**PINES Executive Committee Meeting**Minutes
May 28, 2020, 9:30 am
via Google Meet

1. **Call to Order and Welcome**

Geri Mullis called the meeting to order at 9:30am. Executive Committee Members present were: Geri Mullis, Lecia Eubanks, Trent Reynolds, Valerie Bell, Jennifer Lautzenheiser, Natalie Marshall, Stacy Brown, Stephen Houser

1. **Approval of the December 2019 Executive Committee Meeting Minutes**

Brown made a motion to approve the December 2019 Minutes; Marshall seconded. The motion carried unanimously.

1. **PINES Staff Reports**

**Elizabeth McKinney:**

Courier: The courier is open for holds to be moved throughout the state. At this time, drivers are metering their pick-ups. It will be evaluated if this is adequate to manage the flow.

Student Card Project and Labor & Funding: It takes approximately 20 hours per school system to process the cards. Some LSTA funding has been made available to hire a part-time temporary contractor to assist in this. The next phase of student cards will be: Live Oak, Twin Lakes, Athens, Marshes of Glynn, Henry County, and Clayton County.

Cyber Security: PINES has a Patron Record Confidentiality agreement. It prohibited the use of patron data to transmit COVID-19 messages, outside vendor usage such as with Orange Boy or other purposes. PINES is working to revise the current policy. This is currently with the Board of Regents legal team for approval.

**Terran McCanna:**

Statistics: Novelist stats drastically decreased due to COVID closures and lack of use of the catalog. GALILEO usage through PINES doubled. PINES APP usage remained steady. Android users: 22K iOS users: 25K. A new improvement allows patrons to switch between accounts.

Development: Two items are being worked on within the community. The PINES team are watching them closely as to whether they would work. The items are: Curbside and In-App check out.

Training: The current focus is on online training delivery. Alerts are being sent out as training is added to PINES Learning Center. Live, online classes may be arranged as needed.

**Dawn Dale:**

Statistics: Reports were uploaded to the meeting documents page. Statistics were not provided for days in transit due to the closures.

**Peggy Chambliss:**

Laptop Project: In March, GPLS used Lib Tech funds to purchase 248 Chrome devices for loans to college students. Devices were distributed using an RPLAC formula. 6 PINES libraries and 1 Non-PINES library received devices. All libraries previously had Chrome device lending programs. Names were submitted from higher learning institutions. Those students were matched to their nearest Chrome lending library. Students were instructed to make direct contact. 72 total devices were loaned. This represented 35% of the students followed thru on the referral. Technology School and K-12 students will be considered for expansion. Other systems could be included in the project if funding could be secured.

**Elaine Hardy:**

Catalog Training: Virtual training through Google Meet will be made available.

**Tiffany Little:**

Acquisitions: Marshes of Glynn and Clayton County have both implemented the Acquisitions Module. A total of 11 systems are actively using the module. This represents 11% of the PINES systems. Marshes of Glynn uses vendor cataloging which is a new experience in the Acquisitions workflow. Training on the module is also being uploaded to the PINES Learning Center. This is not a substitution for in person training. It should be considered a supplement.

Community Update: The Nonprofit application has been filed and is awaiting processing. Chris Sharp has rolled off of the Evergreen Community Board, vacating the Secretary position. Tiffany Little will now serve in this role.

Conference Update: The in-person conference has been replaced with a free virtual conference. The virtual event will be held June 9-11th.

**Chris Sharp:**

Staff Logins: Security is a primary concern with the generic staff log-ins. Accountability is also a positive outcome of unique logins. Everyone is encouraged to start the process of transitioning their staff to individual log ins.

Development Update: The next PINES update will be 3.6 in January. Details on the download can be viewed here: <https://evergreen-ils.org/egdownloads/> PINES will not be updating to 3.5. A significant change is the Catalog view. Previously, it was important to staff to see the same view as patrons. The current web based format allows multiple windows and views. If staff members wish to view the patron view, they can do so by opening a new window. Therefore, the requirement for a staff and patron view being identical was no longer necessary.

Labor Day Upgrades: There will be updates to databases and servers over the Labor Day weekend. There is expected to be no impact on open service hours. The update will begin around Friday at 6pm and projected to be complete by Saturday morning before opening.

**Elizabeth McKinney:**

eCard Options: PINES is working with Quipu to allow for instant address verification to allow for instant virtual access for patrons applying for a library card. This service will be available for all libraries.

1. **Executive Committee Action Items**

Subcommittee Nominations: Eubanks made a motion to accept the Subcommittee Nominations as presented. Brown seconded. The motion passed unanimously.

PINES Personal Device Policy: Due to the current work at home environment, PINES consulted with experts to determine the best way to manage PINES workstations on personal devices. Using a variety of resources to include Board of Regents Policies, a PINES Personal Device Policy was developed. Lautzenheiser made a motion to support the implementation of the policy. Powers-Jones seconded. The motion passed unanimously.

1. **Discussion Items:**

Student Card Beta Results: David Singleton, Director of Live Oak Public Libraries shared an update on their Student Card program. The program initially was an opt-in program at one school. 185 students received library card applications. Four were received back. This effort included a high volume of library and school promotion and engagement. The program was converted to an Opt-out program for all students. February 17, 34,694 Pre-K thru 12th grade students in public schools were included. Charter schools followed shortly thereafter. Originally each card was permitted 2 check outs. The limit was lifted to 5 items. March 6 was the big official launch. Every grade is currently represented in check out usage statistics. One challenge has been the configuration of digital usage statistics. This has been a staff intensive process.

Recommendations for the process:

* Conversations/Memorandum of Understanding: moving forward a standard name for the program should be used across all systems.
* Opt out model is more effective than Opt in.
* Customized message for New Student Card holders.
* Engage E-Resource vendors early to ensure compliance with formatting and access.
* Teacher & Staff training on messaging, communication, and importance of the program.
* Teach Digital Cards for increased access and usage within the classrooms.

There have been no complaints on content.

Executive Committee Election Results:

* Small Systems: Jan Burroughs
* Large Systems: Lisa MacKinney
* At-Large: Geri Mullis

**VI. Old Business**

None.

**VII. New Business**

COVID Clean-Up:

The current items are in place due to and/or during the COVID closures:

* Patron expiration dates are until June 30th
* Hold expiration dates were moved 6 months into the future
* Long Overdue functions were disabled
* Notices were disabled April 5 – May 5
* Some adjustments were made to Holds Targets to make it function more as it was intended. Holds should now more easily target a local copy. Further holds will be targeted throughout the day.

**VIII: Issues/Requests/Discussion/Reports from the Membership**

**IX. Next Meeting**

Not yet available.

**X. Adjournment**

There being no further business, Mullis adjourned the meeting at 10:45.

Minutes respectfully submitted by Jennifer Lautzenheiser