY, DECEMBER 5, 2024, 10 AM, STONEY CREEK HOTEL, COLUMBIA, MO

MINUTES

Present: Angie Bayne, Claudia Young, Ron Eifert, Christy Allen, Lori Mangan, Carol Darrow, Elizabeth Steffen, Jane Mulvihill, Mary Beth Revels, Tina Chaney, Kate McBride, Greg Carter, Rebecca Buckley, Eva Dunn, Emily Slama, Robin Hudson, Gina Milburn, Colleen Knight, Jake Johnson, Cassie Hall, Mary Kay Lane, Sonja Hannah, Breann Turner, Eerin Stradtman, Sarah Shoberg, Katie Earnhart, Tacara Sullivan, Frankie Lea Hannan, Debbi Jameson, Michelle Kendrick, Amy Hopkins, Matt Rahner, Tracy Byerly, Janet Caruthers, Jamie Sparks, Jim Paisley, Tina Horton, Sue Lightfoot-Horine, Corina Thorne, Kerry Bruce, Patrick Wall, Rachael Grime, Steve Campbell, Megan Bishop, Liz Rudloff, Erin Phelps, Shannon Midyett.

Present via Zoom: Terri York, Debbie Jones, Kate Coleman, Rhonda Busse, Jackie Hawes, Scott Bonner, Jodi Polk, Bill Coleman, Ashley Bryant, Sara Luellen, Christa Van Herreweghe, Maryann Knorr, Bethany Barton, Macee Garvey, Rebecca Lewis, Mary Kay Emmrich, Chris Martin, Sarah Gockley, Kathleen Gallagher, Monica Brown, Chris Martin, Krista Dallas, Darcy Humphrey.

CALL TO ORDER: President C. Cline called the meeting to order at 10:02.

APPROVAL OF MINUTES: S. Lightfoot-Horine made a motion to approve the minutes of the last meeting. J. Johnson seconded the motion. Motion carried.

EXECUTIVE BOARD REPORTS

MEC HR Policy Handbooks: S. Potter presented the new HR Policy Handbook approved by the Board to be voted on by the General Membership. E. Dunn made a motion to approve the Handbook. Seconded by M. Revels. Motion carried.

Revenue Adjustment Policy: S. Potter presented the new policy as approved by the Board for a vote of the General Membership. Discussion on circumstances that would be considered applicable for an adjustment. Policy presented for vote; approved.

Authority Control Service Replacement: L. Rudloff gave an overview of the shift from Marcive to Backstage via Equinox for MEC's authority control service. Marcive will no longer be in business requiring a change in vendor. The cost of migrating to Backstage, including database cleanup, is just over \$24,000. Ongoing costs are equivalent to Marcive and on a per record fee basis. The move to Backstage presented for vote; approved.

EXECUTIVE DIRECTOR REPORT: Given by S. Potter.

Migrations: MLC migrated successfully and will continue on in migration status through December to make sure any issues are resolved. At the same time as the MLC migration, ASPEN and Message Bee were implemented. Message Bee has a success rate on message delivery and is working well.

FINANCIAL REPORT: S. Midyett presented the Financial Report including a review of the investment account, checking account, 2025 Budget, Accounts Receivable, income and expenses. G. Milburn made a motion to approve the Financial Report, seconded by C. Knight. Motion carried.

COMMITTEE REPORTS:

Cataloging: Presented by K. Coleman. Reviewed change from Marcive to Backstage, the committee is see some cataloging issues that come with new migrations.

Circulation: Presented by R. Busse.

Everyone is encouraged to finish their patron delete in preparation for the Equinox deleted patron purge in January. Some are having issues with patrons that opted out of messages from Message Bee. The patron will need to opt back in with a text START to Message Bee 660-324-0279. S. Potter is working on getting us a report of patrons who have opted out, failures, etc.

Looking into the Holds Go Home setting and how that will affect the consortium.

Check staff permissions and move any staff from GENERAL to circ or another permission appropriate for the staff position. The general permission profile will be going away in the near future.

Reports: Not present to give a report.

CAN (Consortium Assistance Network): M. Emmrich delivered the report. The committee is working on developing a manual for Local Administration. Tier 1 Training sessions are in progress. Information from the training sessions will be made available on ODOO. Tier 2 Training for forward facing staff will be in the spring. The committee is working on a plan for mentoring.

MALA: Presented by J. Mulvihill-Jones. Henry has merged with Capital Express of Omaha. We should not notice anything operationally with our courier service. MALA will be doing an RFP for courier services this year. She gave an overview of the supplies (bags, totes) request and delivery process. Discussed potential delays for the holidays and weather. Reminder to get stats in monthly by the 5th of each month. Labels provided by MALA are the designated label that MUST be used by MEC. Let MALA know if there are any odd totes, bags or anything else out of the ordinary happening with the courier service.

MO STATE LIBRARY: Presented by J. Carruthers. Reviewed some changes on staff responsibilities at the State Library as she is now the Acting State Librarian. Bonne Terre has completed barcoding and will now be able to schedule migration. Centralia and Glasgow are re-barcoding in order to migrate. WebDewey access for designated MEC catalogers has been helpful and is appreciated. Discussed the upcoming LSTA funding request process for MEC.

OTHER MATTERS/ANNOUNCEMENTS:

Annual Patron Purge: Reminder regarding deleting inactive/expired patrons for purging in January by Equinox.

MEC upgrade to 3.13 (test in January and production in February): The actual date will be conferred to the group when known. A request was made for Equinox to do a webinar or present other educational information on what changes will occur with the upgrade.

