PINES Executive Committee Meeting
Minutes
May 17, 2017   9:00 a.m.
Columbus Public Library, Columbus, 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, Stacy Brown, Ben Carter, Billy Tripp,
    Holly Phillips, and Roni Tewksbury. Beth McIntyre attended online.

    The following library systems were represented at the meeting:

Middle Georgia	Hart County	Marshes of Glynn
Brooks County	Henry County	Sara Hightower
Catoosa County	Kinchafoonee	Southwest GA
Chestatee	Lake Blackshear	Statesboro
Coastal Plains	Northeast GA	Troup Harris
Conyers-Rockdale	Northwest GA	Three Rivers
Elbert County	Okefenokee	Twin Lakes
Fitzgerald-Ben Hill	Peach	Uncle Remus
Flint River	Piedmont	West Georgia
Hall County	Pine Mountain	

II. **Approval of December 2016 Executive Committee Minutes.** Phillips made a
     motion that the minutes of the December meeting be approved; Carter seconded.
     Motion carried.

     Approval of May 2016 Annual Meeting. Fuller made a motion that the minutes be
     approved; Mullis seconded. Motion carried.

III. **Staff Reports:**

      Elizabeth McKinney:
      Budget- The state is asked to budget $1.6 million per year for PINES, but PINES is
      holding steady with $1.1 million this year. PINES staff has asked for an additional
      $480,000 ongoing and a one-time support of $1.3 million. There is a potential that
      three library systems will be added to PINES soon. The next system to be added is
      Live Oak Public Library. It is projected that the database clean-up for all non-PINES
      library systems would cost $850,000. David and Chris have looked for other possible
      colocation sites for PINES, because that could save money. The $850,000 considers
      a three-month overlap when two colocation sites will operate.

Staffing- David Teston joined the PINES staff in June 2016. Tiffany Little has recently joined the PINES staff as Acquisitions Specialist.

Bids- A vendor is being selected to perform the Strategic Plan for PINES. It is hoped that this will start in the fall. Another bid that has been released is for a vendor to coordinate an ILS Evaluation- to look at all the products to make sure Evergreen is the right fit for PINES.

Terran McCanna:
PINES Training. A mini conference was held in Conyers: 41 attended, representing 10 different library systems. In the fall, training will be held on the WebClient. Terran will be looking for locations for this training.

Statistical Reports. The statistics for Novelist added content are down. The GALILEO numbers remain steady. A total of 72,000 notices are sent out each day that include 23 different types of notices that are generated.

Social Security Numbers. It was initially planned to take out all social security numbers in patron records after the January 2017 upgrade; this will be done during the summer instead.

Driver's License. The format for entering the driver's license number in a patron's record has improved, but still staff is having problem entering it correctly. Make sure staff is entering it in this format: "GA-_____ with the number in the blank.

Linked Data. Almost all PINES library systems are live on Linked Data. Live Oak, Fulton, and DeKalb are close. Send any updates and changes in branch hours or information to the Help Desk.

Development Update. Use Executive Reports for data for January 2017 and forward. PINES app on Android- there were 1,135 downloads as of May 15, 2017. PINES Staff is currently getting a quote for an IPhone app.

MassLNC Development Initiative. Moving forward on development for the ability to retrieve last "x" number of patrons, ability to search report templates, ability to suspend holds at the time of placement, and the ability to place multiple holds at one time. Specifications and quotes are being obtained on performing batch action on OPAC search results, improvements to e-mail (print options from OPAC), and the ability to store a patron's alternate name (preferred name.) The next large goal is creating a smart and forgiving search.

WebClient. WebClient is currently in the bug fixing stage.

Evergreen Community. The Oversight Board is looking at changing the fiscal sponsor and increasing outreach. Those that achieved a scholarship to the 2017 Conference are Leslie Clark, Linh Uong, and Alisa Claytor. The next conference will be held in April, 2018 in St. Charles, Missouri.

Bug Squashing Week. The next Bug Squashing weeks will be held June 19-23 and September 11-15.

Hackaway. The next Hackaway will be held in November 2017 in Indianapolis.

Dawn Dale:
Statistical Reports. Statistical reports were distributed. The average for intransits to reach their destination is five business days.
STAT Courier. The STAT Courier is going well. If you are sending something than regular library materials, let PINES know and talk to your courier driver. The cost of the courier service may go up by $300,000 because the academic libraries will not be using STAT after July 1.
Library Cards/Barcodes. Continue to order these through PermaCard. They have the bid through April 2018. PermaCard takes care of PINES libraries: they keep up with our number issued, etc.

Elaine Hardy:
Cataloging Conference. The Cataloging Conference was held in February 2017. Fifty library systems sent 64 people. One popular session was the OCLC Connexion Client session. Other sessions included creating local policies and training materials, cataloging genealogical materials.

Clean Up Project for Languages. Elaine has been working on cleaning up the database for the languages of the materials that are cataloged. When staff is working on the Annual Report this year, look to see what records in your library systems are undefined languages.

Legacy Records. Let Elaine know if you want to get rid of any legacy records in the catalog.

OCR Pen. Elaine and Bin Lin are experimenting with an OCR pen that will scan a title into the database. This could be a huge timesaver.

Tiffany Little and Leslie St. John:
History of the Acquisition Module in PINES. Leslie gave an overview of the history of how the Acquisitions Module evolved in PINES and what library systems are now using the module. So far, Henry County, Chestatee, and West Georgia are all using the module successfully. A moratorium was called from additional library

systems using the module until a dedicated person was added to the PINES Staff for acquisitions.

Acquisitions Module Now. Tiffany Little announced that the moratorium will be ended. She will conduct WebEx sessions in June to review the acquisitions module the she will distribute a survey to determine interest. A question was asked "Is the training requirement still 40 hours?" Yes, it is.

