

PINES EXECUTIVE COMMITTEE MEETING

Minutes

September 18, 2019 1pm

Greater Clarks Hill Regional Library

I. Call to Order and Welcome

Chair Geri Mullins called the meeting to order at 1:05pm and welcomed everyone. Executive Committee members present were Martha Powers-Jones, Natalie Marshall, Lecia Eubanks, Stephen Houser, Valerie Bell, Stacy Brown, and Jennifer Lautzenheiser.

II. Approval of May 2019 Executive Committee Meeting Minutes. Stephen Houser made a motion to accept the May Minutes; Lecia Eubanks seconded. The motion carried unanimously.

III. Review of the May Annual Membership Minutes. Elizabeth McKinney requested the correction that Lecia Eubanks adjourned the meeting not Geri Mullins. A motion to accept the Annual Membership Minutes with corrections was made by Stephen Houser; Lecia Eubanks seconded. The motion carried unanimously.

IV. PINES Staff Reports

Elizabeth McKinney:

The PINES team has developed a plan to implement the proposed budget cuts from the state funding. The PINES budget for equipment had been generous and can withstand reduction without impacting PINES services. Some funding for development will be forfeited as well.

The PINES Anniversary will be celebrated on Wednesday night of the Savannah Directors Meeting. If anyone has someone that they would like to receive an invitation to the celebration, please let Elizabeth know.

The PINES team has gone 14 months without an office. They are now getting settled in their new home.

Terran McCanna:

Statistical Reports. Novelist has great usage. The Title Read-a-likes and Series features are the most popular. GALILEO logins via PINES remain steady. An average of 95,000 notifications are set out per day during Summer Reading Program. PINES App downloads remain strong with 16,360 Android and 18,452 iOS.

Training Update. Online training is in development using Niche Academy. This training will provide potential for CEUs.

Evergreen Development Update. The transition from MassLNC to Evergreen Development Initiative (EGDI) led by EG Indiana is ongoing.

Current projects in or nearing development are:

“**Hopeless Hold**” is a priority. This situation is created when the last copy of a book is gone. The system cannot locate a target hold to fulfill the hold. This feature would run a report and resolve the outstanding hold without an item to fulfill.

Updating Hold Notifications. When a patron updates the notification method for a hold, an option will be provided to update the notification method for all of the outstanding holds.

Bug squashing week will be September 9 – 13.

Testing for the upcoming upgrade is encouraged. The upgrade will bring two new features:

1. Booking Module for the purposes of scheduling/reserving library meeting rooms
2. RBDigital Integration in the PINES catalog

Dawn Dale:

Barcode scanners were ordered to scan driver's licenses. There's still opportunity to purchase them at a reduced cost.

All barcodes need to be in Codabar format. Vendors producing any other format are not meeting PINES policy requirements.

Elaine Hardy:

There was an issue which temporarily suspended Data Sync with OCLC. This was a result of the mass import of 24,000 Live Oak catalog records. This has since resumed.

Pre-Cat records are an issue. There is one system with over 700 pre-cat records in PINES. This is a violation of the PINES agreement. Pre-Cat creates a false record and issues within the shared catalog. An option for some records is to use the serials module and add a barcode at the time of circulation.

The Catalog Conference will be held December 17 – 19 at Unicoi State Park. This year's conference will include others from the University System of Georgia and Guy Frost who will share changes in RDA. Registration will open soon.

Tiffany Little:

In July, **Coastal Plain Regional Library** transitioned to the Acquisitions Module. This means that 15% of PINES libraries are using the module.

In July, **Live Oak Public Libraries** began allowing holds to be placed on items on order as a pilot program. In general, it has gone well. One issue was identified for the limits of different statuses. This was resolved by the creation of a new item status of "in receiving." Items are then able to have holds placed. A further update will be provided in December.

Evergreen Community Update. 2020 Conference will be April 22 – 25th, in Atlanta. The project approved Articles of Incorporation and is almost a non-profit.

Chris Sharp:

MLK upgrade: The upgrade will be to 3.4. It will be installed on the test servers in early to mid-October. This will include the two additional features which will need to be tested. The actual upgrade schedule is to be determined.

Open Athens: This will be added to the test server. There will be no change to the patron perspective within the portal. It will be seamless. Behind the scenes will provide increased statistical reporting.

V. Executive Committee Action Items.

AI1: **Tape on Books.** This action item would ban tape on other system's materials.

Stacy Brown shared an example of Uncle Remus Regional Library's post-it form used instead of tape. A variety of concerns with a tap ban were voiced:

- Can we just call on other systems instead of a ban?
- What is tape? Are post-it notes included as adhesive?
- If a book does have tape damage, who will be charged?

Consensus was that this action item applied only to tape not to post-it notes. Also systems were encouraged to develop alternatives to tape.

Stacy Brown made a motion to ban tape on books; Martha Powers-Jones seconded. The motion passed unanimously.

VI. Discussion Items

DVD Packaging. Nothing to report.

Annual Report Data – Whitney Payne. PINES auto imported data into Counting Opinions. Some items did not auto populate in the correct column. Adjustments have been made and it should work more smoothly. Primary problem was with the audio books. The variety in Circ Modifiers created the challenge. A survey can be expected to determine whether a translation table might be needed for the data or some other switch in Circ Modifiers.

A ticket should be opened for any other issues that might have occurred to be investigated individually.

Student Card Required Data – Superintendent of the local school system served by Live Oak Public Libraries is interested in every student receiving a library card. The effort is to migrate student data from the Student Information System into PINES. Stephen Houser asked about the ability to prohibit duplication of accounts in the process. Chris Sharp clarified that the Student Card Profile is housed in a separate box than the patron profile. There would be little concern about duplication in the Student Card Profile. Any duplication within the Patron Profile would overwrite the addresses.

A reminder was provided that there is currently a Student Card Working Group consisting of:

Catherine Baldwin – Live Oak Public Libraries

Stacy Brown – Uncle Remus Regional Library System

Jennifer Durham – Statesboro Regional Library System

Lecia Eubanks – Cherokee Regional Library System

Stephen Houser – Twin Lakes Library System

Jennifer Lautzenheiser – Middle Georgia Regional Library System

Beth McIntyre – Piedmont Regional Library System

Geri Mullis – Marshes of Glynn Libraries

Richard Sanders – Hart County Library System

It was also provided that the state Department of Education and the individual Student Information Systems do not share data. Wendy Cornelisen also stated that the parallel conversation continues at a state level.

Valerie Bell stated that Athens Regional has a project in process. She inquired whether Athens should adjust their time line or project to allow for the results of the Live Oak project.

A project plan is not yet in place. It was projected that in a year or two, the student data process of migration could start.

Patron Requests for Information. Patron requests for information under the Freedom of Information Act are sometimes delivered straight to PINES. These requests will be returned to the director of the patron's home library.

VII. Old Business

None.

VIII. New Business.

None.

IX. Issues/Requests/Discussions/Reports from Membership

X. Next Meeting – December 4th in Savannah

XI. Adjournment

The meeting was adjourned on a motion from Natalie Marshal; seconded by Stephen Houser. The motion passed unanimously.

Respectfully submitted,

Jennifer Lautzenheiser