

PINES Executive Committee Meeting

Minutes

December 2, 2014; 1:00 p.m.

Live Oak Public Library, Bull Street Branch, 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, Claudia Gibson, Keith Schuermann, Roni Tewksbury, Beth McIntyre, and Jennifer Durham. Attending via web were Leigh Wiley, Sandy Hester, and Billy Tripp.

II. Approval of September 2014 Executive Committee Minutes.

Schuermann made a motion that the minutes of the September meeting be approved; Gibson seconded. Motion carried.

III. Staff Reports:

Budget- Elizabeth McKinney reported that there was no change to the PINES budget. Reduced courier rates shows cost savings.

Staffing- There are two new Assistant State Librarians: Jessica Everingham and Wendy Cornelison. Wendy is the direct supervisor for the PINES staff.

Bids- PINES is in the process of bidding overdue notice services and co-location facility status.

Acquisitions Test Update- Elaine Hardy reported that a limited data test is now being done with the proposed Acquisitions module. In the summer there will be a “shakedown cruise” with some PINES library systems. Before that happens, Chestatee Regional Library will do a live test with a vendor. Henry County Public Library will also do a live test with a different vendor. Phase II, the “shakedown cruise” will begin in July. PINES staff will be visiting Cumberland County Library System in Fayetteville, NC to observe their acquisitions module.

OCLC Reclamation Project- This project is complete. Over 7 million records were sent. Batch loads will be done from now on once a month.

Longoverdue Status Project- This was completed in October.

NACO Training- PINES sponsored a NACO training in Valdosta and two catalogers attended. This is important for RDA implementation. There will be more NACO trainings in the future.

E-Materials Added to PINES- Greater Clark's Hill Regional Library is now adding e-materials to the PINES catalog.

Training- Terran McCanna reported that six two-day training events were held in 2014 at various locations in the state. In 2015, the focus will be to continue training, primarily on circulation issues.

Statistical Reports- Handouts for statistical reports were distributed. The numbers for overdues decreased in November, largely because of the Longoverdue process that was done in October. The five thousand Outreach patrons has decreased to 2400.

Library Cards/Barcodes Orders- The contract for patron cards and barcodes is good through February. A new bid will be completed in the spring.

Added Content- Terran reviewed statistics on usage of the Novelist Select. Good Reads, Series Titles, and Recommended Titles are used most often. A handout of statistics was distributed.

HelpDesk- The HelpDesk has been quite busy. If you need to add staff to be able to access the HelpDesk, e-mail Dawn Dale.

B4 Project- It is hoped that everything in PINES to support the B4 Project will be completed by April 30.

Web Client- The Web Client project is now going into phase 2 in development.

GLASS Patron Profile Rollout- The GLASS patron profile rolls out on Monday, December 8. This allows GLASS patrons to access PINES items so they receive PINES items through the free mail service.

Patron Database Cleanup- Chris Sharp reported that the patron database cleanup was done over Labor Day weekend. This affected 92,000 accounts. There were a few mismatched accounts (same first, last names and birthdates.) There were also some "false duplicates." If you have problems with patron records, open a HelpDesk ticket.

Authority Project- This project started about a year ago. It is mostly complete. Once it is complete, it will be done on a monthly basis. It is usually uploaded over a weekend.

Evergreen 2.7 Upgrade- The upgrade is currently in its first phase of testing and this will last until December 19. Testing will resume on January 5 for a week. On Thursday, January 15 at 6 p.m., all PINES libraries must go offline. All PINES

libraries should plan to be down until 6 a.m. on Tuesday, January 20. Testing checklists should be sent to Terran. So far, 33 bugs have been found and are being worked on. Directors' sign-off sheets should be sent to Elizabeth. Chris encouraged more staff to participate in the testing phase, and asked for libraries to test SIP.

Library Pages- This version allows separate information pages for libraries. Please answer the survey that was e-mailed out and submit information about each library.

SIP Devices- SIP devices are getting more security-minded. PINES staff needs to firewall the SIP server. Chris will send out an e-mail about what he needs to do for this.

IV. **Action Items:**

- 1. Multivolume Parts Implementation.** This will allow patrons and staff to place holds on single volumes on multi-volumes sets. The Subcommittee is recommending implementation on only print materials.