Next meeting General Membership Meeting will be February 13, 2025.

MEC Users conference will be at Stoney Creek Hotel on March 21st. The conference will be in a new format with breakout sessions.

M. Revels requested that everyone review their Age Protection settings and consider changing to a shorter age protection period. This will help with resource sharing on popular materials.

E. Dunn asked on behalf of the DOTS group if Reports Training could be an MPLD pre/post-conference Wednesday or Friday afternoon at the MPLD meeting in June.

KPAC – S. Potter briefly mentioned the status of the project.

ADJOURNMENT: With no further business. G. Milburn made a motion to adjourn. J. Johnson seconded the motion. Meeting adjourned.

Respectfully submitted,

Terri York, Secretary

MISSOURI EVERGREEN GENERAL MEMBERSHIP MEETING

OCTOBER 10, 2024

MINUTES

CALL TO ORDER

The meeting was called to order by President Cline at 10:01 am. Quorum established.

In attendance were: Carrie Cline, Corina Thorne, Cassie Hall, Scott Bonner, Elizabeth Steffen, Christa Van Herreweghe, Sue Lightfoot-Horine, Matt Rahner, Gaylee Harris, Lori Mangan, Colleen Knight, Emily Slama, Debbie Johnson, Stacy Hisle, Rebecca Buckley, Leigh Gray, Ron Eifert, Mary Beth Revels, Patrick Wall, Jake Johnson, Terri York, Teresa Miller, Jerrica Trautman, Macee Jarvis, Regina Lamott, Kathleen Gallagher, Karen Graham, Kathleen Gallagher, Sarah Gockley, , Rhonda Busse, Monica Brown, Mary Ann Knorr, Kerry Bruce, Kate Coleman, Jennifer Shea, Bethany Barton, LeeAnn Santee, Steve Potter, Mary Kay Emmrich, Liz Rudloff, Kristin Evans (AMIGOS), Jane Mulvihill-Jones (MALA), and Robin Westphal (MO State Library).

APPROVAL OF MINUTES

A clarification was made concerning the ongoing annual project to purge expired patron accounts – libraries should delete expired accounts by the end of December, with Equinox purging them in January.

Motion to accept the minutes by J. Johnson, seconded by M. B. Revels. Motion carried.

EXECUTIVE BOARD REPORTS

2023-24 Annual Report – S. Potter presented the Annual Report for 2023-24. Motion by C. Van Herreweghe to accept the report as presented. Seconded by G. Harris. Motion carried.

2024-25 Budget and Financial Report – S. Potter presented the final 2024-25 Budget and Financial Report for approval. Motion to approve the budget by R. Eifert. Seconded by S. Midyett. Motion carried.

Recommendation for Bylaws Changes –

President Cline proposed two changes to the Bylaws: a consolidation of annuals years used by MEC and the expansion of Board seats. These changes will need to be formally written into the Bylaws and approved by the membership.

Motion was made by K. Earnhart to write a Bylaws change to set the organization's Operational Year to September 1 to August 31. Seconded by K. Coleman. Motion carried.

Motion was made by C. Van Herreweghe to expand the number of MEC Board seats to twelve with new seats opening in June of 2025. Seconded by M. B. Revels. Motion carried.

EXECUTIVE DIRECTOR REPORT

S. Potter updated the group on the following: MLC migration process moving along well with a go live date of October 17th. Message Bee setup will be completed, and text messaging will be shifted to

Message Bee by the end of the month. The ASPEN project implementation continues for the pilot project libraries and MLC. A successful MEC Board Retreat occurred on September 19th.

FINANCIAL REPORT

Treasurer Midyett presented the Financial Report and explanations of MEC's Reserve Policy and Development Funds. C. Van Herreweghe moved to accept the report. Seconded by J. Johnson. Motion carried.

COMMITTEE REPORTS

Cataloging – K. Coleman provided an update. A new vendor for authority control will need to be chosen to replace Marcive who is going out of business.

Circulation – R. Busse presented the committee report. Changes to aged circulations have impacted circulation reports for statistical reporting. Libraries should check the reports they are using for accuracy. A new setting for One Month Hold Protection has been added.

Reports – No report.

Consortium Assistance Network – L. Santee shared information on the upcoming regional refresh training sessions to be held in November.

MALA – J. Mulvihill-Jones updated the group on upcoming training available from MALA. She discussed the importance of member library communication with MALA on any courier issues.

MO STATE LIBRARY - Robin Westphal expressed her pride in the progress of Missouri Evergreen, highlighting the significant growth of the consortium. She reinforced the importance of the Public Library Survey and the need for accurate data collection. The upcoming Public Library Forum has been moved to November 12th due to the impact of elections. The upcoming Summer Library Program grant opening was mentioned along with grant opportunities.

OTHER MATTERS

It was clarified that Message Bee will be applied consortium wide with no need for an opt in by member libraries.

ADJOURNMENT

With no further business, President Cline asked for a motion to adjourn. T York made the motion to adjourn at 11:01 am. Seconded by K. Coleman. Motion carried.

Respectfully submitted,

Terri York, Secretary

MINUTES OF
MISSOURI EVERGREEN GENERAL MEMBERSHIP MEETING
Thursday, August 8, 2024

CALL TO ORDER

The meeting was called to order at 10:03am by President Carrie Cline.

