

Minutes of Evergreen Advisory Committee Meeting
Via GoToMeeting
Monday, December 7, 2020

Committee Members Present: Patricia Baynes (Palmyra/Wayne), Lisa Gricius (Warsaw/Wyoming), Kelsy Hibbard-Baker (Geneva/Ontario), Tim Niver (Victor/Ontario), Judy Schewe (Naples/Ontario), Frank Sykes (Livonia/Livingston), Tracy Whitney (Marion/Wayne)
Others Present: Dan Guarracino (Automation Librarian, PLS), Ron Kirsop (Executive Director, PLS), Kathryn Riedener (Cataloging, PLS)

1. Call to order

The meeting began at 1:08 PM.

2. Approve minutes from the October 5, 2020 meeting

Ms. Schewe motioned to approve the minutes. Ms. Baynes seconded. The motion passed 7-0.

3. New business

3.1 Adding alert message to old OOS patrons (offering them a new card)

At the October meeting, Mr. Guarracino discussed discontinuing the use of purple/yellow OOS cards and offering a new blue/green OWWL card to those patrons who still have an OOS card. To encourage this, Mr. Guarracino suggested it would be possible to automatically add an alert to patron accounts that have an active OOS card; these alerts would prompt library staff to offer the patron a replacement card.

The committee agreed that it would be fine to have these alerts added as long as directors make their staff aware that it is a recommendation that patrons get the replacement card, not a requirement.

3.2 Fine-free circulation configurations

PLS is exploring changing the consortium-level (default) circulation policies so that they are fine-free. A number of libraries have gone -- or are starting the process -- of going at least partially fine-free. Having the consortium-level circulation policies set as fine-free not only makes the configuration easier overall, but also aligns with the PLS Resolution on Monetary Library Fines as a Form of Social Inequity.

Individual libraries would still be able to charge fines, but it would require working with PLS to configure the policies.

3.3 Role / bylaws of Evergreen Advisory Committee

At our last meeting, we agreed that EAC is best defined as a subcommittee of PLSDAC. If that is the case, there are some discrepancies between the EAC bylaws and PLSDAC bylaws, including appointment of EAC representatives and how long their terms are.

Also discussed: representatives are supposed to be appointed based on their library's circulation (small, medium, large) but it would be better if representation was based on the population of the library's chartered service area.

PLS staff will work on revising bylaws to present at a future meeting.

3.4 Seven item hold limit

At least one library has expressed a desire to see the seven item hold limit increased, or to override the limit for local pickups that would not have to be sent through delivery.

PLS will look into increasing the hold limit.

3.5 Phone numbers required in Evergreen

Phone numbers are required in Evergreen because it is a requirement for the online registration form. However, changes cannot be saved when editing a patron's account if there is no phone number. Libraries can get around this by using a fake phone number (555-555-5555) or their library's phone number. Both should be easily recognizable to staff that it is not the patron's actual phone number.

3.6 Evergreen date format

The date format on most Evergreen communications (overdue notices, etc.) is YYYY-MM-DD. This is the accepted date format of ISO8601 (international standardization) and is unlikely to change.

3.7 Lost items

The Evergreen function that automatically marks items lost was suspended in March when most PLS libraries closed due to the pandemic. The patrons with these items checked out also wouldn't have received an overdue notice because those were turned off as well. PLS can generate a report of these items and send it to each library so they can check their shelves and/or contact patrons to request these items be returned.

4. Next meeting date/time

Monday, March 1, 2021 at 1:00pm via GoToMeeting.

5. Adjourn

Ms. Hibbard-Baker motioned to adjourn the meeting. Ms. Schewe seconded. The meeting adjourned at 2:25 PM.

Respectfully submitted,
Kelsy Hibbard-Baker