**PINES Executive Committee Meeting**  
Minutes  
December 5, 2018; 1:00 p.m.  
Hotel Indigo Savannah Historic District; 201 W Bay St., Savannah, GA 31401

**I. Call to Order and Welcome**  Geri Mullis, Chair  
Geri Mullis called the meeting to order and welcomed everyone. Executive Committee members present were Geri Mullis, Martha Powers-Jones, Stacy Brown, Lecia Eubanks, Natalie Marshall, Stephen Houser, Trent Reynolds, Miguel Vicente, and Jennifer Lautzenheiser.

**II. Approval of the September 2018 PINES Executive Committee Minutes.** Eubanks asked for a correction of the year to 2018. Reynolds made a motion to accept the minutes with a correction of the year to 2018; Marshall seconded. Motion carried unanimously.

**III. PINES Staff Reports:**

**Elizabeth McKinney –** The Comprehensive Administrative Review (CAR) has resulted in a move of the co-location facility to Athens. David Teston will be relocated from the PINES team to the ITS group a component of BOR in Athens.

**Terran McCanna-** The Novelist usage levels are higher in OPACs. GALILEO usage is increased as well. PINES is sending out an average of 76,000 notifications each day. Current SPF records in PINES ensure that patrons will receive their text message notifications. This should be checked and or updated as necessary. On 12/1/18 the Fine Limit Exceeded notification was implemented. The total downloads for the PINES App are Android at 9,000 and iOS at 3,000. The App now produces a scannable barcode for the patron library card. McKinney stated that there are still a number of noncompliant handheld scanners at staff workstations throughout the state. These scanners will not scan the barcode in the app. To assist libraries in obtaining compliant handheld scanners, a group bulk order would be considered for the future.

Development Update - Hover feature for Evergreen. When a field is hovered over, the full content of the field will become visible. The Patron Registration Form will have a Preferred Name field next to the Primary Name field. There will be a Keyword field on the Patron Search screen which will search all fields. On the Patron Search screen, staff will be able to right click on a barcode and open a new tab. Two new buttons will be available. One will be for staff to test the notification method for the instances that patrons are not receiving notifications. The other test option will be added to the OPAC view to allow patrons to test their notification method independently at home. The billing feature will now allow for a summary as opposed to itemized listing of bills. Non-Cataloging staff will now have the ability to mark items Discard/Weed so that items are hidden within the OPAC. Emergency closing handler allows fines to reverse in the instance that the closing is updated after the fines have already been attached to accounts. The Inventory feature will offer date tracking. The update will also allow Catalogers to print on Spine and Pocket sized labels. The OPAC view will offer a Basket option which is temporary for a session. The List feature remains as the permanent option. Within the Basket option, patrons can print either a brief or full record which includes a call number of each item. The Basket can be emailed as a page. RB Digital is closer to full integration into the catalog. The RB Digital may not be ready at the date of the upgrade.

Community Update – The community is working toward a 501©3 status. The MassLNC Development Initiative continues.

Training – The 2019 Conference will be held April 24-27 in Valley Forge, PA. In 2018, PINES staff offered 289.25 hours of training for a total of 223 Continuing Education credits to 1,831 staff members. There were a total of 3 mini-conferences offered throughout the year.

Subcommittee reports-

Best Practices for Patrons in Collections – The autoblock that is prompted by the referral to collections is adequate. The additional barring of each account is not necessary. An optional alert placed on each account is also beneficial but not necessary.

Best Practices for DVD Packaging – A few select libraries are currently testing the use of padded envelopes to ship DVDs.

Student Card Working Group Update – 1. School and Library will sign an MOU. 2. Parents will opt-in via the Parent Portal. 3. The school district’s vendor will store the opt-in information and export it, along with student data, to PINES. 4. PINES will develop a script that converts that data into new accounts. 5. Accounts will be immediately usable.

**Dawn Dale-** The October transit totals were shared for each system via electronic handout. The average of three business days of transit time from headquarters to headquarters has decreased to one day.

**Elaine Hardy-** Everyone is reminded that outsourcing does not negate the requirement of a CAT1 person to be identified on each staff. The CAT1 training covers the statewide policies. It would be beneficial for each system to also maintain a local cataloging manual.

**Chris Sharp-**The upgrade will begin on Saturday, January 19th at 6:00 p.m. The upgrade will be completed by Tuesday, January 22nd at 6:00 a.m. The move to the Board of Regents ITS facility is expected to be a smooth transition. There are already offsite backups occurring. The move is expected to happen in mid-April with no gaps in service or disruptions.

**IV. PINES Membership Discussion Items**

**1. New Permission Group: Cataloging Coordinator.** In order to assign permissions for necessary functions for many catalogers currently missing from the CAT1 permission group, PINES staff is proposing the creation of a new cataloging permission group - Cataloging Coordinator (CAT-COORD). It would be mandatory for each system to have a person identified with this permission. Eubanks made a motion to create the new permission group of Cataloging Coordinator as recommended. Brown seconded. The motion carried unanimously.

