Georgia Library PINES Annual Membership Meeting

DRAFT Minutes

May 4, 2011; 1:30 PM

Conyers, GA

1. Call to Order Claudia Gibson, Chair

Claudia called the meeting to order at 1:30 P.M.

1. Welcome Claudia Gibson, Chair

Claudia welcomed everyone and thanked Darryl Fletcher and the staff of the Nancy Guinn Library for all their work in hosting the meeting.

1. Roll Call Elizabeth McKinney

Member libraries represented at the meeting were: Athens, Bartram Trail, Chattooga, Cherokee, Chestatee, Clayton, Coastal Plain, Conyers-Rockdale, Desoto Trail, Dougherty, Fitzgerald-Ben Hill, Flint River, Hart County, Henry, Jefferson County, Kinchafoonee, Lake Blackshear, Middle Georgia, Mountain, Northeast Georgia, Northwest Georgia, Oconee, Ohoopee, Peach, Piedmont, Pine Mountain, Sara Hightower, Screven-Jenkins, South Georgia, Southwest Georgia, Statesboro, Three Rivers, Uncle Remus, West Georgia and Worth.

Elizabeth announced the number of members present constituted a quorum.

1. Approval of the Annual Membership Meeting Minutes of May 12, 2010

The minutes had been made available on the PINES web site prior to the meeting. Lecia Eubanks made the motion to approve the minutes as distributed. Motion carried.

1. PINES Staff Reports
	* PINES Training and Evergreen Conference Recap – Elizabeth McKinney reported that approximately 200 attended the Evergreen Conference in Decatur last week. Four countries, 28 states and two Canadian provinces were represented. Three directors also attended. The Evergreen Foundation is in the process of being formed. A total of 112 participated in PINES training sessions earlier this week.
	* Software Upgrade Update – Elizabeth McKinney –In general, the upgrade to 1.6 has been successful. Much has been learned during this upgrade which will help the 2.0 upgrade go more smoothly. Chris Sharp added that, from help desk reports, most problems early on were resolved within a few days. There are still printing issues with Star printers and spine label/pocket label printer problems. Also some permissions issues. The 1.6 version has permissions enforced differently and more logically. About 25 help desk tickets are still outstanding.
	* Bucket Project Update; Chris Sharp- We have identified the customizations which make us PINES and were able to hand these to ESI when we migrated to 1.6. Contract staff is still working on and sharing documentation concerning server configuration issues.
	* Moving to 2.0- Elizabeth McKinney gave a rough timeline; a test version of 2.0 will be installed and tested over the summer, 2011. There will be another OS upgrade, followed by new hardware for cage. The actual 2.0 upgrade is estimated to take place in late November or December, 2011.
	* Staff Update – Elizabeth McKinney – Presently there are five on staff. Plans are to hire three positions. A project manager will be hired to replace Emily Almond. One aim is to become a software development shop. Subject matter specialists will also be hired. Assistance with acquisitions rollout will be contracted out.
	* Phone Message on Overdues has hit a snag –Elizabeth McKinney - The day phone is sometimes the same for several people (teachers/school). David Baker will write up promotional material so that contact information can be updated. July 1 is the target date to roll this out.
	* RFPs for Software Development and Support went out two weeks ago– Elizabeth McKinney – Deadline is May 30. The RFP includes sections on Evergreen support, general support, and reports support. Vendors may bid on any or all sections.
	* Database Cleanup and Acquisitions Update – Elaine Hardy –The acquisitions working group will have training sessions, then will begin testing the software based on our requirements. Following testing by the working group will be testing with libraries. Acquisitions is in Evergreen 2.0. It will allow us to track orders and automates much of the process.
	* Database Cleanup - Elaine Hardy – the database was pulled Monday night. De-duping may be completed by end of week. A sample will be sent back to make sure it worked. Total process will take about seven weeks. When database is returned, unprocessible record reports will be sent to the owning libraries. 2.1 will have improved searching and will allow a hold to be placed on a particular volume. It will also include the ability to tie parent and child records together.
	* Annual Survey Results and Comparison – previous years are on the website. Results from the survey are just about identical to last year’s.
	* “Contact Us” on the PINES website. Elizabeth McKinney – We would like to change contact information to a series of questions, leading the patron to the correct person or back to the local library.
2. Membership Action Items
	1. Proposed change to the bylaws concerning virtual attendance and meetings for the PINES Executive Committee