In attendance were: Leigh Gray, Jackie Hawes, Stephanie Bledsoe, Steve Campbell, Jordan Myers, Greg Carter, Katie Earnhart, Tony Miller, Mary Beth Revels, Emily Slama, Stacy Hisle, Kate Coleman, Rachael Grime, Carrie Cline, Jake Johnson, Regina Lamont, Debbie Jameson, Shawn Long, Teresa Miller, Lori Mangan, Macee Jarvis, Rhonda Busse, Shannon Midyett, LeeAnn Santee, Ron Eifert, Sue Lightfoot-Horine, Mary Ann Knorr, Jennifer Shea, Paul Schroeder, Jodi Polk, Bethany Barton, Carol Darrow, Scott Bonner, Debbie Jones, Elizabeth Steffen, Kate McBride, Sandy Doyle, Bill Coleman, Traci Clair, and Monica Brown.

Guests in attendance: Janet Caruthers (State Library), Mary K. Emmrich (MEC), Keith Gaertner (Amigos), Jane Mulvihill-Jones (MALA), Steve Potter (MEC), Liz Rudloff (MEC)

Established Quorum

APPROVAL OF MINUTES

Motion to accept the June 2024 minutes as presented - Ms. Coleman, Seconded by Mr. Campbell. **Motion Carried.**

EXECUTIVE BOARD REPORTS

K-PAC Quote – Ms. Cline explained that Equinox has created a customizable K-Pak for the Evergreen children's component, which the group can all share for a cost of \$4,600. The group voted to accept this quote, with a motion from Ms. Lightfoot-Horine and a second from Ms. Hawes. **Motion Carried.**

FY2024-2025 Budget Adoption – Ms. Midyett presented the proposed FY 2024-25 budget, highlighting key changes such as a 2% increase to the Missouri Evergreen membership fee, the transition of certain contractor roles to employee status, and an increase to Equinox hosting and support. The group voted to adopt the proposed budget. The Treasurer, through this presentation, makes a motion to approve the FY2024-2025 budget as presented, Mr. Johnson seconded. **Motion Carried.**

EXECUTIVE DIRECTOR REPORT

Migration Updates:

The Executive Director, Mr. Potter, provided updates on the recent Sarcoxie and Municipal Library Consortium migrations, noting some initial challenges but overall progress. He also mentioned that the Aspen migration for six additional pilot libraries is upcoming. The consortium's membership remains at 76 libraries.

FINANCIAL REPORT

Ms. Midyett reviewed the Missouri Evergreen financials as of July 2024, noting a current cash on hand balance of \$261,000. She explained the development fund and provided an overview of the budget versus actuals, projecting a net positive revenue position of around \$40,000 by the end of the fiscal year.

COMMITTEE REPORTS

Cataloging: Ms. Coleman shared that there are two new committee members, Karen Young from Kirkwood and Sarah Llewellyn from Cass County. The State Library has purchased Web Dewey for all catalog committee members.

Ms. Rudloff shared that she has been attending all MLC migration meetings and working on certification and recertification for catalogers.

Circulation: Ms. Busse reminded us that the annual purge project will be done on December 31st. If you have questions about this process, please reach out to Ms. Busse. In addition, Ms. Busse mentioned that Equinox has asked member libraries to renew staff accounts on a regular basis to avoid having staff 'locked out' of the system when their account expires.

Consortium Assistance Network: Ms. Santee shared that regional trainings will be held in February or March across the state. They are working on a three-part refresher course for Evergreen. More information to come about those.

Reports: Mr. Miller updated about Equinox's response on report latency. Mr. Miller also mentioned that while the report that track outgoing Evergreen items, the circulation committee's recommendation is to track courier stats by hand for the time being.

MALA

Ms. Mulvihill-Jones shared upcoming video trainings available from MALA. She also discussed the changes in courier statistical tracking. If any libraries have questions about the new tracking requirements, please reach out to the MALA offices.

MISSOURI STATE LIBRARY

Ms. Caruthers shared information on upcoming grant opportunities, webinars, and technology initiatives, as well as the hiring of a new library technology specialist.

GOVERNANCE

Ms. Cline reported that Karen Graham has left the State to pursue another professional opportunity. This left a vacancy in the secretary position. Terri York has volunteered. But this opened up a vacancy for a board member-at-large.

Mr. Eifert, nominating chair, shared that there are three candidates interested in the open board member position. Mr. Eifert opened it up for nominations from the floor. A zoom poll was provided to meeting attendees. The poll results showed Jake Johnson received the most votes and is elected to the vacant board position.

Ms. Cline also thanked the other candidates for their interest in the board and shared that the board will likely expand to include more board positions as our consortium grows. She asked that those other candidates and any one else that's interested in serving to keep that in mind for the future.

There being no further business, Ms. Cline asked for a motion to adjourn at 11:20am. Motion made by Mr. Johnson. Seconded by Mr. Long. **Motion Carried.**

Respectfully submitted,

Katie Earnhart

Acting Missouri Evergreen Board Secretary

MINUTES OF
MISSOURI EVERGREEN GENERAL MEMBERSHIP MEETING
THURSDAY, JUNE 6, 2024

CALL TO ORDER

The meeting was called to order at 8:04 am by President Ron Eifert.

