**PINES Executive Committee Meeting/PINES Annual Meeting**

Minutes

May 1, 2015; 11:00 a.m.

Chattahoochee Valley Libraries, Columbus, GA

1. **Call to Order and Welcome** Anne Isbell

The 2015 PINES Annual Meeting and the May PINES Executive Committee Meeting were held together. Chair Anne Isbell called the meeting to order and welcomed everyone. Executive Committee members present were Anne Isbell, Claudia Gibson, Keith Schuermann, Roni Tewksbury, Beth McIntyre, Leigh Wiley, Sandy Hester, Jennifer Durham, and Billy Tripp.

Roll Call- The following library systems were represented at the meeting: Brooks, Chattooga, Cherokee, Chestatee, Clayton, Conyers-Rockdale, Desoto Trail, Dougherty, East Central Georgia, Fitzgerald-Ben Hill, Flint River, Hall, Hart, Henry, Houston, Jefferson, Kinchafoonee, Lake Blackshear, Middle Georgia, Moultrie-Colquitt, Mountain, Newton, Northeast, Northwest, Ocmulgee, Ohoopee, Peach, Piedmont, Pine Mountain, Roddenbery, Sara Hightower, South Georgia, Southwest Georgia, Statesboro, Thomas County, Three Rivers, Troup-Harris, Twin Lakes, Uncle Remus, West Georgia, and Worth.

1. **Approval of Minutes.** Gibson made a motion that the minutes of the December 2014 Executive Committee meeting be approved; Hester seconded. Motion carried. Hester made a motion that the minutes of the May 2014 Annual Membership meeting be approved; Gibson seconded. Motion carried.

1. **PINES Staff Reports:**

**Elizabeth McKinney:** The reason the annual membership meeting is being held with the Executive Committee meeting is because the annual meeting must be held in May. Because there have been trainings around the state throughout the year, it was decided that no training sessions would be held as part of the annual meeting.

**Budget-** There has been approximately $200,000 in savings on the STAT Courier contract. The budget remains stable at $1.1 million.

**Staffing-** There have been no additions to the PINES staff. There are plans to hire two additional staff: one for the Acquisitions Module and another for systems administration. Leslie St. John will retire at the end of FY 2016.

**Bids-** The co-location facility contract is in progress. The overdue notice process is being rebid.

**Acquisitions Module-** This module is still in the “shakedown cruise” phase.Chestatee Regional went live with the Acquisitions module and Henry County followed. Next will be West Georgia, beginning sometime in late summer. When a system is progressing toward the acquisitions module, there is a great deal of training (selection, invoicing, purchase orders, about 8 hours of training for selectors, 4 hours of training for catalogers, 16 hours of training for financials.)

**Help Desk Software-** GPLS is going to be changing to a new software package for the Help Desk. The PINES and IT departments tested several options and chose an open-source product called osTicket. It is hoped that this will be rolled out over the summer. It will cost about 1/5 of what the current software costs for the first year, and possibly less than that in subsequent years.

**Courier Expansion-** There is a pilot project with four public library systems and five USG libraries to see if it is possible for STAT to add the GIL Express libraries to the public libraries for easier delivery between institutions. It is planned that this will be rolled out to all public library systems and all USG libraries on July 1. This was completed in October.

**Terran McCanna: Training-** The PINES team has had 17 onsite training classes and site visits in 2015 so far. Upcoming training includes PINES Mini-Conferences on August 25-26 in Athens and November 4-5 in Tifton. Some online classes are being planned and Terran and Dawn will be working with Julia Huprich to design some self-paced classes.

**Statistical Reports-** March showed the highest use of Novelist Select in a single month. Handouts for statistical reports are available on the PINES website.

**Outreach Profile-** the Outreach profile ends on July 1. To date, there are 456 Homebound patrons, 244 Institutional, and 35 GLASS patrons. A total of 2,210 Outreach patrons remain and these need to be switched over to another profile or they will automatically be changed to “patron” on July 1.

**PINES Content in GALILEO-** There are now notes in GALILEO if a PINES library has information to help someone with a search that they have made. The note will say “See PINES catalog for more information.” This is updated once a month.

**Simple Reports Interface-** This interface development has been contracted out to Emerald. This will provide a better PINES reporting tool. It includes a list of previously developed templates to click on and a list of your completed reports with a choice to re-run, delete, etc.

**Multi-Parts Holds Functionality-** This was implemented recently. A shout out to Sara Hightower, Greater Clarks Hill, Piedmont, and Chestatee for cataloging many of their holdings to accommodate the multi-parts holds function. Elaine is still investigating the capability of placing holds on DVD multi-parts.

**B4 Project-** Terran has created a website to report the B4 reading logs. Parents can log in, set up their child’s account, and report books read. Staff can see the statistics (how many children have signed up, how many books have been read, which children have finished). On May 26, publicity will be rolled out on this. Youth Services is working on the publicity. The KPAC is being updated to add books directly from the KPAC to B4 reading logs.

