

# **PINES Executive Committee Meeting**

## **Minutes**

December 7, 2016 1:00 p.m.

Live Oak Public Library, Savannah, 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, Roni Tewksbury, Ben Carter, Beth McIntyre, Stacy Brown, Pauline Abidde, Jennifer Durham, and Holly Phillips. Billy Tripp attended via WebEx.

- II. **Approval of September 2016 Executive Meeting Minutes.** The minutes from the September Executive Committee Meeting were reviewed. Carter made a motion to approve the minutes; McIntyre seconded. Motion carried.

III. **Staff Reports:**

**Elizabeth McKinney:**

**Bids-** There will be no major procurements this fiscal year. The Strategic Plan process for PINES is going out to bid.

**Live Oak Public Library.** Elizabeth made a presentation to the Live Oak Public Library Board about going onto PINES. A committee will be formed in January to start investigating the possibility.

**Terran McCanna:**

**PINES Training.** In 2016, 48 classes were held with 850 staff attending. Two mini conferences were held. Terran, Elizabeth, Elaine, and Dawn made a presentation at the ALA Conference. She is now planning 2017 training and is looking for host libraries for mini conferences and single day trainings.

**Statistical Reports.** NoveList dropped drastically after Summer Reading Program ended. The GALILEO statistics are holding steady.

**Development.** Work continues on the Web Client but the progress is slow. PINES is working with MassLNC on new development. Right now, they are deciding about what to work on in 2017. Focus group meetings are being held.

**Linked Data.** Linked Data will begin to roll out in January.

**Upgrade.** There is one more week of testing remaining on the new upgrade. New features include improving wording on notification and additional notifications. Web Client circulation module may be ready for pilot libraries- contact Terran or Chris after the upgrade if you are interested in being a pilot library. Individual items can be deleted from the circulation list. There is a Spanish version of the OPAC (just go to

“language change” in the upper right hand corner of the screen.) The Spanish version is not for the Children’s OPAC yet.

**Evergreen Community.** Terran, Chris, and David participated in this year’s Hackaway. Terran is looking for volunteers for Bug Squashing Week. The Evergreen International Conference will be held in Kentucky in May.

**Driver’s License Format.** All driver’s licenses should be entered in the following format: GA-XXXXXXXX Please tell staff to use this format only. This will help in searching and in cross-checking when registering a patron.

**Dawn Dale:**

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

**PINES U.** All lessons for the 2<sup>nd</sup> part have been entered. This has to be proofread, so it is not yet ready for staff use. This part will include check in, check out, long overdues, claims returned, and some other functions. Dawn is working on this.

**Credit Card Processing.** If your system wants to get started with credit cards, Dawn will help.

**Courier.** Courier service has improved drastically in South Georgia. If you have any Courier problems, let Dawn know.

**David Teston:**

**Wi-Fi Project.** This project is progressing. David is working on reworking the authentication process. This should work with all existing software and hardware at all libraries.

**Hardware.** The PINES network set-up is being evaluated. The cage for the servers will be moved; the timeline for the move has not yet been determined.

**Chris Sharp:**

**Upgrade.** The software upgrade will be done over the upcoming MLK Day weekend. PINES will go down at 6 p.m. on Thursday and come back up at 6 a.m. on Tuesday. Originally, staff had thought the downtime window might be shorter, but that has not yet been determined for sure. It is possible that the system will only be down from Saturday at 6 p.m. to Tuesday morning. Another possible change is that the Labor Day weekend hardware upgrade may become a software upgrade. If so, testing would be done in August and PINES would migrate to the 2.12 upgrade over Labor Day weekend.

**Hackaway.** Hackaway was held in Minneapolis. There were nine participants from seven states that worked on Acquisitions, Circulation billing fixes, and OPAC upgrades.

#### IV. Executive Committee Action Items.

- 1. New Circulation Modifier.** Elaine Hardy reported through WebEx that Henry County Library System has proposed a new circulation modifier to support what they call a Lucky Day collection. Items in this collection are high demand items generally with a large number of holds. If the title happens to be on the shelf when a patron comes in, it is their “lucky day” and they can check it out. There are no holds on this particular copy and the copy is invisible in the OPAC. The item circulates for seven days and has a \$1 per day overdue fine. This would be a voluntary use and can apply to any kind of media.  
The Cataloging and Bibliographic Maintenance Subcommittee vote was 6 yes, 2 no.

The discussion included:

- Would staff have to manually change the circulation modifier when the copy was taken out of the specialized collection? Yes.
- Would all PINES libraries have to do this? No, it’s an option.
- Is this restricted by branch? Yes.
- Is there are circ modifier for each type? No.
- Any complaints from patrons? No- Henry County Public Library reported that their patrons love it. No one has had to pay the \$1 overdue fine.
- Would the circ modifier automatically shadow the copy in the catalog? Yes, if it has a specific shelving location (the shelving location would make it invisible.)
- Could Evergreen been enhanced to erase any existing holds? No, it would have to be manually done.
- If the library has self-check, then staff couldn’t catch whether there was a hold or not.
- Why not use bestseller? The fine level is set at .20/.50 and it allows for 2 renewals.

McIntyre made a motion to approve the new Circulation Modifier; Carter seconded. Motion carried.

- 2. Social Security Numbers in Patron Records.**

The question posed to the group was: Should Social Security numbers be purged from patron records? Several years ago, PINES stopped asking for Social Security numbers when patrons registered for a card. There are some legacy Social Security numbers still in PINES.

Marti Minor was asked if there is any legal reason to keep or purge the existing Social Security numbers that are in PINES. She replied that she was unaware of any law requiring libraries to keep or purge the numbers, but there is a federal law and a Georgia law that forbids libraries from displaying Social Security numbers.

If the PINES Executive Committee voted to delete all Social Security numbers from the database, it would probably be done during the upgrade.

Durham made a motion that the Social Security numbers be purged; McIntyre seconded.

Discussion included:

- This is a unique way for staff to tell if the patron is telling the truth about whether or not they had a previous card.

- A patron may not have any other identifying information except for a Social Security number and this would be lost if the number was purged. Chris Sharp indicated that the PINES Staff would put an alert on the patron's record so that staff knew to update with current information and another piece of identification.

The motion carried with a vote of 8 to 1.

## **V. EXECUTIVE COMMITTEE DISCUSSION ITEMS**

There were no Discussion Items.

## **VI. OLD BUSINESS**

1. **Gold and Silver Cards.** Elizabeth asked Perma Card to design a Gold card to be used as a VIP card to be given on special occasions. These will be given upon Julie Walker's approval.
2. **Special Incentive Cards.** Special Incentive cards can be designed, but the library system has to follow this procedure:

- Submit a design to David Baker in advance for approval

- Submit the design to Julie Walker for final approval

- The design has to use the PINES logo in some way

McIntyre made a motion to approve the option of special incentive cards; Phillips seconded. Motion carried.

**VII. NEW BUSINESS**

**There was no New Business.**

There being no further business, the meeting was adjourned. The next meeting will be held in conjunction with the next Director's meeting in Columbus in May.

Respectfully submitted,

Roni Tewksbury  
Secretary