

# Minutes of Evergreen Advisory Committee Meeting

Via Zoom

Tuesday, December 20, 2022 at 1:00 PM

**Committee Members Present:** Debby Emerson (Wadsworth/Livingston), Lisa Gricius (Warsaw/Wyoming), Kimberly Iraci (Williamson/Wayne), Margo Prak (Dansville/Livingston), Erin Robinson (Arcade/Wyoming), Jessica Winum (Geneva/Ontario)

**Others Present:** Dan Guarracino (Automation Librarian, OWWL), Kelsy Hibbard-Baker (Technology Services Librarian, OWWL), Ron Kirsop (Executive Director, OWWL), Kathryn Riedener (Collection & Resource Coordinator, OWWL)

## 1. Call to Order

The meeting began at 1:04 PM.

## 2. Old Business

### 2.1 Self-registrations and online patrons

See item 4.3 of the October 2022 EAC minutes.

The System received a quote from a third-party vendor for a digital library card service. There would be an initial set-up fee of \$12,500 and ongoing costs of \$4,500 a year. The System decided not to pursue this service because of the cost.

### 2.2 Aging circulations

See item 4.3 of the June 2022 EAC minutes.

There has been no update on this, but it should remain on committee members' radar.

## 3. OWWL Updates

### 3.1 owwl.org redesign

The new owwl.org is ready to launch any day now. Ron showed the committee a preview of the site.

### 3.2 OWWL Library System App

The app is live in the App Store and Play Store, and will be advertised on the new owwl.org website. The System is treating this as a "soft launch" and is not yet doing a marketing push. However, staff at member libraries are welcome to download the app, start using it, and promote it to patrons using System branding.

### **3.3 OPAC upgrade**

The tentative “go-live” date for Aspen is March 30, 2023. Aspen will just be the patron-facing side of the OPAC; the staff side, Evergreen, will not change.

### **3.4 Next Evergreen upgrade**

The tentative date for the Evergreen upgrade is May 18, 2023. This upgrade will bring major changes to the holdings editor and the structure of patron notes, alerts, and messages. There will be training opportunities well in advance of the upgrade date.

### **3.5 New circ modifier/circ policy**

There is a new OWWL policy and a new circ modifier in Evergreen called OWWL Outreach, both of which will facilitate forthcoming System outreach programs.

## **4. New Business**

### **4.1 Emergency closing permissions**

Currently, only OWWL System staff can add emergency closings to Evergreen. A member library requested that users with Library Admin permissions be able to add emergency closings. This will be sent to PLSDAC so that it can be officially voted upon.

### **4.2 Invoicing for lost items**

A member library had a question about the OWWL policy “Lost Materials and Damaged Materials”; this question was prompted by another library requesting an invoice for lost items. The committee was asked to discuss whether this policy should be amended to include language permitting invoice requests.

The same policy says that checks and cash may be sent between libraries via delivery vans.

There was a lengthy discussion about invoices and the transportation of money through delivery.

Dan was asked to look into whether Evergreen can generate a monthly report of money owed to other libraries for lost items.

This will warrant more discussion at the System level and at PLSDAC.

## **5. Next Meeting Date/Time**

Tuesday, February 21, 2023 at 1pm.

## **6. Adjourn**

The meeting adjourned at 1:59 PM.

Respectfully submitted,  
Kelsy Hibbard-Baker

DRAFT