**Web Client and Other Development-** The Web Client project is still in development. It is currently in the second phase, Cataloging. A patron message center will be included in the next upgrade. This will allow messages to patrons to be stored; messages do not get permanently deleted. Copy alerts will be available in the next upgrade and this will be open to Circulation staff. Specifications are currently being written for the discard/weed function to allow Circulation staff to have more options. This would include the capability to change the status in a full bucket. However, only catalogers will be able to delete.

**Dawn Dale: Statistics-** The statistics that are currently on the PINES website are through March, 2015.

**Help Desk-** There have been 2,110 requests answered through the Help Desk since May, 2014.

**Annual Report Information-** The Annual Report information will be available on the PINES website sometime during July.

**Card and Barcode Bids.** Perm card again has proposed the following for purchasing patron cards and barcodes: $13 per 1,000 for barcodes; 11.6 cents each for patron cards. This bid is good for three years.

**Chris Sharp: New Hardware-** New hardware has been ordered that runs the Evergreen application. The old machines will be repurposed to be used with future testing.

**Upgrades-** For the upgrade during the MLK weekend, PINES will probably upgrade to 2.9. This includes improvements to the Acquisitions module, the items Terran reported on, and enhancements to print management. If you go to evergreen-ils.org, you can see what’s included in the new release.

**Evergreen Community-** PINES staff will be attending the Evergreen Annual Conference in Hood River, Oregon. Chris participated in Hack Away and in Evergreen Bug Squash Day. Squash Day is a day set aside to fix a bug. It is hoped this is done monthly in the future.

**Hardware Upgrade over Labor Day-** Downtime is not expected over the Labor Day weekend. Chris will alert closer to that time.

**Projects on the Horizon-** Elizabeth reported on future projects. Dawn is researching online bill payment. She will be talking to Evergreen sites and report back at the September meeting. Elizabeth is researching patron pre-registration. This would allow for self-renewals and registrations. Terran is researching online wish lists and tracking.

**PINES Annual Survey-** The PINES annual survey went well. A handout with the results is available through the PINES website. Suggestions from respondents included: access to AV materials from other library systems, add more PINES libraries, e-book integration in the catalog, online bill payments, online renewals, improvement of library hours, and after-hours holds lockers. Remarks on what is best about PINES included: that the system is statewide, online account management, ability to place holds, 24/7 access, and access to items across the state.

1. **Action Items:**
2. **Institutional Patron Profile Circulation Period.** There has been a request for the Executive Committee to revisit the circulation period for the Institutional Patron Profile. Currently, the circulation period is set to 30 days with no renewals. The suggestion was to change it to 6 weeks with no renewals. The Subcommittee recommended to approve the 6 week period with no renewals. Tewksbury made a motion to change the circulation period to 6 weeks with no renewals; Durham seconded. Motion carried.

1. **Items Damaged Beyond Repair.** There has been a request to add an option under “Actions for Selected Items” in the Items Out portion of the patron record. This addition would be “Mark Item Damaged beyond Repair” and it would allow for the item to be checked in, and bill the item cost and processing to the patron’s account. Hester made a motion for the PINES staff to explore the options on this; Tripp seconded. Motion carried with one descending vote.

Discussion: There are other developments needed in PINES. Chris Sharp stated that PINES staff has done some investigation and this would require paid development with a contractor. He suggested adding the functionality (to automatically bill the patron) to the current “marked item damaged” option.

1. **Lower Fine Level at Which Accounts are Blocked.** There has been a proposal to lower the fine level at which accounts are blocked to $5 instead of $10. The Subcommittee voted 56% to 32% against this recommendation; the Directors voted 53% to 47% against this recommendation. Gibson made a motion to keep the fine level at which accounts are blocked at $10; Schuermann seconded. Motion carried. Tripp made a motion that the maximum fine be lowered to $5; there was no second on the motion.
2. **Subcommittee Nominations.** A roster of PINES Subcommittees was distributed. Gibson made a motion to approve the proposed roster; Wiley seconded. Motion carried.

1. **Membership Action Items:**
2. **PINES Bag Purchase Review-** Elizabeth McKinney suggested using available PINES funds to purchase $50,000 to $60,000 worth of PINES bags. Tripp made a motion that no bags be purchased by the member libraries; Gibson seconded. Motion carried.

1. **Proxy Voting by Executive Committee Members-** A review of PINES bylaws will be taking place before next year’s Annual Meeting. This review will include looking at the possibility of having proxy voting. This will be reported on next May.

1. **PINES Executive Committee Election Results:**

Pauline Abidde and Anne Isbell were elected to represent medium libraries and Holly Phillips was elected to represent small libraries.

Keith Schuermann and Sandy Hester are rotating off the Executive Committee.

1. **Old Business:**

There was no Old Business.

1. **New Business:**

There was no New Business.

1. **Issues/Requests/Discussion/Reports From the Membership:**

Claudia Gibson stated that she saw no need for bubble wrap, newspaper, etc. for books in green bags.

Holly Phillips said there should be a charge for libraries that damage items by taping receipts onto them.

1. **Next Meeting:**

The next PINES Executive Committee Meeting will be held in September in Decatur in conjunction with the Director’s Meeting. The next Annual Meeting will be held in May, 2016.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Roni Tewksbury

Secretary