

PINES Executive Committee Meeting
Minutes
September 10, 2014; 12:30 p.m.
Athens-Clarke County Library, Athens, GA

- I. **Call to Order and Welcome** Anne Isbell
Chair Anne Isbell called the meeting to order and welcomed everyone. Executive Committee members present were Anne Isbell, Claudia Gibson, Leigh Wiley, Billy Tripp, Sandy Hester, Keith Schuermann, Roni Tewksbury, Beth McIntyre, and Jennifer Durham.
- II. **Approval of May 2014 Executive Committee Minutes.** Gibson made a motion that the minutes of the May meeting be approved with corrections; McIntyre seconded. Motion carried.

The Minutes of the 2014 Annual Meeting held in May were reviewed, but will be voted on by the full membership in May, 2015 at the next Annual Meeting.

III. **Staff Reports:**

Budget- Elizabeth McKinney reported that the PINES budget was in good standing. Reduced courier rates shows cost savings. PINES staff submitted an expectation of what PINES will need in the new few years to the Board of Regents. The new contract for Evergreen support and services is now in place. In the coming year, bids will be issued for the GPLS/PINES colocation facility and overdue notices.

Staffing- There has been no change to PINES staff. All University System of Georgia units are going through a review of job descriptions. This is a good opportunity to update job descriptions for PINES staff because so much has changed.

KPAC- Terran McCanna reported that one bug has been fixed on the children's catalog. Holds will now capture notification preferences. David Baker and Elaine Hardy are working on promotional materials for the children's catalog. These will include magnets and bookmarks.

1000 Books before Kindergarten- PINES will have an online book tracking system. This will be done on open source software and will be able to be shared.

OPAC Working Group- Terran is looking for more staff members that are interested in helping with the OPAC working group.

Online Registration- Began on September 2. PINES staff have asked for the zip code to populate the city and county like the staff client already does.

Novelist Select- Novelist Select on PINES has grown in popularity. A handout of usage from April through August shows a breakdown of what specifically patrons are using from the Novelist Select options. Goodreads is the most popular, with “similar titles” the second favorite.

GALILEO Authorization through PINES- A handout shows the number of time patrons have authenticated in GALILEO using the PINES OPAC from May through August. August had the record number of 1,530 times.

Training- PINES training will be held in Bainbridge in November. Terran is looking for libraries to volunteer to host PINES training in 2015.

PINES Website Documentation- The PINES website has been redesigned. Terran is adding new documentation constantly.

Evergreen Web Client- Developers are through the first phase of the Evergreen web client software development. It is available at <https://webby.evergreen.com/eg/staff/>. The login is admin and the pin is demo123.

GLASS Patron Profile- The GLASS patron profile was approved at the May meeting. Training for PINES and GLASS staff will be held in November. The projected start date for implementing the profile is December 8, 2014.

Hardware Upgrade- Chris Sharp reported that the hardware upgrade over Labor Day weekend finished early because of the speed of the new equipment: it finished about 2 a.m. Friday. Hopefully, the software upgrades will be speeded up as well.

Patron Database Cleanup- The address changes made are in place. The patron database merge is taking quite a while: 90,000 merges are still to be made. This will be done after library operating hours to prevent interruption of service. The account with the oldest expiration date at a particular address will be set as the “lead” account unless it is a barred account or if the account is in collections.

Software Upgrade- The software upgrade will be done over Martin Luther King Weekend. This is an upgrade to the next version of Evergreen. Testing by PINES Libraries is essential and will begin in November.

Evergreen Hack-A-Way - Chris will represent PINES at the next Evergreen Hacker Hack-A-Way to be held later in September in Rock Hill, SC.

Online Credit Card Processing- Chris talked to CWMARS in Massachusetts, who is doing this in Evergreen. They use a PayPal account. They report that it takes a good deal of administrative work. The biggest problem is figuring out how to credit payments to specific bills. Another issue is what entity pays the credit card fees.

Kathy Griffis asked if individual libraries could handle their own credit card processing. Chris answered that some libraries in PINES now have a PayPal account for online payments: Hall County and Henry County do. It does take some manual processing.

Acquisitions Module- The Acquisitions Working Group met last week to review the current version and the plan for testing. Testing will take approximately 6 weeks. Upon completion, the working group will make recommendations for further development and/or PINES policy change requests. The live testing period, called The Shakedown Cruise will take place in late Winter/early Spring. This phase will include several libraries doing live acquisitions on PINES.

OCLC Reclamation Project- The OCLC Reclamation Project has been delayed. It has to be converted to MARC 21. OCLC has said they will start processing this week. Holdings will be reset, then a monthly batch will be done.

Language Code Corrections- A handout was distributed that showed the numbers of incorrect language codes in PINES. Chris and Elaine are fixing the incorrect codes. A handout was also distributed that showed the number of correct codes, comparing March 2013 to August 2014.