In attendance were: Nelson Appell, Christy Allen, Bethany Barton, Megan Bishop, Monica Brown, Rebecca Buckley, Rhonda Busse, Greg Carter, Carrie Cline, Kate Coleman, Carol Darrow, Eva Dunn, Katie Earnhart, Ron Eifert, Kathleen Gallagher, Lisa Garro, Karen Graham, Leigh Grey, Rachael Grime, Frankie Lea Hannan, Robin Hudson, Darcy Humphrey, Macee Jarvis, Colleen Knight, Maryann Knorr, Rebecca Lewis, Sue Lightfoot-Horine, Michelle Mears, Shannon Midyett, Gina Milburn, Jordan Myers, Jodi Polk, Jo Ellen Pratt, Matt Rahner, Mary Beth Revels, Lee Ann Santee, Kim Schmid, Paul Schroeder, Emily Slama, Shannon Snow, Elizabeth Steffen, Erin Strodman, Corina Thorne, Christa Van Herreweghe, Mary Wright, Julie Yockey, Terri York,

Guests in attendance: Janet Caruthers (State Library), Mary K. Emmrich (MEC), Kristin Evans (Amigos), Jane Mulvihill-Jones (MALA), Steve Potter (MEC), Liz Rudloff (MEC)

Established Quorum

APPROVAL OF MINUTES

Motion to accept as presented - Ms. Dunn, Seconded by Ms. York. **Motion Carried.**

EXECUTIVE BOARD REPORTS

MEC Circulation Policy Revisions - Ms. Busse shared that the policy revisions are designed to clarify what types of items may be unsuitable for transit between libraries and to reinforce that MEC is primarily a resource-sharing consortium. As such, the expectation is that libraries will be sharing the majority of their items with member libraries. Section 2 points to Section 5 where the majority of the changes occur.

The new portion reads:

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 Consortium member libraries, except in cases when the item is not suitable for transit. More information about these items can be found in Section V: Responsibility of Owning Libraries.**

Motion to accept as presented by Ms. Revels. Seconded by Ms. Knight. **Motion Carried.**

Other Activities - Mr. Potter reminded everyone that the Executive Board is a referral board. Ideas are discussed at the Executive Board meeting and then brought before the General Membership for approval. Very rarely is a decision made by the Executive Board without the approval or knowledge of the General Membership. Decisions by the Executive Board are very rare, occurring only when a decision needs to be made immediately. Mr. Potter shared this happened recently regarding our DNS and SSL, which was expiring at the end of May and needed to be renewed by June 1st to avoid service interruptions. allows Equinox to manage this for us instead of GoDaddy. The Executive Board authorized the \$500 expenditure immediately to allow Equinox to manage this for us to ensure uninterrupted access to the ILS. The true power lies in the General Membership.

EXECUTIVE DIRECTOR REPORT

Current Migrations:

Adair County: Resource sharing went live on May 29th. Minor hiccups, but overall went relatively smoothly.

Sarcozie: Moving along quickly. Go live date has been moved to July 11th.

MLC: Still looking at the fourth quarter of 2024.

Mr. Potter shared that there has been interest from Centralia, Lewis Library of Glasgow, and Taney County.

DNS and SSL Service - Mr. Potter shared that Equinox will now be managing our domain name at a cost of \$500 a year. Prior to this, Mr. Potter had been managing this because of his knowledge in this area; however, not every Executive Director may have this knowledge.

K-PAC Update - Mr. Potter shared that Rogan and Greg Carter have been working together to create this feature. Felicia Beaudry from Equinox is going to create a Scope of Work for this project so Rogan doesn't have to create 77 different ones for each library. It will have minimal additional customized searches; however, the main searches, such as Mark Twain Awards will be built in. If your library would like something not listed in the Scope of Work, your library would need to contract with Equinox.

Mr. Potter states that he does not have a date when this will be available for all libraries, but anticipates that it will happen rather quickly.

FINANCIAL REPORT

Ms. Midyett shared the current Equity Balance is \$296,257.06 as of May 31st which includes a current revenues over expenses balance of \$31,709.78. In February, Missouri Evergreen invested \$50,000 into a Fidelity Money Market Account with a varying interest rate. To date, we have received \$636.76 in interest.

Looking at Budget vs. Actuals, you will see a healthy budget. A grant payment from the State Library of a little of \$60,000 was received with one final grant payment of \$42,107.34 which will arrive after the fiscal year has ended. Anticipated revenue yet to be received is approximately \$57,000 which includes the final grant payment and Syndetics billing. Tracking expenses, Missouri Evergreen still has \$58,078.77 left in the budget. Ms. Midyett anticipates that Missouri Evergreen will end the budget year with a surplus of \$31,709.78.

Ms. Midyett mentioned that she will be working closely with Mr. Potter to build the 2025 budget. One of the things members will notice is the increase in Missouri Evergreen fees. In 2022, the membership approved a 2% increase to the base through 2025. In 2024, the base fee was \$885. In 2025, that will increase to \$903. Mr. Potter has also been researching third party solutions to the text notifications issue. He has found several viable options. Those will be brought before the membership at the August meeting but it will mean an increased fee to cover those costs. Ms. Midyett also mentioned that a new fee schedule will need to be created as the current one expires with the 2025 fiscal year.

COMMITTEE REPORTS

Cataloging: Ms. Rudloff shared that the spring training sessions have concluded. There were 65 individuals in attendance at 5 different locations.

Ms. Coleman shared that the test server is now more clearly identified so everyone can be assured they are in the test server and not in the live server. This is important because catalogers are normally working their job and testing at the same time, switching between screens. Ms. Coleman gave kudos to Ms. Rudloff for her presentation at the national Evergreen Conference on using the Odoo platform to create training and certification. She stated that non-ME libraries have contacted them asking how they can adapt the training to fit their needs.

Next cataloging committee meeting will take place on Monday, June 10, 2024 at 11am.

Circulation: Ms. Busse reminded everyone that when placing requests for items for a large quantity of similar topics, such as for a display, remember that proximity settings dictate from where those items will come, meaning they will come from those libraries closest to you or in the same hub. If you are requesting a number of items on the same topic, please consider placing some of those as item holds on items located outside of your hub to prevent depleting resources within the hub.

