**PINES Executive Committee Meeting**

Minutes

September 21, 2016 9:00 a.m.

Oakland Public Library, Leesburg, GA

1. **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, Billy Tripp, Ben Carter, Stacy Brown, and Roni Tewksbury.

1. **Approval of May 2016 Annual Meeting Minutes.** The minutes from the May General Membership Meeting were reviewed. These will be approved at the Annual Meeting in May 2017.
2. **Staff Reports:**

**Elizabeth McKinney:**

**Budget.** PINES continues at the same level of funding.

**Staffing.** David Teston is a new PINES System Administrator. Leslie St. John’s contract ended; this position had to be re-hired. Leslie will come back in a temporary part-time position. The PINES Acquisitions Specialist position is being listed.

**Evergreen Development**. PINES has signed a contract with MassLNC for development, instead of Equinox.

**Bids.** The shipment of totes have been received. Green bags and blue bags are ordered and will arrive soon. Additional totes are on their way. The colocation facility is being rebidded; it is hoped that the space can be condensed. The PINES Strategic Plan has not been listed yet. Another upcoming project is an ILS Evaluation Project. This project will evaluate Evergreen and see what is best for PINES.

**Terran McCanna:**

**PINES Training.** The 2nd mini-conference of 2016 was completed in September. PINES Staff made a presentation at the ALA Conference about how the PINES consortium works. The first PINES University class has been rolled out. Dawn is working with Julia Huprich on this.

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

**Automated Notifications.** PINES Staff is reviewing all the notifications that PINES sends out and making sure that the wording is effective. There is a possibility that the e-mailed messages can be added to the patron’s online account as well.

**Development.** Work continues on the WebClient. PINES is looking at the beta version of the Android app.

**Evergreen Community.** Terran is on the Oversight Board for Evergreen. She is now heading up Bug Squashing Days. Chris, David, and Terran are going to Hackaway Day in November. Chris and David are working on the Acquisitions Module. Terran is working with MassLNC on creating a PINES version for small screens.

**Dawn Dale:**

**Help Desk.** The Help Desk is working well.

**PINES U.** The first class for PINES U is on registering a patron. So far, 18 have completed the class. A class on policies and procedures will be added soon.

**Credit Card Processing.** In the recent PINES survey, credit card processing was the #1 request from patrons and staff. The library systems that accept credit card payments are seeing more money coming in.

**Courier.** There have been a lot of courier problems in South Georgia. Changes have been made to correct this and improvements have been seen. There are now bags in the warehouse in South Georgia; just ask your driver if you need some.

**Elaine Hardy:**

**Playaways.** There was not an icon in the PINES catalog for playaways. Coding in the catalog has been changed and an icon has been added. This is for audio playaways only.

**Acquisitions.** Two library systems are live on Acquisitions; one library system is testing. Chris and Leslie are working on EDI. One major problem is the printing of large purchase orders.

**David Teston:**

**WiFi Project.** David is working on a project that will enable Evergreen to control access to WiFi. If a patron is blocked on PINES, they won’t be able to access the library’s WiFi. This will also enable the library to capture statistics. This is using Ubiquiti access points, but will allow most existing access points to connect as well.

**Chris Sharp:**

**Labor Day Maintenance.** Work was done on database optimization. This should result in faster OPAC searching. Holds and circulations from over a year ago were archived. If you need to see these, submit a Help Desk ticket. There was a request that the ability to change the pickup library of an item on hold while it is in transit; this has been done and it was enabled over Labor Day weekend.

**Hardware.** Some equipment has been purchased over the last couple of years; this has begun to be installed. This is a gradual process. The equipment is smaller, lighter, faster, and has less energy consumption.

**Upgrade.** PINES will be upgraded to 2.11 over MLK Day weekend. The system will be down from 6:00 p.m. Thursday to 6:00 a.m. Tuesday. There is a link on Evergreen to the release notes (evergreen.ils.org/documentation.release) This will tell the new features. Look at the release notes for 2.10 and 2.11, because we are now on 2.9. Testing will be done from late October to December.

**Elizabeth McKinney:**

**Linked Data Project**. Terran has sent out an e-mail asking for URLs. This is for a linked data project. This will be rolled out to PINES library systems first, then to the rest of the state.

1. **Executive Committee Action Items.**
2. **Card Renewal and Group Fines.** There has been a proposed addition to the PINES policy that would read “If a patron is listed as the parent or guardian of minors, when one card in the group is renewed –all of the cards in the group under their responsibility must resolve all outstanding fines and fees.” 62.5% of the Subcommittee vote was yes; 52.6% of the Directors vote was yes.

The discussion included:

-We don’t have a policy requiring a group to be established. It’s hard to “ungroup” people; this is punishing those that are in groups.

