

PINES Executive Committee Meeting

Minutes

May 18, 2016 9:00 a.m.

Athens Regional 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, Jennifer Durham, Beth McIntyre, Holly Phillips, Pauline Abidde, and Roni Tewksbury. Billy Tripp attended online.

The following library systems were represented at the meeting:

| | | | |
|---------------------|------------------|-------------------|--------------|
| Bartram Trail | Flint River | Northeast Georgia | West Georgia |
| Brooks County | Hall County | Northwest Georgia | |
| Catoosa County | Hart County | Oconee | |
| Chestatee | Henry County | Peach | |
| Coastal Plains | Houston County | Piedmont | |
| Conyers-Rockdale | Kinchafoonee | Southwest Georgia | |
| DeSoto Trail | Lake Blackshear | Statesboro | |
| Dougherty County | Marshes of Glynn | Three Rivers | |
| Elbert County | Middle Georgia | Troup-Harris | |
| Fitzgerald-Ben Hill | Mountain | Uncle Remus | |

- II. Approval of December 2015 Executive Committee Minutes.** Durham made a motion that the minutes of the December meeting be approved; McIntyre seconded. Motion carried.

Approval of May 2015 Annual Meeting. Griffis made a motion that the minutes be approved; Marshall seconded. Motion carried.

III. Staff Reports:

Elizabeth McKinney:

Budget- There is no additional funding for PINES for this fiscal year.

Staffing- There are two open positions: PINES System Administrator (interviewing for this position now) and Acquisitions Assistant.

PINES Team Activities. The PINES Team has spent a lot of time with continuing education this year. Terran has developed an online module for B4. Dawn is helping with Acquisitions.

Bids- 2 RFPs are out: one is for Added Content (two bids have been received); one is for Evergreen Core Content Development (received two bids but they didn't qualify; Equinox did not bid.) There may be some gaps in development because of this.

Terran McCanna:

PINES Training. The Evergreen International Conference is complete; it went very well. Terran was elected to the Evergreen Oversight Board. PINES Staff has done a Mini-Conference in Athens that included a working session on notification systems. Training has also been done during staff development days and through site visits. Terran, Dawn, and Julia Huprich are working on PINES U. Terran is presenting at the ALA Conference this year.

Statistical Reports. The statistics for Novelist added content are high. The GALILEO numbers remain steady.

Quick Reports. The Quick Reports are going well. They were rolled out to the Evergreen Community at the conference.

B4 Update. The B4 module has been in operation for one year. 1,000 children have been registered, 36,000 books have been logged, and 5 children have finished.

Evergreen. The Web Client is in Sprint 3 which includes local admin and reports. Copy alerts make it easier for frontline staff to add notes. Evergreen is now on the 2.10.3 Release. Terran is organizing a Bug Squashing Day for June 2, 2016; contact her if you would like to participate.

Dawn Dale:

Help Desk. The new Help Desk software is working well.

Annual Reports. The annual report statistics will be posted again this year.

Library Cards/Barcodes. Continue to order these through PermaCard. They have the bid through 2018. PermaCard takes care of PINES libraries: they keep up with our number issued, etc.

Intransit Rates. Statistics show that it is taking the same amount of time for materials to travel from one HQ to another HQ as it does for materials to travel from one branch to another branch within the same system.

Bin Lin:

Cataloging Standards. Original catalogers in PINES are now using RDA for their cataloging. The training for RDA was finished in 2015.

NACO (Name Authority Cooperative Program). PINES is a member of NACO. We can contribute to the LC Name Authority File. Hopefully, because of this, we should see more Georgia authors in the Name Authority File.

Elaine Hardy:

Monographic Parts Implementation. Patrons can now put holds on a specific volume of a multi-volume set of print materials. Many of the items that have been changed in the PINES catalog to accommodate this are graphic novels. A Best Practices for cataloging graphic novels is being developed.

Serials Module. Elaine is looking for library systems to be a “guinea pig” to test the serials module to track magazines.

Statewide Subscription to Web Dewey. All library systems in the state have a subscription to Web Dewey. This provides online access to the Dewey schedules. They are updated immediately as changes are made. Elaine is also researching the possibility of pursuing a subscription to Catalogers Desktop.

Leslie St. John:

Acquisition Module. Five libraries did Beta testing in 2014. Two libraries continued with going live in 2015. Phase Two included increased testing. In July, Chestatee will have completed one year of going live in the module. Henry County is assessing staff capacity to see if they can go live. West Georgia is going live on July 1. West Georgia has been instrumental in pointing out issues that need to be addressed. A training module has been developed. Bug lists have been developed and many bugs have been fixed. A wish list for future development has been made.

No additional libraries will be allowed to go live on the Acquisitions Module for now. There are large concerns, including the fact that it takes more PINES staff to work with libraries and issues. Training is essential.