The clarification on billing for lost items has been added to the Materials Best Handling Practices. The committee is also working with MALA to include information such as where to find the most current labels, how to label boxes, what to do if you are having a problem, etc.

Ms. Busse shared Equinox has identified a bug in the place holds process when holds are placed from the patron's record. This bug causes patron information to be deleted if you click the title to view holdings and also click "View" for a specific item. To place the hold, you currently have to reenter the patron barcode or relook up the patron by name. Fixing this bug would cause the patron's information to be retained so you don't have to rescan the library card or look the patron up by name. Click the link to add heat:

<https://bugs.launchpad.net/evergreen/+bug/2065913>

Next circulation committee meeting will take place on June 25, 2024 at 11am.

Consortium Assistance Network: Ms. Santee shared that training with Sarcoxie has started. Seems to be going well. Ms. Emmrich shared that both Ms. Santee and Ms. Cline are both mentor libraries for Sarcoxie and they are moving at a fast pace. They are able to do this because of the detailed training document written by Ms. Lightfoot-Horine on how to be a mentor library. Ms. Emmrich shared that this document will be used to create a training manual.

Mr. Potter shared that the committee has been working on creating a set folder of reports that each new library will receive upon migrating to help them run statistics and be able to find the information for which they are searching. Ms. York asked if that folder could be shared with all member libraries and Mr. Eifert agreed this would be a good idea.

The committee meets the second Wednesday of each month at 1pm.

Reports: Mr. Eifert shared that the Reports Committee is in a transition time and is trying to decide how often to meet, what to cover, etc. If anyone knows someone that is good with reporting, please have them contact Mr. Miller.

MALA

Ms. Mulvihill was not in attendance.

MISSOURI STATE LIBRARY

Ms. Caruthers shared that WebDewey will be funded by the State Library and will be made available to 2-9 users. The licenses will be given to the Cataloging Committee to share with members at their discretion. This should be available within the next 30 days.

Ms. Caruthers also shared that she is sitting in on the Sarcoxie trainings and going through the process with them. This will help her understand the process better.

OTHER MATTERS

Governance:

Acknowledge of Expiring Board Terms - Mr. Eifert shared that MEC has started something new this year: at the end of the board member's term, recognizing their service to the MEC Executive Board. Each member serves a three year term so we are recognizing those at the end of that term. It is our way of saying 'thank you' for volunteering their time to serve the Consortium. This year's recipients are: Kate Coleman, Katie Earnhart, and Rebecca Lewis.

Ms. Lightfoot-Horine presented a gift to Mr. Eifert for serving as President. He has been a tremendous asset as the leader.

Executive Board Election - Ms. Lightfoot-Horine (the chair of the Nominating Committee) shared that three terms are up for election. Ms. Earnhart and Ms. Coleman have expressed interest in renewing their terms, which leaves one open seat. The Nominating Committee has received interest from the following individuals: Ms. York, Ms. Buckley and Mr. Campbell.

A motion was made to reappoint Ms. Coleman and Ms. Earnhart by Ms. Dunn. Seconded by Ms. Knight.
Motion Carried.

A motion was made to appoint Ms. York to the open board position by Ms. Revels. **Motion Carried.**

Ms. Cline brought up a question as to when it would be appropriate to add additional seats to the Executive Board as our membership has grown considerably. Mr. Eifert and Mr. Potter shared that discussion has taken place on adding additional seats at the next round of bylaw revisions. Mr. Potter shared that in order to establish continuity, it would be best to be consistent with bylaw revision. A revision took place in January 2024. The next revision will take place in January 2025 at which point Mr. Potter will make the recommendation to expand board seats.

Officer Elections - Mr. Eifert shared that Ms. Graham and Ms. Midyett are in the middle of their two year terms. Ms. Lightfoot-Horine will fall off as Past-President. Mr. Eifert will step into the Past-President position. Ms. Cline will step into the President position. Mr. Potter shared that this is the process of electing officers for the Executive Board.

Aspen Pilot - Mr. Potter reminded everyone that the deadline to apply to be part of the pilot program for Aspen is Monday, June 10th at 8am. Six libraries have expressed interest. Nine of the MLC libraries will be automatically added to the pilot program. There are a total of 15 spots available. If you are needing the application, please contact Mr. Potter.

Next General Membership meeting will be held on Thursday, August 8th at 10am.

There being no further business, Mr. Eifert asked for a motion to adjourn at 9:13 am. Motion made by Ms. Cline. Seconded by Ms. Garro. **Motion Carried.**

Respectfully submitted,

Karen Graham
Missouri Evergreen Board Secretary

MINUTES OF
MISSOURI EVERGREEN GENERAL MEMBERSHIP MEETING
FRIDAY, APRIL 12, 2024

CALL TO ORDER

The meeting was called to order at 10:08am by President Ron Eifert.

In attendance were: Heather Arnold, Bethany Barton, Monica Brown, Rhonda Busse, Kate Coleman, Carol Darrow, Dana DaVore, Sandy Doyle, Katie Earnhart, Ron Eifert, Sarah Gockley, Karen Graham, Leigh Grey, Frankie Lea Hannan, Stacy Hisle, Robin Hudson, Braden Jones, Karen Kerns, Maryann Knorr, Rebecca Lewis, Sue Lightfoot-Horine, Sara Luellen, Lori Mangan, Joy Martinez, Matt Rahner, Mary Beth Revels, Lee Ann Santee, Emily Slama, Elizabeth Steffen, Christa Van Herreweghe, Terri York, Karen Young

Guests in attendance: Janet Caruthers (State Library), Mary K. Emmrich (MEC), Keith Gaertner (Amigos), Jane Mulvihill-Jones (MALA), Steve Potter (MEC), Liz Rudloff (MEC)

Established Quorum

APPROVAL OF MINUTES

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

EXECUTIVE BOARD REPORTS

Materials Handling Policy Recommendation - Ms. Busse shared that the policy recommendation is being made to establish a clear timeline on when invoices for lost/damaged materials should be submitted. The recommendation for this timeline is at least six months but not more than 18 months. This recommendation to change the Missouri Evergreen Consortium materials handling best practices was approved by the Executive Board in their earlier meeting.

