Library Directors Advisory Council
Pinellas Public Library Cooperative

October 6, 2014, 1:30 pm

Pinellas Public Library Cooperative
1330 Cleveland Street, Clearwater, FL 33755-5103
(727) 441-8408

Attendance
✓ Barbara Pickell, Clearwater System
✓ Phyllis Gorshe, Dunedin
✓ Lois Eannel, East Lake
✓ Maggie Cinnella, Gulf Beaches
✓ Dave Mather, Gulfport
✓ Casey McPhee, Largo
✓ Bert Weber, Oldsmar
✓ Gene Coppola, Palm Harbor
✓ Angela Pietras, Pinellas Park
✓ Lisa Kothe, Safety Harbor
✓ Phyllis Ruscella, St. Pete Beach
✓ Mika Nelson, St. Petersburg System
✓ Mike Bryan, Seminole Community
✓ Cari Rupkalvis, Tarpon Springs
✓ Cheryl Morales, PPLC
✓ Julie Deschaine, PPLC

AGENDA

Acceptance of Previous Minutes – September 8, 2014 minutes accepted

SIG Meetings
1. YA SIG – met September 12 – next meeting is October 10 – there will be no meetings in November or December
2. Programming SIG – met October 1 – movie licensing discussed – should a subscription to other movie licensing companies besides Movie Licensing USA be looked at? – Programming SIG would like to remain separate from Reference SIG
3. Circulation SIG meets October 16 at 10:00 AM at PPLC

PPLC Executive Director’s Report
1. Cheryl M. gave a presentation on the PPLC budget for FY 14/15 – this was the same presentation she gave to the Board – a discussion ensued regarding the budget
2. Cheryl will look into having listservs or distribution lists created so SIGs, the Directors and all employees of public libraries in the county can have an easier time communicating
3. The PPLC Board would like to have a countywide Friends group created – main purposes of the group would be to promote library services and serve in an advocacy role rather than to raise money – Cheryl will ask at a later time for assistance from the State Library in creating a new Friends group – a luncheon for current Presidents of Friends groups within the libraries of Pinellas County might be held in the future
4. PPLC will continue to manage the databases that all libraries in the county subscribe to (Ancestry, AtoZ, Pronunciator), as well as those that currently only some of the libraries subscribe to (Chilton’s, Freegal)
5. Cheryl is willing to attend board meetings at any library
6. Katrice Stewart from the State Library will be in Pinellas County November 13 – would we like to meet with her as a group? – the decision was made to not meet as a group, but rather have her and Cheryl individually tour and visit some of the libraries
7. Please remember to have the SIG groups reserve the conference room so there are no overlapped meetings – email manager@pplc.us to reserve the room
8. Cheryl gave everyone a handout on the Early Learning Coalition of Pinellas County – maybe a partnership with them can be formed in the future
9. Some links have been fixed and/or updated on the PPLC website – there was an issue regarding Freegal – Julie D. will email the Directors the contact information for Freegal support that can be utilized by the libraries that subscribe to the service

PALS Board of Directors
1. Julie D. said notifications via email and texts are currently set to be sent out at 6:00 AM – this can be changed to as late as 8:00 AM – Gene C. moved that the notification time be changed to 8:00 AM and Barbara P. seconded – all voted in favor
2. Julie D. is working with Polaris to update renewals from two to three – this affects all renewals except for DVDs, Blu-Rays and ILLs
3. The Polaris upgrade 5 will include LEAP and OverDrive, among other upgrades – the best dates for the upgrade are December 2nd, 4th or 9th – Julie D. will let us know the exact date when it is scheduled

Old Business
• **ILS Subcommittee Update** – the RFP is ready to go and Dave M. will send it to Cheryl M. who will send it out to ILS companies once the PPLC Board looks it over and approves it – the ILS RFP will be on the October 22nd PPLC Board meeting agenda
• **PPLC Newsletter Subcommittee Update** – the person who puts together the newsletter has resigned – Cheryl M. will be taking over the duties until further notice – library staff are to send information for the newsletter to Cheryl
• **E-Book Collection Development Policy (Casey M.)** – Casey put together a draft titled, *E-books Collection Development / Purchasing Policy* – bestsellers and popular titles are what is being purchased now – Casey will email the draft for everyone to look over and comment on – a discussion about e-books and funding took place – Cheryl M. said OverDrive can be integrated into the Polaris catalog for $2,550 – Barbara P. made the motion to have OverDrive titles integrated in Polaris for a cost of $2,550 and Phyllis R. seconded – all voted in favor – Cheryl reminded everyone that libraries can contribute more money to the e-book/audiobook fund if they want and to email her the additional amount to be invoiced
• **Revised Program Guide – Guideline Distribution (Cheryl M.)** – new guidelines will eventually be put in place and Cheryl will let everyone know when they take effect