Chris Sharp:

Upgrade. PINES upgraded to the 2.9.1 version over MLK weekend 2016. The upgrade went smoothly and uneventful during the upgrade itself, but there were issues after the libraries came up. The issues were resolved within two weeks. Emerald brought in a specialist to review the PINES system configuration. An upgrade to the power for the servers at QTS in Suwanee will be done. Dates will be announced. Once that is done, new hardware will be installed. This hardware will be lighter and faster. The current hardware will be used for other PINES purposes. A faster database server will be installed.

Elizabeth McKinney:

Projects on the Horizon. An RFP has been written for developing a PINES-specific strategic plan. Discussions with non-PINES library systems are in progress to see what the dealbreakers/dealmakers are to make them want to join PINES. The strength of the software would not be an issue. The Strategic Plan would also update the PINES cost-saving document, which was last done in 2010. It would also help

the PINES staff to be able to prepare a budget request to present to the Board of Regents for long-term development of PINES. Proposals have been received from two vendors.

Evergreen International Conference. PINES Staff attended the Evergreen International Conference in Raleigh in April. Also attending the Conference (with the \$700 Scholarships) were: Kimberly Clayton, Alisa Claytor, Jennifer Durham, Chantal Gunn, Sam Link, Tangela McKibbens, Ceil Smith, Linh Uong, and Belle Renoso. Evergreen's birthday was also celebrated. Next year's conference will be held in Covington, Kentucky.

Annual Survey. A handout was distributed with results from the Annual Users Survey. The top 10 suggestions for PINES were:

- 10- Allow payments online
- 9-Allow renewals for books on hold
- 8-Online renewals
- 7-Friendly spell check
- 6-Add more libraries
- 5-Add more Table of Contents and Reviews
- 4-More downloadable content
- 3-Improve Courier time
- 2-Allow holds on new materials
- 1-Allow AV holds

IV. Executive Committee Discussion Items.

- 1. Money Owed Between Libraries.** Terran reviewed the proposed procedure for handling money owed between libraries. Piedmont and Houston County have tested the procedure. The procedure and form have been revised after the testing process.

The discussion included:

- Could there be a minimum charge being mailed?
- You can bar a patron when they have several long-overdue/lost items; then the money would have to come to the owning library
- Concerns for those libraries that use collection agencies
- Could the minimum be set at \$10? Not necessarily, but there needs to be a standard set
- Partial payments need to be addressed
- Concerns about the amount of staff time
- If you sent the partial payment, then the patron pays the rest of the payment at another library-what happens then?

- This process is time consuming. Could putting the notes on the patron's accounts be eliminated? Terran: This is the only way to track it in Evergreen.
- The process is "clunky"- suggestion for doing it either twice a year or once a year
- How about libraries just keeping the money that they collect? Unless the owning library had put a bar on the patron's account or the patron was in collections

McIntyre made a motion that all fines and fees, including fees for lost items, be kept by the collecting library; Phillips seconded.

Discussion:

- We would still be able to bar patrons
- There is a Quick Report that will show that patrons that you have barred
- For library systems that border several other library systems and share patrons, this may affect the libraries quite a bit
- Get a year's worth of data and look at this again in December

The vote on the motion was 2 voting yes; four voting no. The motion did not pass.

This will be looked at again in six months (at the December 2016 Executive Committee meeting.)

V. EXECUTIVE COMMITTEE ACTION ITEMS

Subcommittee Nominations. The slate of members of the PINES Subcommittees was distributed. McIntyre made a motion that the slate be approved as presented; Phillips seconded. Motion carried.

VI. PINES MEMBERSHIP ACTION ITEMS

PINES Bag Purchase Review. PINES bags will be purchased again this year through GPLS. This order will include blue bags to be sent to the University System libraries for use in sending interlibrary loans through the Courier. Whittle made a motion that GPLS purchase the PINES bags this year; Rigsby seconded. Motion carried.

VII. OLD BUSINESS

Proxy Voting/Bylaws Review. A PINES director has stated that sometimes there is a need to appoint another staff member to be able to vote at General Membership

meetings on behalf of the library system. This will be reviewed and added to next year's Annual Membership Meeting agenda.

VIII. PINES EXECUTIVE COMMITTEE ELECTION RESULTS

The PINES Executive Committee is made up of 2 representatives from large library systems, 2 representatives from small library systems; 2 representatives from medium library systems, and 3 at-large representatives.

The following PINES Executive Committee members are rotating off this year: Roni Tewksbury, Claudia Gibson, and Leigh Wiley.

The following directors were elected to the PINES Executive Committee: Roni Tewksbury, Ben Carter, and Stacy Brown. Their terms will end in 2019.

IX. NEW BUSINESS

Circulation Modifier Suggestion. Carolyn Fuller asked if a Circulation Modifier could be added for an item that is non-holdable, non-renewable, 7 days circulation. This will be considered by the Subcommittees.

There being no further business, the meeting was adjourned. The next PINES Executive Committee Meeting will be held in September in Leesburg.

Respectfully submitted,

Roni Tewksbury
Secretary