Motion to accept as presented - Unanimously approved. **Motion Carried.**

Operational and Organizational Status Policy Recommendation - Mr. Potter shared that this is just a recommendation for a policy to state we are a 501(c)3 membership organization as opposed to a quasi-governmental entity. This language will be also embedded in the MEC bylaws and the MOU.

Motion to accept as presented - Ms. Lightfoot-Horine, Seconded by Ms. Earnhart. **Motion Carried.**

Other Activities - Mr. Eifert shared that we will be having an Executive Board Retreat to work on solidifying our shift in identity as talking about with the policy recommendation from Mr. Potter.

Mr. Eifert also shared that Ms. Lewis is currently our President-Elect; however, due to the upcoming birth of her baby, she has stepped down from that position. Ms. Cline has graciously agreed to step up into that position and will move to the Chair of the consortium July 1. Ms. Lewis will retain her seat on the Executive Board.

EXECUTIVE DIRECTOR REPORT

Migration Updates:

West Plains: Went live the end of March and is going really well. Mr. Carter inquired about a kids catalog with Evergreen. Evergreen has one called K-PAC. Mr. Carter is working with Equinox on developing this for all members of the consortium.

Adair County: Their go-live date is in May. Janet Caruthers will be there in-person either on go-live day or the day after.

Sarcoxie: Wrapping up paperwork. Go-live is still on target for June.

Mr. Potter shared that there are five libraries interested in migrating in 2025. At the present time, we have 77 members with 66 signed MOUs.

User Conference Report - Mr. Potter thanked everyone for attending and deemed it a success. He stated that there is always room for improvement. He sent out an evaluation form for all those that attended, as well as the PowerPoint slides from the various presentations.

FINANCIAL REPORT

Mr. Gaertner shared that as of March 31, 2024, there is an overall loss of \$9000; however, that is not concerning because grant payments have not all come in yet. Largest expenses were in management service fees to Amigos, the salary for the Executive Director and Contract Cataloguer. He stated that everything looks pretty standard.

COMMITTEE REPORTS

Cataloging: Ms. Rudloff shared that regional trainings have been going fantastic. You can register on Odoo for training. Next one takes place on April 19th in Poplar Bluff. Ms. Rudloff created a 100+ page cataloging crib sheet demonstrating excellent MARC examples. You can find this in Odoo under Course Documents.

Ms. Coleman reminded everyone that MEC uses monograph parts. This means that if part of the set has been lost/damaged, it is no longer a complete set. Those items will need to be individualized and circ separately.

Circulation: Ms. Busse shared that if a library receives an item that is supposed to be a complete set but is missing parts, that item needs to be returned to the home library and a new item requested for your patron.

Ms. Busse reminded everyone that according to the Missouri Evergreen Consortium Circulation Policy members are required to attend at least four circulation meetings a year. This can be live online, viewed recordings via the YouTube channel or reading the reports from the meeting. Please email her if you are unable to attend the meeting and have viewed the recording or read the minutes from the meeting. This meets the attendance requirements.

Ms. Busse shared that there have been issues with reports running very slowly. Upon investigating this problem, we found out that Equinox can run two reports concurrently. Mr. Potter is working with Equinox on how they can improve this situation.

Ms. Busse shared that if you are a library that uses groups, Equinox has just added a feature where you can view all the expiration dates for everyone in the group at one time. Just use the column picker on the right side and add the column "privilege expiration date".

Next circulation committee meeting will take place on April 22, 2024 at 11am.

Reports: Mr. Miller was not in attendance. However, Mr. Eifert stated that if anyone would like to join the committee please contact Mr. Miller.

On Boarding: Ms. Emmrich shared that there has been a proposed name change from "On Board" to "Consortium Assistance Network (CAN)". The charge of the committee would be to continue providing onboarding services and educational services for newly onboarded staff.

The committee meets the second Wednesday of each month at 1pm.

MALA

Ms. Mulvihill-Jones shared that the annual survey will be coming out shortly. There are only 10-12 questions as we tried to streamline the survey. It is very similar to last year. Remember this survey is a grant requirement.

Annual agreements have been sent out. She also shared that approximately half of the invoices have been sent out with the remainder to be sent out within the next week. Just a reminder that agreements are due in June; however, invoices are not due until August.

MISSOURI STATE LIBRARY

Ms. Caruthers stressed the importance of filling out a report when a library has a missed courier stop. The State Library does issue credits for missed stops. They have developed a formula for determining the credit amount. Those credit checks will be issued yearly. The State Library has also started providing new libraries with a report showing the volume of other similarly sized libraries in order to gauge the amount of items being sent and received in the courier.

Upcoming grant application deadlines:

Technology Ladder grant application was due April 1, 2024. They are in the process of being reviewed. Ms. Caruthers stated that there were requests for more funds than were available. So, instead of completely denying applications, the State Library decreased the amount of funds to some libraries, requiring them to use some local funds.

