

PINES EXECUTIVE COMMITTEE MEETING

Minutes

September 20, 2017 9:00 am

Athens Regional Library

I. Call to Order and Welcome

Chair Anne Isbell called the meeting to order and welcomed everyone. Executive Committee members present were Anne Isbell, Ben Carter, Holly Phillips, Martha Powers, Jennifer Lautzenheiser, Natalie Marshall.

The following systems were represented at the meeting:

II. Election of Officers. Ben Carter nominated Jennifer Lautzenheiser to assume the duties of secretary; Stacy Brown seconded. Motion carried unanimously.

Holly Phillips nominated Anne Isbell to serve as Chair; Ben Carter seconded. Motion carried unanimously.

III. Approval of May minutes. Holly Phillips made a motion to accept the May 17, 2017 PINES Executive Committee Minutes; Natalie Marshall seconded. The motion carried unanimously.

IV. Staff reports.

Elizabeth McKinney:

Staff updates: Currently accepting applications for a PINES Service Specialist position. A Cataloging Specialist position opening is experiencing a delay. This position will be a hybrid of Elaine and Bin's duties.

Strategic Plan: Carson Block Consulting was selected for the strategic planning project. The Strategic Planning team consists of Anne Isbell, Alan Harkness, Julie Walker and Elizabeth McKinney.

An ILS Evaluation is also underway. Quipu Group, a Colorado based company was selected for this project. It is expected that both of these projects will inform one another. The ILS evaluation is projected for December.

Terran McCanna:

Statistical Reports. Novelist has decreased a lot in OPAC usage. GALILEO OPAC steady.

Social Security Numbers. All numbers that were labelled Social Security Numbers have been removed. There still might be some in the system with other labels. Please have those removed as they are located.

Development Projects. 2,000 downloads of the Android App. Additional efforts include retrieve last x number of patrons, searching report templates, suspending holds at time of placement. Batch actions from the search result are in development which will allow for placing a number of items on hold from the list display. Wish list ranking will be available in October.

Evergreen Community Updates. Evergreen is changing the fiscal sponsor. The Conference will be in St. Charles Missouri April 30 - May 3, 2017. There will also be a Hack-away which Chris Sharp, Tiffany Little, and Terran McCanna will attend.

Web Client Training. Training will take place at 15 locations and via Web Ex. There will be an additional 2 Catalog Trainings.

Dawn Dale:

Emergency Closures. Please open a help desk ticket for closures. Send an email to help@help.georgialibraries.org if unable to enter a helpdesk ticket. This action will cause the Holds Report to not generate on closed days. During closures, fines will not accrue and the courier will be alerted to not stop. There's no need to wait for all branches to close prior to alerting the helpdesk.

STAT courier was represented by Natasha Boekholt of STAT Courier. She expressed that there is a slight backlog due to the Hurricane Irma closures. Extra bins and totes should be sent with the driver back to the warehouse. STAT Courier expressed concerns about the mis-labelling or lack of labels on totes. She expressed challenges with the bags being zip tied. Elizabeth McKinney stated STAT Courier is to not remove zip ties and should instead direct incorrectly labelled items to PINES staff to allow for the resolution of those items.

Tiffany Little:

New Acquisition Libraries. A survey was completed to identify libraries transitioning to the Acquisitions Module. The next transitioning libraries will be: Athens, Live Oak, Jenkins. All will start within the next 6 months. Libraries interested in changing their interest level need to send an email with the request.

Chris Sharp:

Labor Day Upgrade. One of the smoothest yet. Please send any issues and patron complaints.

MLK Upgrade. The upgrade to the 3.0 version (the web client) will start on Saturday, January 13 at 6pm and services will be available on Tuesday, January 16 at 6am. Google Chrome has been identified as the best browser. Firefox works as well. A version of the old staff client will be available for backup use if needed. Please allow time for testing to work out any issues prior to the upgrade. There are no concerns at this time about library bandwidth issues with the transition to Web Client. Any concerns in the transition would be associated with the internal networking and machine speed.

Leslie:

Leslie St John is the project manager for Live Oak Public Libraries, who are coming into PINES in late February.

V. PINES Membership Discussion

Student Digital Card Pilot - Stephen Houser. Stephen reported they have signed an MOU with their school district. This allows them to receive the data for input into PINES. They are entering large quantities of data for each student. The expectation is that 2 staff members will enter the data and be complete within a month. The hope is that next year the applications would be able to go home in the

beginning of the year packets. The students will receive a physical card which is labelled e-card. He hopes that it will be possible to transition this card directly to a full privilege library card.

Georgia Department of Education/Student Card - no report. Currently on hold.

Retrieving Recent Patrons. Evergreen 3.0 Web Client has a feature that will retrieve the last several patrons. This will pull up a designated number of the most recent patrons you've opened up in the staff client. Concerns were raised as to whether this would increase the probability of errors in books checked out to the wrong patrons. Jennifer Durham shared that STRL uses the Retrieve Last Patron feature as a staff only function for adding communication notes to an account. It is not allowed for the checking out of books or other patron functions.

Ben Carter made a motion to enable the function of retrieving several past patrons. Natalie Marshall seconded. The motion passed. Anne Isbell voted against.

Discussions included:

- Proper usage of the function
- Whether the function could be individualized to system
- The impact of proper training on function usage
- The number of patrons that could be retrieved from the function
- Whether there could be a time limit placed on the retrieval of the patrons. No.
- When it would take effect. January 2018.

Jennifer Lautzenheiser made a motion of 3 previous patrons be retrieved with the function. Natalie Marshall seconded. The motion passed unanimously.

Next meeting is November 29th in Savannah.