

**Missouri Evergreen
Membership Meeting**
Thursday, April 5, 2018 at 10:00 AM

Join the meeting from your computer, tablet or smartphone:
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United States: +1 (646) 749-3122
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Agenda

1. Call to Order
2. Minutes
3. Executive Committee Report (Steve Campbell)
 - Prospective New Members
 - Camden County MOU
 - Barry-Lawrence Library
 - Ray County Library
4. Webby Updates Timeline (Diane Disbro, Peggy Northcraft)
5. Overdue Notices – Unique Management (Sue Szostak)
6. Service Alerts Email List (Karen Hicklin, Blake Henderson)
7. Circulation Committee Recommendations for Webby Passwords (Michelle Swane)
8. Proposed Bylaw Changes (for approval at June meeting) (Steve Campbell)
 - Staggered Terms for Board Members
 - Two-year terms for Cataloging and Circulation Committee Chairs
9. Cataloging Committee Report (Ron Eifert)
10. Circulation Committee Report (Michelle Swane)
 - Automated Phone Notification System (Diane Disbro)
11. Reports Committee Report (Diane Disbro)
12. Publicizing Missouri Evergreen Membership – Graphic (Kathy Condon-Boettcher)
13. Missouri State Library Update (Debbie Musselman, Jennifer Thompson)

14. Next Meeting — Thursday, June 7 at 8:30 AM

- Missouri Public Library Directors Conference – Kirkwood, Missouri

15. Other

Circulation Committee – Draft of Password Recommendations

Security

Missouri Evergreen usernames and passwords can be individual per staff member or per function (e.g. circulation, cataloging, and administration).

To protect the integrity of the catalog it is recommended that Missouri Evergreen passwords are changed when a staff member leaves. Ideally, password changes should occur within one business day of their departure.

Passwords can be changed by designated library staff, or a helpdesk ticket can be sent to Mobius to change them. Note that passwords should be secure. Missouri Evergreen recommends 3-4 random words or 1 number/1 letter/1 capital letter/1 symbol, and at least 12 characters in length.