**PINES Executive Committee Called Meeting**

Minutes

July 2, 2014; 10 am-11:30 am

Conference Call

A PINES Executive Committee Meeting was called on July 2, 2014 at 10:00 a.m. for the purpose of reviewing how to put the new profile of GLASS patron in place. The GLASS profile had been approved at the PINES Executive Committee’s meeting in May, 2014.

Executive Committee members present were: Anne Isbell, Jennifer Durham, Roni Tewksbury, Keith Schuermann, Sandy Hester, Beth McIntyre, Billy Tripp, and Leigh Wiley.

Elizabeth McKinney began the meeting by showing a PowerPoint presentation outlining some facts about GLASS patrons and PINES, then showing the steps needed to be followed by PINES staff to implement the new profile, ending with three discussion items for the Committee to vote on.

There are currently 11,000 non-institutional GLASS patrons. At this time, it is not

known how many of these 11,000 are also PINES patrons. It is also not known how many current PINES patrons would qualify for GLASS. Under federal law, free mail service is provided to send large print materials (14 pt. or over), reading material in Braille, dvds with descriptive tracts, audiobooks, sound recordings, and other AV materials.

Currently, Evergreen will not currently flag items that come in for patrons that qualify for

these services.

**To implement this new profile and the mailing of items, a proposed procedure has been developed by GPLS staff** to provide this service with a minimal amount of PINES staff training and maximum oversight. All items for patrons with a GLASS profile will be routed to STATELIB-B. The items will be mailed using the free mail service from STATELIB-B. When patrons finish with the item(s), the items will be mailed back to STATELIB-B, then forwarded via STAT courier back to the owning library.

If there are any libraries that wish to mail books out to their local GLASS patrons

directly, this will be worked out in a 2nd phase of the project.

PINES accounts will not be created for GLASS users without their consent.

**The permissions for the GLASS profile are as follows**:

 -the card will expire every 2 years

 - the no. of checkouts is the same as Patron

 - the no. of holds is the same as Patron

 - the account is non-billable

 **Preparation work for GPLS Team to put this new profile in place includes:**

 -Create the new profile in PINES

 -Update the online registration form option for GLASS profile

 -Modify talking books subject headings

 -Determine how many books are incorrectly coded as “large print” (not

 Minimum size font to qualify as large print)

 -Create procedures for PINES staff to follow for creating new cards for

 GLASS profile patrons

 -Promote PINES cards to GLASS patrons

 -Staff training for GLASS staff

 -Create recurring reports to track statistics

 **Discussion Items:**

1. **Does the Committee approve the proposed setup and procedures for the GLASS profile implementation?**

Jennifer Durham made a motion that the proposed procedure be approved; Roni Tewksbury seconded. Motion carried.

Discussion included:

How much time would it add by using the courier to transport the items first to STATELIB-B, then to the patron at home? It will add 2-3 days.

How about GLASS patrons that have a PINES card currently? They will be contacted to see if they want their profile changed.

1. **Can we accept GLASS certification as a form of ID for registering PINES patrons?** They are unique ids.

Roni Tewksbury made a motion that the GLASS certification be accepted as a form of ID for PINES cards; Leigh Wiley seconded. Motion carried.

Discussion included:

GLASS staff will update the PINES record when there are changes in address or phone number.

The GLASS is ***not*** their PINES card number.

1. **Which of the following types of eligible free matter does the Committee approve for PINES/GLASS lending?** Materials that are approved for free mail by the federal law include large print materials, audiobooks, sound recordings, DVDs with descriptive tracts, and other AV materials (including playaways.)

Keith Schuermann made a motion that all materials approved by the federal mandate be approved for GLASS/PINES patrons’ mailing; Jennifer Durham seconded. Motion carried.

Discussion included:

What are descriptive tracts on DVDs? This is a dvd that actually has a voice that describes what is happening on the screen (example: John crosses the room and sits at the desk.) There are only about 80 of these currently in PINES.

 **Talking Books Machines at Libraries-** Pat Herndon asked the Executive Committee about the possibility of placing a talking book machine at each library in the state. This would allow GLASS users to be able to visit their closest library to receive a replacement machine when their current machine is broken. The library would then send the broken machine into GLASS for repair and would receive another machine to have on hand for patrons. Batteries would need to be kept at the library, separate from the machine, because batteries in idle machines go dead.

 Roni Tewksbury made a motion that the Executive Committee endorses the idea of GLASS sending a machine to each library in the state for this purpose; Jennifer Durham seconded. Motion carried.

 There being no further business, the meeting was adjourned.

 Respectfully submitted,

 Roni Tewksbury

 Secretary