Longoverdue- This will be implemented on October 15, 2014. All materials that are overdue for at least six months up to three years will be converted to "longoverdue" status and the patron will be billed for the item.

GOLD Changes- Participation agreements for GOLD are being revised. GOLD will include non-OCLC libraries.

Multi-Volume Set Progress- This project has been delayed. PINES staff is considering just doing multi-volume book sets.

Authority- Chris Sharp and Bin Lin are working on processing the authority file. This is linked to browse searching. This will include "see also" references and "see from" references. This will be uploaded monthly to PINES. It is already done for items added through July 7, 2014.

PCC/NACO- Bin has received NACO training and can create authority files in OCLC. GPLS will send three PINES staff to NACO training in November.

Statistical Reports- Dawn Dale distributed statistical reports on overdue items, In transit items, Intra-PINES loans. She noted that Intra-PINES loans have Decreased a bit.

Help Desk- If you have staff members that you want to be able to create Help Desk tickets, e-mail Dawn with the staff member's name and e-mail.

Group Order for Cards and Barcodes- The current price holds firm until a bid Process is completed in Spring, 2015. Creative Data Products has our numbers And artwork and they create good quality items. PINES cards are standard.

Green Bags- The green bags are not separated by size at the warehouse. If you Need green bags, create a Help Desk ticket. If you have extra bags, send them Attention to Brian at the Atlanta warehouse. Many people at the meeting stated That more bins are needed.

IV. **Action Items:**

Change to DVD Limits. A proposed change to PINES policy asks that the current PINES policy of a limit of 15 dvds checked out at a time be changed to 8 dvds at A time. All other AV formats would remain at their current limits.

Questions included: -Does this just affect dvds- the current policy limits dvds, VHS, And gaming software.

-Why does this have to be PINES-wide? Answer: for consistency.

- Could it be multi-tiered by system? Could the software enforce it? Answer: this would also be inconsistent. Chris Sharp stated that the Software can deal with local limits but it would exponentially increase The circulation rules.

One director noted that the last change in limits to dvds and other AV formats Affected circulation.

McIntyre made a motion that the limits on dvds be a local decision that is not Supported by software. There was no second, so the motion was dropped.

McIntyre made a motion that the limit on dvds be set at 10 and it would be supported By PINES software. There was no second, so the motion was dropped.

Gibson made a motion that the dvd limit remain at 15; Tewksbury seconded. Motion Carried.

Remove Forgive Option- A proposal was made for the Forgive option on the patron Bills screen be removed. The Subcommittee does not recommend this. The majority Of directors responding to the survey do not recommend this.

Hester made a motion not to eliminate the forgive option on the patron bills screen; Durham seconded. Motion carried.

One suggestion to those library systems using collection agencies: bar a patron that Is in collections.

Self-Service Card Renewals- A proposal was made that patrons would be able to Manage their own library card renewals. It was noted that currently the Evergreen Software does not have this capability. Custom development would be needed.

The Subcommittee recommends that patrons be able to do their own card renewals. The majority of directors voting also recommended this.

Question: How long would the development take to implement this?

Comments: Staff members are not allowed to renew their own card, why should Patrons?

Elizabeth McKinney took a survey. No libraries do this, except 1 library in Europe. She asked the Executive Committee to table the proposal.

Gibson made a motion to table the proposal; Schuermann seconded. Motion carried.

Claims Returned Decision Reversal- At the May Executive Committee meeting, a motion was passed to include items that have been in claims returned status at least six months in the longoverdue process.

Hester made a motion to reverse this decision so that items in claims returned not be Included in the longoverdue conversion process; Tewksbury seconded. Motion carried.

V. Discussion Items

GLASS Patron Profile Review. A handout was distributed that explained the GLASS patron profile. The GLASS profile was approved at the May meeting. This profile will be implemented in December.

Institutional Profile. A handout described Marti Minor's clarification regarding a proposed Institution profile as a way of handling the abuses made to the Outreach profile. The concern was whether an institution can be held liable for fines/lost Materials.

Tripp made a motion that the Outreach profile be left in PINES until PINES staff can address the remaining outreach users and that the Institution profile be created and that it was the responsibility of each Director to institute the profile and contract with their institutions; Gibson seconded. Motion carried with one opposing vote.

After some discussion, Tripp made a motion to rescind the previous motion and vote; McIntyre seconded. Motion carried.

McIntyre made a motion to table this decision to the December meeting; Hester seconded. Motion carried.

VI. Old Business

There was no Old Business.

VII. New Business

There was no New Business.

The next meeting will be held during the week of the Director's meeting in December in Savannah.

There being no further business, Gibson made a motion that the meeting be adjourned; Tewksbury seconded. Motion carried.

Respectfully submitted,

Roni Tewksbury
Secretary