**Missouri Evergreen**

**Thursday, August 3, 2017**

**9:00 a.m.**

**Membership Meeting**

**Minutes**

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

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

You can also dial in using your phone:

United States: +1 (571) 317-3122

Access Code: 197-572-757

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

Albany Carnegie Public Library

Bollinger County Public Library

Cameron Public Library

Carrollton Public Library

Carthage Public Library —Julie Yockey

Caruthersville Public Library – Teresa Tidwell

De Soto Public Library

Doniphan-Ripley County Library

Douglas County Library

Dulany Memorial Library

Festus Public Library

Grundy County Jewett Norris Library - Theresa Hunsaker

Howard County Public Library

Jefferson County Library--Pamela Withrow, Katie Coleman

Lebanon-Laclede County Library - Cathy Dame

Little Dixie Regional Libraries – Rachael Grime

Livingston County Library

Marion County Library Subdistrict #1 - Peggy Northcraft

Marshall Public Library

Mountain View Public Library

North Kansas City Public Library- Vickie Lewis

Ozark Regional Library - Holly Martin Huffman, Michelle Swane

Polk County Library—Colleen Knight

Poplar Bluff Municipal Library - Sue Szostak, Shon Griffin

Pulaski County Library - Emily Slama

Salem Public Library

Scenic Regional Library - Steve Campbell, Diane Disbro

Schuyler County Library District

Sikeston Public Library—Ron Eifert

Ste. Genevieve County Library - Jodi Ralston

Stone County Library – Beth McConnell

Texas County Library

Trails Regional Library – Karen Hicklin

Washington Public Library

Webb City Public Library - Jake Johnson

Webster County Library - Terri York

Willow Springs Public Library

Missouri State Library – Debbie Musselman, Acting Interim Assistant State Librarian, ex officio, Jennifer Thompson

MOBIUS – Donna Bacon, ex officio, Debbie Luchenbill, Blake Graham-Henderson

**Agenda**

1. **Call to Order**

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

2. **Minutes**

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

3. **Executive Committee Report** (Steve Campbell)

* Summary of Outreach

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

* Prospective Members

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

4. **Appointment of New Committee Chairs** (Steve Campbell)

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

5. **Circulation Committee Meeting Participation** (Steve Campbell)

* See third bullet above.

6. **Cataloging Committee Report** (Shon Griffin)

* De-duping and Record Clean-up Status (related to recent migrations)

These processes are continuing with the knowledge everything will not be fixed as there will always be false positives. Regardless, members are to review the list assuring cataloging is corrected when needed.

* Catalog Training for Member-Library Staff – ABLE Webinar (Steve Campbell)

Libraries adding new staff in cataloging whether long term members or not must have their staff go through the ABLE catalog training. This helps ME maintain consistency in cataloging and provide the new members with a basis for training staff and for access to other ME members who can assist new staff.

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

7. **Circulation Committee Report** (Diane Disbro)

* + Automated Phone Notification System

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

a. Unique - $500 set up, $500 annual fee, 15 cents per call

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

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

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

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

Libraries are to let Diane know if they are interested.

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

8. Authority Control Special Committee Report (Sue Szostak)

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

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

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

10. Missouri Evergreen Membership Dues (Steve Campbell)

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

-a single bump every three to five years

-a yearly percentage increase

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

11. Future Missouri Evergreen Funding (Steve Campbell)

* + Email from Former State Librarian Barbara Reading about Future Funding

Over the next five years as stated in the five year plan and approved by LSTA, the State Library will draw down the contribution of funds from LSTA. Campbell asked if this could be revisited. Musselman replied that this is a process and the process can be followed.

* + Potential Meeting with New State Librarian About Future Funding

When the new State Librarian is hired, the executive committee will set up a meeting time to introduce ME and ask for continued support for this service for Missouri citizens.

12. Proposed Bylaws Changes (Steve Campbell)

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

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

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

13. Publicizing Missouri Evergreen Membership (Karen Hicklin)

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

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

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

Syndetics renewal is ready. They are offering another product, Unbound, and Debbie wanted to know if Missouri Evergreen would like to upgrade. Libraries may access the Syndetics Unbound webinar every Tuesday via the Web. Debbie will ask Proquest for pricing.

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

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

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

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

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

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

* + Best Specific Time and Date for Members

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

17. Other

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

Respectfully submitted,

Sue Crites Szostak

Secretary

Poplar Bluff Municipal Library District