-This would affect children not being able to use their card.

-Many patrons would be discouraged from using the library.

-Make the parent accountable; don’t punish the children.

-Would have to train staff on how to handle angry patrons if this is passed.

-Is it the patron’s decision to be in a group or is it the staff’s decision?

-Right now, we don’t require a parent to have a card.

McIntyre made a motion that the policy not be changed; Durham seconded. Motion carried.

1. **Parent/Guardian Account.** There has been a proposed addition to PINES policy that would require that the parent/guardian have an account. 68.2% of the Subcommittee voted yes; 61.1% of the Directors voted yes.

The discussion included:

-This is not fair to parents to require this.

-Parents would resent being forced to get a card.

-Library issues cards at WIC classes. Parents aren’t capable of filling out the forms in some cases.

-Are we sure the parent or guardian has the same address? How can we be assured of this?

-Can we add this information? Dawn: The parent/guardian name field is unlimited.

-Add what relation that person is to the child in this field.

-It is such a burden to issue 2 cards at a time?

-Some parents see that bringing their child to the library is a burden, much less having to sign up for two cards.

-It’s important to remember that the number of children not being raised by a parent is high.

-Those that do have a card- can we ask that they be in good standing?

-Why punish the child for something the parent has done wrong?

-We don’t want to do anything to deny a child the right to use the library.

-How about putting a limit on how many items the child can check out?

Tripp withdrew his proposal; this change of policy was withdrawn.

1. **Blocking Group for Member Fines.**

Groups in Evergreen are optional and may consist of at least one adult and any number of juveniles with one adult designated as the group lead. There are no current PINES policies directly related to blocking group members based on fines.

A new policy has been proposed: “Libraries may choose to block any/all individuals in a group when total group fines exceed a maximum bill level for the group (as determined by each library system.) A group member may request ungrouping of his/her account at age 18 or when changes in guardianship can be documented (at that point, that member’s block should be removed if his/her bills do not exceed the standard individual maximum threshold of $10.00.)

68.2% of the Subcommittee vote was yes; 47.1% of the Directors vote was yes.

Discussion included:

-Bar the parent/guardian, not the siblings.

-Question about policy: if something is not PINES policy, then can a local system set a policy? Answer: NOT if it goes against a PINES policy.

-Billy asked that the PINES policy says that a member library system “may choose to”

-If a local library system makes a policy like that, another PINES library will be affected.

-If you bar a patron, you have to put documentation.

-PINES Staff: the software probably would not be able to automate this. It would have to be manually done by staff.

-The use of “grouping” is sporadic; this would be hard to do.

-Is this legal?

Tripp made a motion that the PINES policy be amended as presented; there was not a second. Motion died.

There was a question whether Evergreen can alert the library when the patron turns 18 so that they can be ungrouped? Terran and Chris will check into this.

Ben asked if there is something in PINES policy that prohibits a local library system to establish this policy. Billy stated that he simply wanted to be able to block a patron instead of barring a patron. As a neighboring system, this may be problematic. It would affect their workflow.

Dawn read a policy out of the Circulation Policy Manual: “PINES libraries will have uniform circulation policies and procedures.”

1. **EXECUTIVE COMMITTEE DISCUSSION ITEMS**

**Social Security Numbers.** It came to PINES Staff attention that social security numbers are still being entered into some PINES accounts. There are a total of 58,708 records. PINES Staff could run a report to make it easier for library systems to go in and remove these. PINES can also automate at least some of this removal if the Executive Committee wishes.

**PINES Gold and Silver Cards.** Dawn has done mockups of Gold and Silver PINES cards that could be issued to special patrons (ex.-board members, retired staff, funding agencies.) 500 cards for each library system would cost .25 each.

This was tabled until the December meeting.

**Money Owed Between Library Systems.** There are three options to handling the money owed between library systems:

 -PINES Proposed Procedure

 -What systems are now doing

 -Invoicing

 -Keep the money your library collects

McIntyre made a motion that if a library system wants the money that is collected for a lost item from their collection by another library, that an invoice be issued and that this owning library do the PINES recording in the record. This must be done quarterly. Durham second. Motion carried.

This goes into effect immediately.

Discussion after the vote:

-Does this mean the library system will keep the money unless an invoice is issued? Durham- If you are not willing to issue an invoice, then the library collecting the money keeps the money.

1. **OLD BUSINESS**

**There was no Old Business.**

1. **NEW BUSINESS**

**There was no New Business.**

From the Membership: Please change PINES so that the Driver’s License has to be entered in a specific format. PINES Staff will work on this.

There being no further business, the meeting was adjourned. The next meeting will be held in conjunction with the next Director’s meeting in Savannah in December.

 Respectfully submitted,

 Roni Tewksbury

 Secretary