Mr. Eifert also publicly thanked Ms. Caruthers and the State Library for modifying the grant to include the Aspen Discovery Layer.

OTHER MATTERS

Mr. Eifert shared that Ms. Disbro recently retired. She was an integral part of the consortium for a long time. This leaves an open position on the Executive Board. Ms. Lightfoot-Horine shared that the Nominating Committee (Ms. Lightfoot-Horine, Ms. Cline and Ms. Graham) met to discuss the vacancy. Mr. Campbell expressed his desire for a member of Scenic Regional staff to fill the position; however, he did not have the

name of a person to fill the position. Ms. Lightfoot-Horine reached out to Ms. Revels and she has graciously agreed to serve on the Executive Board. She has met the non-outlined criteria of being part of the Missouri Evergreen Consortium for over a year. In addition, she is part of a larger library system and has served on various boards which speaks well to her passion for public libraries. Therefore, it is the recommendation of the Nominating Committee that Ms. Revels serve in the vacated Executive Board seat until 2025.

Motion made to accept Ms. Revels to fill the vacated Executive Board position by Ms. Earnhart. Seconded by Ms. Young. **Motion Carried.**

Next General Membership meeting will be held on Thursday, June 6th at 8am live at MPLD or via Zoom.

There being no further business, Mr. Eifert asked for a motion to adjourn at 10:58am. Motion made by Ms. Cline. Seconded by Ms. Barton. **Motion Carried.**

Respectfully submitted,

Karen Graham
Missouri Evergreen Board Secretary

MINUTES OF
MISSOURI EVERGREEN GENERAL MEMBERSHIP MEETING
THURSDAY, FEBRUARY 8, 2024

CALL TO ORDER

The meeting was called to order at 10:02am by President Ron Eifert.

In attendance were: Christy Allen, Nelson Appell, Heather Arnold, Bethany Barton, Monica Brown, Rhonda Busse, Greg Carter, Traci Clair, Kate Coleman, Carol Darrow, Diane Disbro, Anita Dodd, Katie Earnhart, Ron Eifert, Lisa Garro, Sarah Gockley, Karen Graham, Leigh Gray, Gaylee Harris, Jackie Hawes, Stacy Hisle, Darcy Humphrey, Jake Johnson, Colleen Knight, Maryann Knorr, Rebecca Lewis, Sue Lightfoot-Horine, Ruth Lord, Shawn Long, Lori Mangan, Gina Milburn, Tony Miller, Jodi Polk, Matt Rahner, Mary Beth Revels, Nancy Rowden, Paul Schroeder, Emily Slama, Elizabeth Steffen, Corina Thorne, Maggie

Guests in attendance: Felicia Beaudry (Equinox), Janet Caruthers (State Library), Mary K. Emmrich (MEC), Kristin Evans (Amigos), Jane Mulvihill-Jones (MALA), Steve Potter (MEC), Liz Rudloff (MEC)

Established Quorum

APPROVAL OF MINUTES

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

EXECUTIVE BOARD REPORTS

Financial Policies - Mr. Potter shared that he and Ms. Midyett have been working on writing a financial policy for Missouri Evergreen as there has not been one up to this point. This policy outlines roles and responsibilities. It covers the role of the Executive Director, the Board Treasurer, as well as the association management services company (which is Amigos at the present time). There is an outline for financial planning, when the fiscal year occurs, budget, reserve funds, etc. The procedures written detail cash management, financial reporting, segregation of duties, record keeping, capitalization, audits, compliance/ethics, conflicts of interest, and whistleblower protection. The consortium will need full policies on the last three at some point; however, this will protect MEC until those are written.

Mr. Potter explained that the main reason for getting this policy written was to allow for the investment of funds. Appendix A of this policy outlines the consortium's investment policy and the parameters for investing with the top three being: easy access to funds, return on investment and diversification. Appendix B contains information regarding membership billing.

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

Circulation Manual Draft - Ms. Busse shared the new Circulation Procedure Manual. She explained that each title listed in the Table of Contents is searchable and each item is linked to the page with the information. Ms. Busse asked everyone to take a look at it and to report any information that is wrong or suggest things you think should be included. The committee will meet one more time to address a bug and some wording issues and then the manual will be ready to publish.

Bylaws Revision - Mr. Potter shared that no one has come forward with any questions or comments. Seeing there were no questions or comments, Mr. Eifert called for a vote to accept the bylaws revision.
Motion to accept as presented - Ms. Coleman, Seconded by Mr. Johnson. **Motion Carried.**

EXECUTIVE DIRECTOR REPORT

Migration Updates:

West Plains: Go live date March 28, 2024

Adair County: They had their kick off meeting. Their go live date is April 25, 2024.

Sarcoxie: MOU has been signed, intake form has been completed. They have been passed on to Equinox. The goal is to have Sarcoxie migrate before the MLC project which would be late May/early June.

MLC: All MOUs have been signed. Intake form has been completed and Equinox is working on their quote. Work will begin with them after July 1, 2024.

Bonne Terre: Still working on barcoding grant. Migration in 2025

Norborne: This is still a hokey-pokey situation. For every step forward, there is a step back. Mr. Potter will continue to monitor the situation.

Taney County: They reached out but nothing really to report.

Revised MOU Status: Mr. Potter shared he has 54 out of 76 signed MOUs.

User Conference Update - Mr. Potter reminded everyone the User's Conference is on track for April 11, 2024, at MoreNET in Columbia. Rooms are available at the Drury Inn. Mary K Emmrich, Lee Ann Santee and Mr. Potter are working on the agenda.