**2. New Permission Group: Student Card.** Live Oak Public Libraries requested the creation of a Student Card permission group. Proposed parameters for the card:

1. Limited to 2 check-out items.  
 2. Parents/guardians are responsible for lost or damaged materials. LOPL will be responsible for lost or damaged materials and long-overdue fines not recovered by other libraries for their materials.  
 3. Library cards to expire every two years.  
 4. Verification of student ID by Heard Elementary faculty based on the application completed by parents or guardian.  
 5. Accounts will not be billed overdue fines.

Concerns:

* Marshes of Glynn already provides this service without any changes to the PINES system. Could LOPL just duplicate their procedures? A representative of LOPL was not present to respond to this concern.
* This effort is already in process with a working group. Is it possible to await the results? No LOPL response available on this issue. The written proposal from LOPL states that this effort was already initiated with the school system. It was determined by the committee that a delay in decision might hinder that progress.
* What if the results of the current Student Card Working Group contradict the parameters for the LOPL proposal? The Student Card Working Group recommendations would supersede the LOPL proposal parameters. No LOPL response was available for this concern.
* What would be the ramifications to PINES or LOPL of any changes to the Student Card permission group if the Working Group makes different parameters? It was determined that there would not be any negative ramifications to the PINES community. LOPL could potentially see some changes to their community agreements. The committee was concerned as to whether LOPL was prepared for these potential changes. No LOPL response was available for this concern.
* What are the measures of effectiveness in place at LOPL? No LOPL response was available for this concern.

Eubanks made a motion to accept the proposal with the proposed parameters except an expiration period of one year instead of two. Reynolds seconded. The motion passed. Houser and Brown abstained from the vote.

**VI. Old Business**

**PINES Strategic Plan.** Carson Block, Library Technology Consultant, shared the work on the strategic direction of PINES. Block expressed gratitude to the PINES Planning Team: Anne Isbell, Alan Harkness, Julie Walker, Elizabeth McKinney, Carson Block. The following items were presented as a result of their efforts:

1. It was deemed important to scale the system to serve the larger libraries in the state. Additional resources would be required for this to be possible.
2. It was clearly determined that Evergreen is the best choice for PINES. PINES is currently doing what is necessary to thrive in the current “Build vs. Buy” market. PINES is constructing the tools necessary to serve their needs.
3. The relationships within PINES of the members/organizations are strong and a major asset to the success of the PINES.
4. Current members are small, medium and large library systems. These current members benefit from resource sharing and the structure remains compatible with local library board oversight.
5. Non-PINES libraries have some characteristics that are less compatible with PINES: less experienced with resource sharing, perceive a conflict between PINES participation and local board oversight, and are currently customers of a vendor.

* There are opportunities for PINES expansion:
  + - 1. Economy of Scale
      2. Atlanta mobility issues
      3. “Law of Big Numbers” pilot spots
      4. Adjustments needed to the onboarding process

6. Financial impact on PINES of Live Oak joining would need study.

Concern was raised that these items raised the advantages to large systems for joining and were Atlanta focused. There was little study of the impact of these changes on the service level to the already participating PINES libraries.

Recommendations:

Goal 1: Develop PINES resources into next generation ILS services for all members.

* + 1. Leverage buying power more deeply for library materials

Create flexible

* + 1. Create flexible training and methods including on demand training for both staff and patrons.
    2. Integration of e-materials into catalog
    3. Help with collaborative marketing of PINES services
    4. Investigate Fines Free
    5. Opportunity to use data to understanding
    6. Identify, prioritize, and act on needs. Anticipate needs and use data without sacrificing confidentiality and privacy

Goal 2: Build Stronger Relationships with Non-PINES

1. Deep dive into needs

2. RFP requirements  
 3. Increase resource sharing

4. PINES XXL pilot

5. Create a phased approach

Next and Final Steps:

1. Refine PINES Strategic Plan goals and Objectives based upon community feedback (current)

2. Determine potential costs to PINES to support the strategic plan objectives (Winter 2019)

3. Create financial impact statement for Georgia General Assembly (Winter 2019)

4. Final Plan, supporting documents and presentation (Early Spring 2019)

McKinney provided a reminder that next year PINES turns 20.

**VII. New Business**

There was no New Business.

**VIII. Issues/Requests/Discussions/Reports from the Membership**

Vince Stone requested that the January upgrade transitioning catalog functions from the Staff Client to the Web Client be pushed back to Labor Day. Sharp responded that the transition is not a PINES directed change. The change is prompted by the Staff Client no longer being supported in the greater Evergreen environment. This change is outside of local control.

McCanna provided that users could be unbarred in bulk in response to the Best Practices for Patrons in Collections results.

**IX. Next Meeting**

The next meeting will be held in conjunction with the Spring Directors meeting in Valdosta on May 8th.

**X. Adjournment**

Brown made a motion to adjourn**.** Marshall seconded. Mullis adjourned the meeting at 3:12 p.m.