
PINES Executive Committee Meeting
Minutes
May 1, 2024, 9:30am
Dougherty County Library System (Albany)

I. Call to Order and Welcome

Meeting called to order at 9:37am.

PINES Executive Committee Present: Stacy Brown (Chair,) Natalie Marshall (Secretary,) Lisa MacKinney, Lecia Eubanks, Geri Mullis, Janet Boudet, Clint Moxley, Jan Burroughs, Not Present: Kevin Ellis

GPLS Present: Julie Walker, Ben Carter, Angela Stanley, Elizabeth McKinney, Terran McCanna, Dawn Dale, Tiffany Little, Susan Morrison, Chris Sharp, Dustin Landrum, Evan Bush, Whitney Payne, Steven Mayo

II. Roll Call

PINES Library Systems Present (roll taken by Elizabeth McKinney)

III. Amendment to the Agenda

Chair Stacy Brown requested an amendment to the agenda to correct the date of the Executive Committee meeting minutes under review from September 2023 to December 2023. Geri Mullis made the motion. Jan Burroughs seconded the motion. The motion passed unanimously.

IV. Approval of December 2023 Executive Committee Meeting Minutes (Committee)

Lecia Eubanks moved to approve the minutes as presented. Geri Mullis seconded the motion. The motion passed unanimously.

V. Approval of May 2023 PINES Annual Membership Meeting Minutes (Membership)

Geri Mullis moved to approve the minutes as presented. Clint Moxley seconded the motion. The motion was passed unanimously by the present membership.

VI. PINES Staff Reports

Elizabeth McKinney- Staff Update: Good applications for the positions formerly occupied by Bin Lin and Peggy Chambliss; interviews next week. The team went virtually to the Evergreen Conference; Susan elected to the Evergreen Project Board, Terran recognized as a significant leader in development, Steven recognized as the top new contributor.

Budget Update: FY24 shortfall of \$300,000 for Stat and \$13,000 for Unique Management; appears to be taken care of by careful management. Forthcoming FY25 budget- all contracts and subscriptions are increasing. Elizabeth is submitting an amended budget to capture the shortfall. Courier Update: Renewing for one year with GIL onboard. GIL has indicated that they don't want to continue past this year. The subsequent budget increase will fall on PINES. RFP for FY26, including a requirement for vehicle size. PINES is also working on increasing hold optimization. High-volume sites potentially requiring six day stops should ideally be optimized as well. Stat is now using a smaller warehouse with three days max holding space. Leon is the new warehouse manager.

Terran McCanna- (see handouts)

Statistics: Lots of new PINES app installs every month.

Training Update: Strong usage of PINES Learning Center for staff members with 300 CEU earned and 440 current users. The Basic Circulation module remains the most popular. Online account registrations and renewals are going strong. Over 4000 people have renewed online.

Development Update: Bug Squashing week: Shula from Greater Clarks Hill; Spencer from Catoosa; current development: reports interface overhaul, circulation interface overhaul. Next bug squashing week in June/July, focusing on the circulation interface. Huge involvement of PINES staff in the 2024 Evergreen International Conference. Steven and Terran on 3.12 Upgrade Team.

PINES Annual Patron Satisfaction Survey: 703 responses; need to advocate for more participation next year. High user satisfaction overall; requests include: remove or reduce age protection, increase circulation periods and number of renewals, improve spelling search assistance, etc.

Dawn Dale-

Statistical Reports: (see handouts)

Warehouse Visit: In November/December, there was a last in/first out issue, which has now been corrected by Dawn working with Leon the Warehouse Manager. Time in transit in March 2024 was two business days or three overall days, best ever. Issue with wet items as well in January; please send in all your remaining claim forms ASAP and DO NOT send your wet books. Continuing to work on smoothing out courier issues but things are now looking much better. Warehouses in South Georgia are emptied every night. Kudos to Piedmont for their explainer on how the courier system works and how a patron's book gets to them. Please keep the transit list cleared and clean.

Tiffany Little-

Acq Participation: recently added Jefferson County. Now 13 systems in PINES using the acquisitions module.

