

PINES Executive Committee Meeting
Minutes
September 11, 2013; 10 am-12 pm
East Central Georgia Regional Library, Augusta, GA

- I. **Call to Order and Welcome** Barry Reese
In the absence of Karen Odom, Barry Reese called the meeting to order and welcomed everyone. He thanked Darlene Price for providing the meeting space.
- II. **Election of Officers.** Barry Reese
Karen Odom was nominated to be Chair, Barry Reese as Chair-Elect, and Roni Tewksbury to be Secretary. Anne Isbell moved that the nominations be closed and the slate of officers be accepted; Sandy Hester seconded. Motion carried.
- III. **Approval of February and May 2013 Executive Committee Minutes and Annual Meeting Minutes** Barry Reese
Anne Isbell made a motion that the minutes for the February and May PINES Executive Committee Meetings and the PINES Annual Meeting be approved; Leigh Wiley seconded. Motion carried.
- IV. **PINES Staff Reports**
- Budget** (Elizabeth McKinney): The RFP for state courier services has not yet been completed. Two more RFPs have been written: one for PINES support/development and one for PINES added content. It is hoped that there can be some cost savings from the support/development bid in order to hire empty staff positions.
- Staff** (Elizabeth McKinney): Terran McCanna joined the PINES staff on July 1 as PINES Program Manager. Elaine Hardy's duties now include resource sharing and her title has been changed to PINES and Collaborative Services Manager. The PINES staff is working on a Five Year Plan of their own.
- RDA** (Elaine Hardy): The PINES Cataloging Subcommittee voted to adopt RDA as the cataloging standard for PINES. This format still uses MARC records, but RDA replaces AACR2. The Cataloging Subcommittee has suggested that this format begin no sooner than September 2014 and no later than September 15.
- Long Overdue Processing** (Elaine Hardy): PINES has contracted with Equinox for Long Overdue Processing. Elaine distributed and reviewed draft instructions. She and Chris want to give libraries time to promote this before releasing it and suggested

implementing it in March. If libraries are manually doing this now, those items will not be included in this automatic process when it is implemented.

Holds Project (Elaine Hardy): A white paper is being written on the Holds Project and this will be presented at the next PINES Executive Committee meeting.

Delete Holdings in OCLC (Elaine Hardy): PINES will begin a systematic process for batch deletions from OCLC.

Worldshare (Elaine Hardy): Worldshare, a new platform for OCLC Interlibrary Loan, will replace WorldCat. The last date for placing Interlibrary Loan requests using WorldCat will be November 25 and WorldCat will no longer be used beginning February 3. Those libraries not signed up for Worldshare need to do that now.

Cataloging Summit (Elaine Hardy): The Catalogers Summit will be held September 18-20 and will concentrate on training for RDA. Seventy people have registered to attend.

Reports Working Group (Elaine Hardy): The Reports Working Group is writing documentation for the reports interface.

Labor Day Maintenance (Chris Sharp): The 2.4 upgrade that was originally planned for Labor Day weekend was postponed to MLK Day weekend. Over Labor Day, maintenance was done to install an array of drives to speed up processes for OPACs.

GALILEO Authentication Feature (Chris Sharp): The GALILEO authentication did not migrate over in the OPAC upgrade. Equinox has been contracted with to add this feature back and it is now on the test server. It is hoped that it will go live in late September or early October.

Staff Client Memory Leak (Chris Sharp): PINES has contracted with Equinox for development on the staff client memory leak. The memory leak happens when your workstation freezes up and you have to restart it or when you are printing receipts and you have to restart the workstation. Community Development is working on the memory issues in older releases which will help the new releases. One way to deal with the memory leak is to exit the staff client and open it back up on a regular schedule, i.e. hourly. If the situation happens that you can't log out, send in a Help Desk ticket.

2.5 Upgrade (Chris Sharp): Chris distributed a list of steps leading up to the upgrade. He emphasized how much testing helped during the last upgrade, so he encourages as many libraries as possible to participate in testing this time. 2.5

version is now in Beta status. If it is not released soon enough, then the upgrade during MLK Day weekend will be to 2.4.

PINES Development (Elizabeth McKinney): Not much development has been done since 2008 when PINES began working on the Long Overdue Project. Now development projects have been worked on with the GALILEO authentication and the memory leak issue.

