

PINES Executive Committee Special Meeting
teleconference via Google Meet
Minutes
November 02, 2020 at 11:00AM

I. Call to Order

The special meeting was called to order by Geri Mullis at 11:01AM.

II. Attendance

PINES Executive Committee present: Geri Mullis (Chair), Martha Powers-Jones (Vice Chair), Stacy L. Brown (Secretary), Valerie Bell, Janet Burroughs, Lecia Eubanks, Stephen Houser, Lisa MacKinney, Natalie Marshall. GPLS present: Ben Carter, Elizabeth McKinney, Dawn Dale.

PINES Libraries present: Athens Regional Library System, Augusta-Richmond County Public Library System, Azalea Regional Library System, Bartram Trail Regional Library, Brooks County Public Library, Catoosa County Library, Cherokee Regional Library System, Chestatee Regional Library System, Coastal Plain Regional Library System, Conyers-Rockdale Library System, Desoto Trail Regional Library, Dougherty County Public Library, Elbert County Public Library System, Flint River Regional Library System, Greater Clarks Hill Regional Library, Hall County Library System, Henry County Library System, Houston County Public Libraries, Jefferson County Library, Kinchafoonee Regional Library, Lake Blackshear Regional Library System, Lee County Public Library, Live Oak Public Libraries, Marshes of Glynn Libraries, Middle Georgia Regional Library System, Moultrie-Colquitt County Library, Mountain Regional Library System, Newton County Library System, Northeast Georgia Regional Library, Northwest Georgia Regional Library, Ocmulgee Regional Library System, Ochoopee Regional Library System, Okefenokee Regional Library System, Peach Public Libraries, Piedmont Regional Library System, Pine Mountain Regional Library System, Roddenbery Memorial Library, Sara Hightower Regional Library System, Satilla Regional Library, Screven-Jenkins Regional Library, South Georgia Regional Library System, Southwest Georgia Regional Library System, Statesboro Regional Public Libraries, Thomas County Public Library System, Three Rivers Regional Library System, Troup-Harris Regional Library, Twin Lakes Library System, West Georgia Regional Library System, Worth County Library System.

III. Discussion - PINES bags and totes purchase

E. McKinney presented lending statistics from July 2019 to July 2020. July lending volume had decreased in 2020 by 115,000 items compared to 2019. August statistics showed lending decreased by 43,000 items and September decreased by 30,000 items. D. Dale provided transit statistics that showed 2019 transit times of 6 business days to receive an item compared to 2020, which showed transit times of 13 business days. Some delays can be attributed to the pandemic and quarantine periods, but there is still the issue of decreased lending volume and increased transit times. E. McKinney and D. Dale met with STAT Courier's Brian Clingen and it was discovered that the warehouse staff were not processing totes on a "first in, first out" basis, thus creating a "resource bottleneck." D. Dale stated that the STAT Courier warehouse received 210 empty totes back from libraries on Thursday, October 29, 2020. E. McKinney emphasized that STAT Courier has enough staff to handle current workflows adequately and they're working to

move out items that have been in the warehouse for the longest amount of time. Further discussion about the size of STAT Courier vehicles and that some drivers don't have enough space to accommodate large pick-ups. Question about whether STAT Courier has a mechanism in place to track items that are not picked up due to space constraints. E. McKinney said there used to be a form for this purpose. She also stated the STAT Courier drivers have been instructed to pick up all empty totes and asked that libraries submit a PINES Help Desk Ticket to report any issues.

IV. Action Item

Purchase 1,000 bags and 1,000 totes, provided STAT Courier's price quote has not expired. If the price has increased to \$22.00 per tote, D. Dale will purchase 1,000 bags and 500 totes. A motion to purchase was made by Beth McIntyre; seconded by Natalie Marshall and passed with a unanimous vote.

D. Dale informed non-obligated libraries that they can be included in the purchase order and to contact her for more information. J. Burroughs requested that the PINES Executive Committee revisit the purchasing of bags and totes in May so additional purchasing can be factored into end-of-year expenditures. L. Eubanks requested that STAT Courier be held accountable for non-pickups and expressed again that there needs to be a tracking system. D. Dale stated that she keeps a record of "no shows" to help E. McKinney reconcile billing. She reiterated that library staff need to submit a PINES Help Desk Ticket to let her know if a driver does not show or fails to pick-up all items, as they do not pay for non-service. E. McKinney stated that STAT Courier charges \$50-\$170 per day for courier services and suggested creating a google document for libraries to submit questions/issues, as this will help when negotiating a renewal contract.

Coastal Plain Regional Library System graciously agreed to handle the purchasing of the bags and totes for all of the PINES Libraries.

V. Adjournment

A motion to adjourn the meeting at 11:36AM was made by Leslie Clark; seconded by Darla Chambliss.

Minutes respectfully submitted by Stacy L. Brown.