

# **Minutes of Evergreen Advisory Committee Meeting**

Via Zoom

Monday, May 3, 2021 at 1:00 PM

**Committee Members Present:** Patricia Baynes (Palmyra/Wayne), Lisa Gricius (Warsaw/Wyoming), Kelsy Hibbard-Baker (Geneva/Ontario), Tim Niver (Victor/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 March 1, 2021 meeting**

Ms. Baynes motioned to approve the minutes. Ms. Whitney seconded. The motion passed 6-0.

## **3. New business**

### **3.1 Increasing number of holds**

PLS sought the opinion of the committee on increasing patron holds from the current limit of 10 to the pre-pandemic limit of 20. The committee agreed that as long as PLS can accommodate the increase in delivery items, increasing the hold limit would benefit patrons.

### **3.2 Seven-day grace period**

Mr. Guarracino reminded the committee that there is a seven-day grace period in effect for overdue items to accommodate for libraries that are quarantining returned items. The committee agreed that the grace period should stay in effect until the last PLS member library stops quarantining returned items.

### **3.3 Overdue notices / lost item schedule**

Mr. Guarracino led a discussion about the timing of overdue and lost item notices that are sent to patrons. Currently, items are considered lost eight weeks after their due date. There are some concerns from member libraries that, because of the autorenewal feature, items are not marked lost and notices are not sent until four months after the items were originally due.

PLS examined different library systems who also send out overdue/lost item notices. They found a range of 4-8 weeks after the item's original due date before notices are sent.

The committee agreed that the eight-week time period for marking items lost seems long and that six weeks would be a good compromise. The proposal will be presented to PLSDAC.

### **3.4 Autorenewals**

The autorenewal feature cannot be turned off for a few member libraries and left on for the rest; it is either an option offered at all PLS member libraries or none at all. The committee discussed the customer service implications of turning off autorenewals after offering this service for

nearly two years. Mr. Guarracino reminded the committee that autorenewals only happen on items that a patron could renew themselves by logging into the OPAC or contacting their library.

### **3.5 Systems Access and Data Handling Policy**

PLS is working on a Systems Access and Data Handling Policy that focuses on protecting patron confidentiality.

### **3.6 Individual Evergreen logins**

Four supervisors at GPL are currently using individual Evergreen logins rather than the standard tech and circ accounts. PLS is not ready to roll out this feature to other libraries yet.

### **3.7 Patron self-registration**

PLS will soon start sending automatic emails to alert libraries that they have pending online patron registrations to address in Evergreen. The emails will be sent to each library's circulation account.

### **3.8 Sign/date notes in Evergreen**

Mr. Sykes requested that PLS staff send a reminder email asking member library staff to sign and date alerts and notes in Evergreen.

## **4. Other News/Comments**

Ms. Hibbard-Baker requested that PLS survey member libraries and compile a list of their unique collections (fishing poles, cake pans, etc.) to be made publicly available, considering that these items are difficult to discover by using the OPAC.

## **5. Dissolve EAC in its Current Form**

PLSDAC voted at its last meeting to dissolve the EAC in its current form with its own bylaws, and reform it in June as a sub-committee of PLSDAC. Member selection will happen at the June PLSDAC meeting.

Ms. Whitney made a motion to dissolve the EAC to be reformed as a PLSDAC subcommittee. Ms. Bayne seconded. The motion passed 6-0.

## **6. Next meeting date/time**

Monday, July 12, 2021 at 1:00pm via Zoom.

## **7. Adjourn**

Ms. Hibbard-Baker motioned to adjourn the meeting. Mr. Sykes seconded. The meeting adjourned at 2:38 PM.

Respectfully submitted,  
Kelsy Hibbard-Baker