Training (Terran McCanna): Working on expanding training opportunities all over the state. She will develop short single-task videos on PINES tasks. These will be available through the PINES website and GLEAN. These will be just videos with no audio, so they can be watched from the Circulation Desk. Terran will begin a series of mini-conferences. The first one will be held November 7 and 8 in Tifton. This conference will include intensive sessions on circulation, cataloging, and advanced reports.

KPAC (Terran McCanna): Terran is working with the Children's Catalog Working Group to develop a new children's catalog for PINES. The last PINES upgrade had a canned children's catalog, but this group has been working on developing a better catalog. She showed a demo of a new KPAC with illustrations by Michael P. White. The KPAC will give a link to lists and PINES libraries will be able to create lists and add a link from the catalog. Results will be restricted so that children do not access adult titles.

Statistical Reports (Elizabeth McKinney): Elizabeth distributed statistics on IntraPINES Loans and IntraPINES in transits.

Evergreen International Conference (Elizabeth McKinney): The Evergreen International Conference will be held in Boston, Mass. Evergreen is trying to find out if there is enough interest to do a Regional Evergreen Conference.

V. **Executive Committee Action Items**

Elizabeth McKinney

Audience Advanced Search Filters: The advanced search audience filters were removed from the current OPAC configuration because of the unreliability of the search results. The Subcommittee voted 9 to 2 to return the filters to the OPAC configuration. Hester made a motion that the filters be returned; Gres seconded. Motion carried.

Green Bags: After much discussion, it was decided that more green bags would be ordered for use in transporting items between libraries after a survey was done to determine how many small bags and large bags are on hand at PINES libraries. Wiley made a motion green bags be ordered; Hester seconded. Motion carried. Since

a survey will be done, Gres made a motion that the number of bags to be ordered will be determined at the next PINES Executive Committee meeting Tewksbury seconded. Motion carried.

Additional Settings: A question came up about capping the maximum fine at the item's price. The Circulation Subcommittee voted "no" because so many items in the database still have ".00" as the price. Isbell made a motion to approve the Subcommittee's recommendation; Gres seconded. Motion carried.

Claims Return Copy Status or Claim Return- Mark Copy as Missing: Should copy status of claims returned items be marked as "missing" or leave the item in the "claims returned" status. The Circulation Subcommittee's vote had 12 voting to leave it as claims returned, 2 voting to move it to missing, and 1 voting to have another status. Hester made a motion to uphold the Subcommittee's recommendation and leave the items in "claims returned" status; Tewksbury seconded. Motion carried.

Hold Shelf Status Delay: This setting would create a delay between the time a hold item is checked in and when the item's status is changed to "on holds shelf." The Circulation Subcommittee vote 8 to 4 to not create a delay. Isbell made a motion to not create a global delay of the Hold Shelf Status; Wiley seconded. Motion carried.

Holds Behind Desk Pickup Supported: The last upgrade made it possible for a "holds behind desk" notification to be generated on a holds slip in the case of libraries that do self-service holds. The Circulation Subcommittee voted 10 to 5 to turn on this feature. Gres made a motion to have more investigation on the advantages and disadvantages of turning this feature on; Isbell seconded. Motion carried.

VI. Discussion Items

RDA Timeline: The Cataloging Subcommittee recommended that the RDA cataloging format be instituted no earlier than September 2014 and no later than September 2015.

Outreach Users: It has become a problem when Outreach users are issued a card and the user goes to other libraries to check out materials. Because of the longer loan period and no fines policy, many of these users have a large number of overdue items. A PINES library has asked for a definition of Outreach User. Isbell made a motion to send this matter to the Subcommittee to look at the definition and make a recommendation back to the Executive Committee; Wiley seconded. Motion carried.

Policy Name Approvals: Isbell made a motion that the Executive Committee discontinue voting on policy names as these codes are no longer used in the public

catalog. PINES staff was asked to review, approve and enter policy names. Kean seconded. Motion carried.

VII. Old Business

There was no Old Business.

VIII. New Business

There was no New Business.

There being no further business, Gres made a motion to adjourn; Hester seconded. Motion carried. The next meeting will be held in December, 2013.

Respectfully submitted,

Roni Tewksbury
Secretary