New Business
• **By-Law Review (Gene C.)** – Articles IV (Officers) and X (Special Interest Groups) are the two articles the Directors will focus on, with the other articles being updated at later LDAC meetings – a discussion took place – Gene will resend via email the by-laws with the suggested corrections, additions and changes that were discussed – Articles IV and X will be approved at the November LDAC meeting
• Feed America February 2015 (Cheryl M.) – Cheryl gave everyone a handout from the Intercultural Advocacy Institute – could this be a countywide program? – this past February for Love Your Library Month the libraries held individual food drive collections that benefited local agencies – a program like this will be worked on again

• New Legislation - Security of Confidential Personal Information (Lisa K.) – a discussion took place about new state legislation regarding security of confidential personal information – libraries, PPLC and Polaris safeguard this type of information – social security numbers are not taken or stored, but driver license numbers are as they are used as a unique identifier and for debt collection agencies

• Legislative/State Aide Funding (Gene C.) – annual visits with Senators and Representatives need to take place before next year’s legislative session and preferably no later than early December – Jeff Brandes and Jack Latvala have already been seen – Gene will set up appointments and asks that representatives from PPLC, the Library Directors and Friends groups attend the meetings – the following people should be seen: Larry Ahern, Dwight Dudley, James Grant, Kathleen Peters, Darryl Rouson and Carl Zimmermann

• Content DM - Pinellas Memory Project (Phyllis G.) – there is an ad-hoc committee that works with the database – every library in the county can add digital content to it (i.e., historical newspapers, photographs, etc.) – PPLC paid the initial costs of the database years ago using grant money, but Clearwater has since taken over paying the annual costs since they are the major user – if at some point Clearwater is not the major user than it can be funded differently and other libraries can help pay for costs – the web address for Pinellas Memory is pinellasmemory.contentdm.oclc.org

• Polaris text and email notification (Phyllis G.) – see #1 under PALS Board of Directors

• Scholastic TrueFlix (Angela P.) – Angela handed out a subscription price proposal for the database – libraries interested in a subscription should talk with Angela

• Overdrive Catalog Integration/e-book Overdue Notices (Phyllis R.) – According to Julie D., Polaris generates and sends only almost overdue notices for e-books and e-audiobooks checked out through 3M and Axis360 – e-books and e-audiobooks cannot be overdue so this type of notice is not sent – once OverDrive is tied into Polaris, almost overdue notices will be sent to patrons as well – Julie is going to look into the wording of the notice and see if it can be made more clear – the discussion of OverDrive catalog integration was discussed earlier in the meeting under Old Business - E-Book Collection Development Policy

• Remote Library Card Renewals (Barbara P.) – when library cards expire, can patrons renew them over the phone or do they have to come into a library? – the preference is to have the patron come into a library with a valid photo ID to prove residency, but if it is too much of an inconvenience, then a renewal over the phone can be done – the address, phone number, email address and birthday of the patron needs to be verified – all outstanding fines and fees need to be paid before library cards are renewed for an additional 3 years

Announcements from PPLC Libraries
1. St. Pete Beach – a part-time position was turned into full-time – Library Pages were reclassed to Library Clerks and given a pay increase – a study was completed to see if the current city hall can be turned into a library and it was determined that it can; now a study
needs to be completed to see if the former police station can be turned into city hall – a new City Manager will be hired soon

2. **St. Petersburg** – plans for the centennial celebration of Mirror Lake Library are underway

3. **Gulfport** – the library renovation project will hopefully get underway beginning in mid-December and should be completed by mid-February – the new LGBTQ collection is doing very well and Dave M. asked if a new collection code could be created in Polaris for it – Barbara P. made the motion that the collection code of LGBTQ be created and Gene C. seconded – all voted in favor

4. **Tarpon Springs** – Tarpon Springs has a Facebook page – Cari R. has a new email address and it is crupkalvis@ctsfl.us

5. **Palm Harbor** – Palm Harbor is looking for artists to exhibit their works in the library’s John Brock Art Alcove and muralists to paint a mural on a wall of the building – applications are available at the Palm Harbor Library website

6. **Dunedin** – some patrons are trying to self check out more than the 8 DVDs allowed – Phyllis G. suggested that a discussion should take place on this issue at next month’s LDAC meeting

7. **Clearwater** – The See It, Learn It, Do It expo was held at Clearwater Main on September 20 and it went over well – 40 learning stations were set up around the library featuring a demonstrator with a special skill to teach or a piece of new information to share – the new Countryside Library plans are moving forward

**Adjourned at 5:10 PM**

Respectfully submitted,
Maggie Cinnella, Secretary