User Notification - Mr. Potter shared that he contacted other Evergreen consortia to see how they are addressing these issues. Galen and Equinox are working on a program which we could cost share. Another consortium suggested Shoutbomb which handles text notifications and offers robo call voice notifications. MessageBee is another alternative. Of the two, Shoutbomb is the most cost effective. Mr. Potter has been working on pricing based on the Syndetics model for libraries as this seems the most economical for all involved. He will continue to research other options.

Permissions Project - Mr. Potter shared that Jennifer at Equinox is making changes in the test database for everyone to be able to review. Three rarely used permission groups have been identified and discontinued. The outreach permission group will be nested under 'patrons'. The groups 'staff member' and 'general staff' will be discontinued so everyone needs to look at their staff members' permissions and reassign them if they are in one of these groups. The next step will be to create a two-tier permission structure for circ permissions similar to cataloging which will more accurately reflect each circ staff's responsibilities. After the circ review, a review of the admin level permissions will be conducted to simplify and clarify those options.

End of Year Maintenance - Mr. Potter shared that he has not heard anything in the past few days so he believes the migration to 3.11 has been successful.

FINANCIAL REPORT

Ms. Evans shared that the first grant payment has been received in the amount of \$55,732.33. The Marcive billing was a little higher in January. Just a little reminder that this amount fluctuates each month depending on the number of records cleaned up. Ms. Evans reminded everyone to let Amigos know when there is a change in your organization regarding the person responsible for accounts payable.

Ms. Evans shared the current balance in the checking account as of January 31, 2024, was \$382,147.17. There is just under \$2000 in receivables.

COMMITTEE REPORTS

Cataloging: Ms. Coleman shared that due to a technical difficulty with the December meeting, it did not get recorded so the minutes were expanded to include more information. She also reminded everyone that if you view a recording of the meeting, to let the committee know because that will count toward attendance.

Ms. Coleman shared that recertification has started on Odoo. Liz has set the dates for the regional cataloging training. You will sign up for those trainings in Odoo, as well. Liz will be doing a session on authorities at the User's Conference.

Next cataloging committee meeting will take place on February 12, 2024 at 11am.

Circulation: Ms. Busse shared that Equinox has created a new item status for Missouri Evergreen. When an item is missing a piece, you will now be able to mark the item status as 'missing pieces' instead of 'damaged'.

Ms. Busse shared that during our first purge, we deleted 267,468 users. This will be an annual process to keep our database cleaned up.

Ms. Busse shared that if any library watched the circulation committee recording, that please let her know. This will count toward attendance.

Next circulation committee meeting will take place on February 27, 2024 at 11am.

Reports: Mr. Miller stated the committee has a meeting this afternoon at 2pm at which time he will be going over how to make folders, move files and organize reports. He stated he will also be sharing a little about SQL and how it relates to reports.

On Boarding: Ms. Emmrich shared that the committee is looking at providing training to libraries that have had large changes in staff. The committee meets the second Wednesday of each month at 1pm.

MALA

Ms. Mulvihill-Jones shared that the monthly statistics each library reports are critical to planning for the following fiscal year. After those numbers are reported to the State Library, MALA will receive notification of the number of service days. At the present time, the maximum number of days funded with LSTA funds is three days. MALA will let everyone know by mid-March if there is going to be a change in the number of courier stops. Each year the contract amount for Henry increases on July 1st. Ms. Mulvihill-Jones stated that her goal is to send out invoices to the entire state between March 15th and April 15th.

She also wanted to make everyone aware that invoices and the annual agreement will be coming out at the same time. Invoices are due August 1st and the Annual Agreement is due June 1st. The Annual Agreement is just a one page document where you list contact information and number of courier days. It is important these agreements are returned by June 1st so MALA can meet with Henry to make sure everyone has the correct number of courier days.

There is a small sale on the MALA Pro Membership for the last six months. Also check out the great workshops coming up through MALA Pro.

MISSOURI STATE LIBRARY

Ms. Caruthers shared that Library Advocacy Day was a success.

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 April 1, 2024.

Ms. Caruthers shared they haven't heard from IMLS regarding upcoming LSTA funding. Because of this, FY25 planning has begun but the State Library is not discussing how much funding it will be allocated for each individual grant.

Ms. Caruthers also shared that discussions are still taking place with regards to the OCLC. She, Robin and Steve will be meeting tomorrow to discuss what is needed from Missouri Evergreen members. She stated the quote was substantially larger than anticipated. The project is not being abandoned, it definitely requires more discussion. In addition, the trend seems to be that when libraries join Missouri Evergreen their OCLC ILL numbers decrease. If they dip too far, those libraries will receive a call stating they no longer have ILL.

OTHER MATTERS

Ms. Revels inquired about the Aspen overlay. Mr. Potter shared that he has been working on this. At the present time, it looks as if the timing of this will line up with the go-live date of the MLC. The MLC will submit a grant along with their migration grant to create the infrastructure for Aspen for all of us. After that, entry points will be determined. The nine MLC libraries will definitely be beta testers. He is working with Felicia to establish how many beta testers will be allowed. After this, libraries that are not beta testers will pay approximately \$2000. After 2025, libraries joining will pay close to \$4000. There is also an ongoing yearly maintenance fee.

Ms. Revels inquired about the email 'and' / 'or' mail overdue notices. Mr. Potter stated that this is an ongoing question he continually brings up Equinox. He will keep following up with Galen.

There being no further business, Mr. Eifert asked for a motion to adjourn at 11:16am. Motion made by Ms. Earnhart. Seconded by Ms. Gray. **Motion Carried.**

Respectfully submitted,

Karen Graham
Missouri Evergreen Board Secretary