Chris Sharp:
Upgrades. PINES upgraded to the 2.11 version over MLK weekend 2017. This upgrade went much smoother, but it was a bumpy first day of operation. On Labor Day weekend 2017, PINES will upgrade to version 2.12. Over MLK Day weekend 2018, PINES will upgrade to 3.0, which will include the WebClient. However, the old staff client will still be available. Chris hopes to shorten the upgrade time over Labor Day weekend (hopefully Saturday night to Tuesday morning.)

Notifications. Over 70,000 notifications are sent out each day. This has been moved to a more robust server to allow this huge number. There was a brief outage of preminders in early April, 2017. If you get complaints about someone not receiving a notification, please contact the Help Desk.

Web Client. Software has to be installed called Hatch. This will allow multiple printers and will allow offline transactions. This preferably needs to be run on Firefox or Chrome. Chris will be sending out instructions and tutorials.

David Teston:
Colocation Facility Study. David and Chris are working on the possibility of another colocation facility.

Cloud Backup. The Cloud Backup will be available within 24 hours of data being missing. David is working on multiple tiers of backup.

WIFI Project. This project is on hold for now.

Elizabeth McKinney:
PINES Annual Survey. The PINES Annual Survey was held April 16-22, 2017. There was a total of 1,841 responses. The Top Ten suggestions for PINES were: were:
>   10-Allow copy level holds
>   9-Longer circulation times
>   8-Online renewals
>   7-PINES tutorials
>   6-Ebooks

5-iPhone App
4-Add more counties
3-More forgiving search
2-Allow holds on new materials
1-Allow AV holds

IV.   **PINES Membership Discussion Items.**
1.   **Georgia DOE Vision 2020.** The Georgia Department of Education Vision 2020 calls for the Department of Education to partner with public libraries. One goal is that every high school graduate will have a library card. Georgia Department of Education representatives Matt Jones and Caitlyn Dooley made a presentation about their ideas of how to get a library card into every student's hand. This card would be digital initially, then bridge to full access. The process includes a digital backpack that would provide access for students.
Discussion included:
-Could a parental permission be embedded in the parent portal?
-Have a requirement that the school system requires all students to have a library card

Matt Jones stated that public libraries are welcome to send any handouts that they would like included in a registration packet to him.

One concern is that it feels like we are leaving behind our non-public school students.

Elizabeth McKinney asked: Does PINES want to pursue this? Stephen Houser suggested a working committee to work on this. Charles Pace from Gwinnett County needs to be consulted, since he has this in place in his county. We also need to talk to Charlotte-Mecklenburg Library. Tripp made a motion that PINES moves ahead with this; Houser seconded. Motion carried.

The following Working Committee was appointed:
Elaine Black
Beth McIntyre
Carolyn Fuller
Jennifer Lautzenheiser
Stephen Houser
Geri Mullis
Lecia Eubanks
Richard Sanders
Stacy Brown
Jennifer Durham

V.   Executive Committee Action Items.

1.   **Subcommittee Nominations.** A list of Subcommittee Nominations was distributed. Carter made a motion that the nominations be approved as submitted; Phillips seconded. Motion carried.

2. **Required Cards for Parents/Guardians.** A director has proposed a change in PINES policy: make the parent/guardian card the primary card and have all cards they sign linked back to their account. If the parent or guardian does not have a card, the child can only check out a limited number of items at any given time.

    Discussion included:
    -We don't want to punish the child if the adult has fines
    -Adults shouldn't be allowed to use a child's card
    -Making the adult have a card won't make them more responsible; you may turn some responsible people off
    -Question to the Subcommittee: if these policy changes are approved and the parent has a card, how do we handle the accounts?
    -Digital cards would not be possible if we required the parent to have a card
    -It's hard to get the parent to come in to sign for a child to have a card
    -Some staff just want to avoid confrontation
    -Could merge juvenile account with the parent account.
    -The cleanest thing is for the child, when they turn 18, to get a new card and sign a new agreement with PINES
    -Could this be a local policy? No- this interferes with having an equal experience across PINES

    Carter made a motion to table this proposal; Brown seconded. Motion carried.

3. **Damaged Items.** PINES has a new feature that allows if an item is marked damaged, staff will be given a prompt to bill for the damage.

    Question: Do we want to remove any fines that are on the item?

    Carter made a motion to enable this feature on PINES but don't automatically remove the fines and processing; Phillips seconded. Motion carried.

    Discussion included:
    -   For those patrons that use more than one library, if one branch charges for damage then the patron goes to another library, does the bill say what the damage is

- Could this be turned on at any time?
- Would this work for items that are currently checked out? Yes
- Consistency is important; we don't charge overdue fines for lost items

4. **Student Digital Access Card.** Do we want to create a card with a different profile to provide a digital access only card?

McIntyre made a motion that the profile be created and that three library systems test this; Tewksbury seconded. Motion carried.

The three testing library systems are: Twin Lakes, Henry County, and West Georgia.

Elizabeth said that Experian will develop a way to do an identity check. That way, the patron does not have to be in the library to register for a PINES card.

5. **Bags.** Tripp made a motion not to purchase green bags at this time; Phillips seconded. Motion carried.

VI.   OLD BUSINESS

There was no Old Business.

VII.   PINES EXECUTIVE COMMITTEE ELECTION RESULTS

Anne Isbell announced that Jennifer Lautzenheiser, Geri Mullis, and Martha Powers-Jones had been elected to the PINES Executive Committee. She thanked Beth McIntyre, Jennifer Durham, and Billy Tripp for their years of service on the Committee.

VIII.   NEW BUSINESS

There was no New Business.

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

Respectfully submitted,

Roni Tewksbury
Secretary