Parts Holds: Recently added a fix for holds on items with parts in record but no assigned parts. Survey to CAT-L re: whether audios are broken up for holds. By and large they are not and cataloging does not need to assign parts to audios. Updating documentation on parts and when to use series vs individual holdings, including a glossary, a decision tree and extended wiki. Authorities Project: Contract with Backstage for authority records linked to our bibliographic records. A bug was found that had been creating duplicate records. A new contract will hopefully create a fresh authority file. Work should be done within the next couple of months. OCLC Update: OCLC Connexion was discontinued in the browser, but this doesn't affect computer program versions. There is a replacement browser solution called Record Manager. Don't panic, just email Tiffany.

Susan Morrison- (see slide deck)

PLAY Card Update: Deborah and Sarah are working on a PLAY marketing toolkit and a passport to PLAY, and a PLAY landing page and logo. Logos will be going out for library feedback. 50 school districts currently participating and 4 Georgia Cyber Academy rollouts this year. Over 180,000 physical circulations. See slide deck for circulations by months and general user activity. Most usage in grades 2 - 5, most user activity in grades 4 - 6. Reports Training: Basic Reports Training online in March. Advanced Reports training in June. Anticipate more training coming with the reports interface overhauls.

Chris Sharp-

FY Reports: should roll out as usually anticipated after the end of the fiscal year.

EG Upgrade- February 2024: This schedule worked much more smoothly for PINES staff as far as testing, momentum, etc. The upgrades have recently been shorter and less disruptive, but not all future upgrades may go as quickly.

Recent Server/Hosting Incidents: Some recent issues of slowness or time outs. Some ITS problems, but most of the day to day issues are an increase in legitimate bots and their data request aggressiveness. As well, there has been an increase in malicious bot activity that Chris and Emerald are working to block globally.

PostgreSQL Upgrade: Underlying structure for PINES, etc. Needs to be upgraded but can probably wait until after the Summer Reading period.

VII. Executive Committee Action Items

Action Item 1: Subcommittee Nominations

Terran McCanna presented the slate of subcommittee nominations for new and renewed terms. Geri Mullis moved to approve the list as presented. Stacy Brown seconded the motion. The motion passed unanimously.

Action Item 2: New Fines-Free Circulation Modifiers

Terran McCanna presented a proposal from Leigh Wiley at Worth County to approve the creation of a new set of Fines Free modifiers on realia and kits. Geri Mullis moved to approve the proposal as presented, with renewal periods mirroring the non-ff circulation modifiers. Lisa MacKinney seconded the motion. The motion passed unanimously.

VIII. Annual Meeting Action Items

Bag Purchase: GPLS is planning to purchase 2000 bags- 1000 small and 1000 large. The former are \$5.61 each and the latter are \$5.98 each. Dawn says right now we are good, but we can anticipate a high volume during summer reading. Clint Moxley moved that the membership not purchase bags beyond the preplanned GPLS purchase. Lisa McKinney seconded the motion. There was a discussion of how many bags would be available after GIL leaves the contract and how many bags might be needed until then. Upon voting, the motion failed.

Lecia Eubanks moved to purchase 200 large and 200 small bags within this fiscal year, using Coastal Plain as the fiscal agent and using the borrowing statistics as the basis for the cost allocation. Beth McIntyre seconded the motion. The motion carries with 23 affirmative and no dissent.

IX. Discussion Items

Executive Committee Election Results

Three members are rotating off: Kevin Ellis, Lecia Eubanks and Stacy Brown. Janet Boudet returns for the small, Leslie Clark and Brenda Poku are coming on for medium and Lee Wiley for At-Large

X. Old Business

none

XI. New Business

none

XII. Issues/Requess/Discussion/Reports from the Membership

XIII. Next Meeting- September 11, 2024 at the Fall Directors Meeting in Athens. We will need to elect a new chair, vice chair and secretary. Geri Mullis moved to approve Lisa MacKinney as the Vice Chair in advance of the September meeting. Natalie Marshall seconded the motion. The motion was approved unanimously.

XIV. Adjournment

Meeting adjourned at 11:05am.

DRAFT