

# Minutes of Evergreen Advisory Committee Meeting

## Pioneer Library System HQ

### Monday, January 13, 2020

**Committee Members Present:** Patricia Baynes (Palmyra/Wayne), Lisa Gricius (*remotely*) (Warsaw/Wyoming), Kelsy Hibbard-Baker (Geneva/Ontario), Tim Niver (Victor/Ontario), Judy Schewe (Naples/Ontario), Frank Sykes (*remotely*) (Livonia/Livingston), Tracy Whitney (Marion/Wayne)

**Others Present:** Dan Guarracino (Automation Librarian, PLS), Ron Kirsop (Director, PLS), Kathryn Riedener (Cataloging, PLS)

#### 1. Call to order

The meeting began at 1:02PM.

#### 2. Approve minutes from the October 7, 2019 meeting

Ms. Schewe motioned to approve the minutes. Ms. Hibbard-Baker seconded. The motion passed 6-0.

#### 3. Old business

##### 3.1 Autorenewal questions

Mr. Niver noted that there has been confusion because patrons are receiving a pre-due email notice, followed by an auto-renewal email notice a couple days later. Ms. Riedener said it is an option to do away with the pre-due email notice. Ms. Whitney expressed concern that this might negatively impact people returning items on time. The pre-due notice encourages people to finish their materials and return them so other patrons have the opportunity to borrow them.

Mr. Guarracino and Ms. Riedener will edit the pre-due email notice to include a note that auto-renewal will be attempted and that the patron will receive another email with the results of that attempt. The committee will have a chance to approve the wording before it is finalized. The committee will also revisit this topic in six months.

Ms. Riedener reported that text message notifications about auto-renewals is forthcoming, which may benefit those who do not get email notifications.

Ms. Schewe suggested having a section of the OWWL website that describes the benefits of having an OWWL library card, including auto-renewal. Mr. Kirsop requested that Mr. Guarracino and Ms. Riedener draft a document aimed towards people who are thinking of obtaining a library card, which could double as a teaching tool for people who already have a card.

##### 3.2. Evergreen user confidentiality agreement

Mr. Kirsop reported that the Evergreen user confidentiality agreement was approved by PLSDAC and by the PLS Board. On an annual basis, around the same time as annual reports are due, directors will sign off that their staff have signed individual forms and are aware of confidentiality laws and policies.

PLS is using a sample form for their staff which is available on the PLS website, but other libraries can use their own version as long as it upholds confidentiality laws. Everyone who has Evergreen access must sign. PLS does not need copies of the signed member library forms, which should be kept on record at individual libraries.

#### 4. New business

#### **4.1. Patrons changing phone number through OWWL.org website**

Mr. Guarracino confirmed that patrons cannot change their own phone number, address, or user name through their OWWL.org profile. They can add a phone number to be notified of holds but it does not edit the phone number attached to their demographic profile.

Mr. Kirsop believes this is so that patrons cannot delete their address and/or phone number and then leave those fields blank.

#### **4.2. Online registration**

Ms. Riedener reported that online registration is forthcoming. Mr. Guarracino will be working on this initiative in the future.

#### **4.3. Auto-aging from child > teen > adult patrons**

There is confusion regarding the Evergreen statistical category "Patron Type," which allows the selection of Child Patron, Teen Patron, and Adult Patron. At this time, that category is not automatically updated based on the Date of Birth field. Additionally, different libraries have different age thresholds when a child patron becomes a teen patron. Ms. Riedener confirmed that a new report for *circulation by date of birth* is possible but would require some time to build.

Mr. Kirsop raised the question of whether it is worth keeping the Child/Teen/Adult Patron options in the Patron Type category. It may also be worth encouraging Evergreen to work behind the scenes to change the child/teen/adult category based on date of birth.

#### **4.4 Migrating parent/guardian names in secondary ID field to new parent/guardian field**

Ms. Hibbard-Baker reported the auto-migration of parent/guardian names appearing in the secondary ID field to the new parent/guardian field has not happened completely. This is a known Evergreen bug and PLS will look into this and report back.

#### **4.5 PLS databases handout**

Ms. Riedener created a handout advertising the PLS databases available to patrons. The back of the handout lists all 42 PLS libraries. It encourages people to visit OWWL.org to see the "full list of benefits."

### **5. Bylaw amendments**

The committee amended multiple bylaws.

Mr. Sykes motioned to amend *Article X. Vice-Chair* to remove the automatic appointment of Vice Chair to Chair. Mr. Niver seconded. The motion passed 6-0.

Mr. Sykes motioned to amend *Article IX. Chair* and *Article X. Vice-Chair* so that Chair and Vice Chair term lengths are one calendar year with the ability to be re-elected by a majority vote of the committee. Ms. Baynes seconded. The motion passed 6-0.

Mr. Sykes motioned to edit the language of *Article III. Membership* to read: "Terms of office are two calendar years with the opportunity to serve two consecutive terms. Prior members may return to the committee after one calendar year has elapsed since their last term." Ms. Hibbard-Baker seconded. The motion passed 6-0.

### **6. Officer selection for 2020 term**

Mr. Niver motioned to re-elect Mr. Sykes as Chair. Ms. Schewe seconded. The motion passed 6-0.

Ms. Hibbard-Baker motioned to re-elect Mr. Niver as Vice Chair. Ms. Schewe seconded. The motion passed 6-0.

**7. Next meeting date/time**

Monday, March 2, 2020 at 1:00pm at PLS.

**8. Adjourn**

Ms. Baynes motioned to adjourn the meeting. Mr. Niver seconded. The meeting adjourned at 2:17 PM.

Respectfully submitted,  
Kelsy Hibbard-Baker

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