

Shared ILS Committee Meeting
Thursday, August 7, 2025 | 2:00 pm

MEETING NOTES

1. **Call to Order:** Annice Sevett called the meeting to order at 2:01.
2. **Shared ILS Committee Task Force update:** Annice Sevett reported that the structure task force created committee guidelines for how decisions are made in the region. The goal was to ensure that every library has a way to participate and every library has a vote. We know they will not be perfect, but we will go with them for a year and adjust as needed. Library engagement will be critical to the committee's success.
3. **Election of Officers:**
 - SELCO Representative: Cheryl Hill, Director of Resource Sharing
 - Small Library Representative: Ingvild Herfindahl, Dodge Center
 - Medium Library Representative: Alice Henderson, Plainview
 - Large Library Representative: Dan Brower, Red Wing
4. **Regional Cataloging Task Force update:** Emily Soltis reported that the cataloging group was pretty much done creating guidelines and procedures. Cataloguers have access to a shared drive and an email group for resources and support. If someone wants to have access to those resources, they can contact the helpdesk. Their next meeting will be Tuesday, August 26. Monograph parts will be added to the agenda.
5. **Circulation and Resource Sharing Task Force update:** Dan Brower reported that their group worked on a best practices manual and establishing data guidelines and settings for using the new database. The best practices manual has been completed, but should be looked at and updated. In the future, there will need to be some work on library staff permissions, but we are still getting used to Evergreen and want to be thoughtful about timing.
6. **Training Task Force update:** Christina Ingvaldson reported that their group had offered a Brunch and Learn opportunity, evaluated training materials, and created a liaison system. This, along with the Equinox training materials, allowed for individualized experiences based on library needs and preferences. Libraries are now primarily ironing out their own local processes and utilizing the Evergreen email list for questions, while also working through the growing pains. The committee had some general discussion that suggested that we may need to take a closer look at the learning support that is available.
7. **School Libraries Task Force update:** Jill Veerkamp reported that their group completed a document that outlines iterations of partnerships that could exist between public and school libraries. It is meant to be a suggestion for those who choose to do this in their own

community. Items that should be looked at in the future include deciding where the document should live online and determining a hard due date for items that are circulating to schools.

8. **Discovery Task Force update:** Meg Curtiss reported that their task force is still working. The current app contract expires at the end of the year, and a decision will need to be made about how to move forward. Their work on the catalog had been suspended until after the Evergreen migration because there were things they could not know until we went live. There were also decisions that they did not feel they could make without regional conversations, including patron privacy and content moderation. Local administration is available to libraries as they become more comfortable with Evergreen and have more bandwidth to navigate what they want their location's version of Aspen to look like.
9. **Evergreen / Aspen Survey update:** Cheryl Hill reported that between June 10–July 7, 2025, library staff members submitted feedback identifying recurring challenges in Evergreen and Aspen. In total there were 44 form submissions, and 96 issues reported from 17 different locations. The results highlighted three key issues:
 - Notices: A lot of people have questions. Part of the issue is that SELCO is being told different things without specifics. We need to answer some basic questions before we can move forward.
 - Reports: They are hard. They take a lot of time. James has been creating reports and was able to help some people during the open office hours event. Cheryl has also been screen sharing to help some people. We could look at paying Equinox for additional training, creating interest groups, or collaboratively building some reports.
 - Permissions: These are broken into two groups: editing of patron records and the actions that a library can take on a patron (canceling a hold, accepting payment, etc.). She needs to know what we expect from each other. What happens when expectations are not followed?
10. Officers decided to take in all the feedback and come back with a plan to move forward at our next meeting at 2:00pm on August 21, 2025.
11. There was a general discussion about being respectful of people who are working hard, recognizing that we have different opinions, working together to figure things out, being realistic and patient, and giving grace.
12. Alice Henderson adjourned the meeting at 2:55

Respectfully submitted,

Alice Henderson, Shared ILS Committee Officer