**Proposed wording change to Bylaws:**

*Section IV. Executive Committee*

*Revision of Section 15.*

*Current wording:*

*15. Voting. Only elected Executive Committee members may cast votes at an Executive Committee meeting. Proxy representation and proxy voting are not allowed. If an elected member cannot attend an Executive Committee meeting, the member has the option of participating via technology, as outlined below, or will forfeit the right to cast votes at that meeting. If an elected Executive Committee member cannot attend an Executive Committee meeting, the member may make advance arrangements with the Chair and the hosting site to participate electronically, by conference call or other technology that allows full member participation, with the understanding that these technologies are not conducive to full transcription of the meeting discussion, and that only minimal transcription of actual motions on the floor may be possible when the question is called.*

*Proposed wording:*

*15. Voting. Only elected Executive Committee members may cast votes at an Executive Committee meeting. Proxy representation and proxy voting are not allowed. If an elected member cannot attend an Executive Committee meeting, the member has the option of participating via technology, as outlined below, or will forfeit the right to cast votes at that meeting.*

**Addition of new section regarding virtual meetings:**

*17. Virtual Attendance and Meetings*

*(This is the wording moved from section 15.) If an elected Executive Committee member cannot attend an Executive Committee meeting, the member may make advance arrangements with the Chair and the hosting site to participate electronically, by conference call or other technology that allows full member participation, with the understanding that these technologies are not conducive to full transcription of the meeting discussion, and that only minimal transcription of actual motions on the floor may be possible when the question is called.*

*The Executive Committee may opt to hold virtual meetings in the event of urgent business that needs to be acted upon quickly and for which the committee cannot convene with a quorum with the understanding that these technologies are not conducive to full transcription of the meeting discussion, and that only minimal transcription of actual motions on the floor may be possible when the question is called.*

*The Executive Committee may opt to hold virtual meetings in the event of extenuating circumstances in which the committee cannot otherwise achieve a quorum with the understanding that these technologies are not conducive to full transcription of the meeting discussion, and that only minimal transcription of actual motions on the floor may be possible when the question is called.*

Jim Cooper moved that the change be made. The motion was seconded.

In favor – 31 Opposed - 0

* 1. Proposed change to the bylaws concerning PINES Bag Purchases

**To be added under Section II. Membership:**

*8. Each member library agrees to buy PINES mailing bags according to a formula based on annual borrowing. The formula and the need to purchase bags will be reviewed each year at the annual meeting.*

Jim Cooper moved that we adopt the bylaws change as noted. Seconded.

In favor – 32 Opposed – 0

Lecia Eubanks moved that we purchase 10,000 bags using the formula. Seconded. Following discussion, Lecia amended her motion to purchasing 5,000 bags using the formula. The motion was seconded.

In favor – 29 Opposed - 3

The bag purchase will be made at the beginning of the fiscal year.

1. Executive Committee Election Results Claudia Gibson

Claudia revealed the results of the election to the PINES Executive Committee:

Representing Small Libraries–Laura Harrison

Representing Large Libraries – Linda Keane

At-Large Representative – Susan Cooley

Elizabeth McKinney thanked Claudia Gibson, Lecia Eubanks and Thomas Jones for their service as they rotate off the Executive Committee at the end of June.

1. Old Business - None
2. New Business - None
3. Issues/Requests/Discussion/Reports from the Membership

Lecia Eubanks – because of damage due to the recent tornado, her library needs receipt printers. She is trying to get Internet access for patrons. They also need a printer, wireless cards and children’s books, EZ readers. They are working on setting up a temporary library and have been working with GEMA and FEMA. Elizabeth McKinney added that they can make arrangements for courier service to deliver some of the materials and supplies

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1. Next Meeting – New officers will be elected at next Executive committee meeting.
2. Adjournment – Lecia Eubanks moved for adjournment. The motion was seconded and passed.