Questions: -How many are there to be done? Elaine Hardy did not have a specific number.

-Can a patron search by the title of the volume? Yes, if the cataloger puts the title in the record.

Motion 1: Should PINES implement monographic parts for print multivolume sets? Durham made a motion that PINES implement monographic parts for print multivolume sets; Gibson seconded. Motion carried.

Motion 2: Should PINES use a controlled terminology for parts designations? Gibson made a motion that a controlled terminology be used; Schuermann seconded. Motion carried.

Motion 3: Should it be up to the individual library whether to implement retrospectively?

Question: Can a report be run to show each library what titles need to be done? Elaine said that this might be a possibility.

Gibson made a motion that this be tabled until the May meeting; McIntyre seconded. Motion carried.

2. Institutional Patron Profile. Durham made a motion that an Institutional Patron profile be created; Gibson seconded. Motion carried.

- How long should the profile be valid? Schuermann made a motion that the card be valid for one year; McIntyre seconded. Motion carried.
- Questions: What happens at the end of the contract if they still have items out? As with other profile types, fines and fees do not stop if the account is expired. Items that are not returned will eventually be marked Long Overdue and the account holder will be billed.
- Is it possible to make it part of the profile that the card can only be used within the issuing library system? Chris would like to do more investigation on this.
- How many simultaneous checkouts should an Institution user be allowed? The Subcommittee recommended 50. Gibson made a motion that 50 checkouts be allowed; Durham seconded. Motion carried.
- What is the Circulation Period? The Subcommittee recommended 30 days with 1 renewal. Durham made a motion that the circulation period be 30 days with 1 renewal; Gibson seconded.

There was much discussion on this and the motion did not pass.

Tewksbury made a motion that the circulation period be 30 days with no renewals; McIntyre seconded. Motion carried.

- Should Institutional patrons be charged overdue fines? The Subcommittee recommended no fines. McIntyre made a motion that no fines be charged; Schuermann seconded. Motion carried.
- Should Institutional patrons be charged for lost or damaged items? The Subcommittee recommended that they be charged. McIntyre made a motion that the patrons be charged for lost or damaged items; Durham seconded. Motion carried.
- How many simultaneous holds are allowed? The Subcommittee recommended 50. Tewksbury made a motion that 50 simultaneous holds be allowed; Gibson seconded. Motion carried.

- When will this profile be implemented? McIntyre made a motion that the profile be available on Feb. 2, 2015 and that all eligible Outreach patrons be changed to the profile by June 30, 2015. Durham seconded. Motion carried.
 - Three sample contracts were distributed to those attending.
 - All patron accounts that still have the Outreach profile on July 1, 2015 will be switched by PINES staff to the normal Patron profile.
- 3. Password Change by Telephone.** It has been requested by a PINES director that patrons be allowed to change passwords over the telephone. McIntyre made a motion that staff may change patron passwords over the phone as long as the patron's identity is confirmed; Gibson seconded. Motion carried.

What is required to confirm identity? Gibson made a motion that the following be requested when changing passwords over the phone: patron barcode number, date of birth, address and/or phone number. Schuermann seconded. Motion carried.

V. Discussion Items.

- 1. New Director Communication.** Elizabeth discussed the design of a welcome letter to be sent to all new directors explaining the PINES system. There was a suggestion that the signed PINES agreements be put on the Directors Knowledge Base.
- 2. PINES Policy Communication.** There have been some problems with some libraries not following PINES policy, especially about the number of DVD checkouts. Elizabeth tries talking to the library system director to resolve the issues. If issues are not resolved, then the problem will be presented to the PINES Executive Committee for review.
- 3. Bylaws Review.** The PINES Bylaws need to be reviewed. The following agreed to serve on a Committee to review the bylaws and report back at the May meeting: Keith Schuermann, Roni Tewksbury, Ben Carter.

VI. Old Business

There was no Old Business.

VII. New Business

There was no New Business.

Chair Anne Isbell thanked all the PINES staff for their hard work and for providing complete reports.

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

Respectfully submitted,

Roni Tewksbury
Secretary