Pinellas Public Library Cooperative
Library Directors Advisory Council
Regular Monthly Meeting

MINUTES
Monday, October 2, 2017 – Meeting Location: PPLC

LDAC Member Attendance:
☑ Jen Obermaier, Clearwater
☑ Phyllis Gorshe, Dunedin
☑ Lois Eannel, East Lake
☑ Vince Gadrix, Gulf Beaches
☑ Dave Mather, Gulfport
☑ Casey McPhee, Largo
☑ Susan Hurley, Oldsmar
☑ Gene Coppola, Palm Harbor
☑ Angela Pietras, Pinellas Park
☑ Lisa Kothe, Safety Harbor
☑ Betcinda Kettells, St. Pete Beach
☑ Mika Nelson, St. Petersburg
☑ Mike Bryan, Seminole
☑ Cari Rupkalvis, Tarpon Springs

PPLC Staff Attendance:
☑ Cheryl Morales, Executive Director
☑ Matt O’Neil, Technology Coordinator
☑ Erica McCaleb, Countywide Services Coordinator

1. Phyllis called the meeting to order at 1:40 pm.

2. Acceptance of August 7, 2017 minutes: September meeting cancelled. Angela motioned acceptance of the minutes, Lisa seconded the motion. Minutes were accepted.

3. SIG Reports
   YOUTH SIG – Lois reported that the September meeting was cancelled.
   CATALOGING SIG – Angela reported that the meeting was held August 23 and the members favored adding an "Awards" category to the catalog search fields.

4. LDAC Liaison Report from September 27 PPLC Board Meeting
   The meeting was held at the Dunedin Library and started with a tour of the facility. Phyllis shared the August meeting minutes, and announced Jen as the new Chair. The Board is working on their annual retreat.

5. PPLC Executive Director’s Topics
   Cheryl welcomed Vince Gadrix, the new Director of Gulf Beaches Library, offered a tour of the building. Phyllis led a round-table introduction.
   Novelist will launch November 1; Matt is currently making improvements to increase visibility. Library Aware function requires Directors to populate lists of contacts for separate sections of the site. Requests for this information will be sent by PPLC through Constant Contact. Cheryl mentioned that response to these surveys is low and several Directors reported that they are not being received. Cheryl and Matt will look into this and Directors should look for
important dates and forms to be sent soon including annual budget and plan of service forms.
Belleair Shores Mayor indicated that the city was pulling out of PPLC and though Cheryl has tried to confirm she has not heard from him. With the approval of the PPLC Board, Matt will pull borrower data and they will receive a letter stating that there is a fee for continuation of services. There is a low number of active card-holders.
Indian Rocks Beach card-holders may have found a loophole in getting access to PPLC member library materials and services by obtaining an IRB card and requesting reciprocal borrowing privileges. IRB is joining TBLC’s Overdrive service.
The Literacy Council of Upper Pinellas created a welcome guide to Pinellas County for immigrants and distributed a copy to each Director. Pat Bauer, the LCUP president, would like our input on the guide.
The PPLC Annual Meeting will be held Friday, November 3 from 8:30-11:30 (tentative location: Collaborative Labs). The primary focus of the meeting will be the Inter-Local Agreement and particularly the funding formula. Karen Roth would like as many Directors in attendance as possible. The PPLC Board welcomed its newest member Jeffrey Gellerman, who is looking forward to collaborating with PPLC member libraries.
Cheryl invited all Directors to a meeting with Senator Brandes on Friday, October 6, 2:30 p.m. at his office located at 9800 4th Street North, St. Petersburg.
Cheryl, Charlie Parker, and Amy Johnson are working on “Innovation in Libraries” and other initiatives.

6. Old Business
The following items on the circulation policy were clarified: patron registration ages (with updates to the signature form being handled individually by member libraries); 3 for Me card is covered under “special circumstances cards (special cards)” since this is a pilot program. If we choose to continue the program we will make the change in the next revision; claims returned records will be purged after 3 years except in the case of items having been paid which requires a five year retention. Lisa will update the “Open Issues” spreadsheet to reflect upcoming changes to fine structure. Phyllis asked for a motion to accept the circulation policy with the new updates. Gene made the motion; seconded by Casey. Motion was unanimously accepted. Changes are effective immediately.

7. Follow Up Business
Erica reported there have been 48 “3 for Me” cards issued from September 1 to October 1. A discussion ensued regarding the Sunshine State books and that the “3 for Me” card enables patrons to keep them longer. This is one thing to look at when the pilot program is reviewed. St. Petersburg Library system is waiting for legal permission to use the “3 for Me” card.
Matt reported that the Koha Summit was a sales presentation for the open source software but most libraries represented use Bywater as their host at ~40-
50K/yr. It is not designed for consortia but can be made to work; does not have cash management system.

Matt discussed Sirsi concerns through the hurricane: no calls made for overdues or holds; adding closed dates prevented fine accrual but it was not retroactive; using book drop backdate feature is a solution to fine accrual for libraries closed longer; stopping scheduled reports for expiring holds should be a best practice in the future.

Countywide database ideas were discussed which included: Freegal, Lynda.com, Universal Class, Kanopy, Hoopla, and Fold3. Cheryl will attempt to get cooperative prices for further consideration.

Matt reported that Novelist is active and that an “Awards” category can be added to the drop down menu in the catalog search field. Awards listed in the Marc record’s 586 field will be visible and searchable. Phyllis made a motion to allow the Awards category to be visible and searchable; Lois seconded the motion. All in favor, motion passes.

Matt reported that five Sirsi webinars will be run from mid-October to March including “Item Search and Display,” “Circ hands on lab,” “Circ reports,” “Symphony reports hands on lab,” and “Enterprise end user.”

8. New Business
LDAC officers 2017-2018: Betinda-Secretary; Angela-Vice Chair; Jen-Chair. LDAC meeting schedule was proposed awaiting confirmation by hosts with the next meeting to be held at Oldsmar.
Phyllis reported that the deletion of on order records in Sirsi is complicated and time consuming and that shadowing the item was the only work-around found. Matt will ask Sirsi for ease of use on this issue.
Lois voiced concerns that the location of special countywide events was typically centrally located and this is not always convenient for north or south county residents. The suggestion was made to rotate the location whenever possible.
Susan asked questioned the stats reported on Google Analytics. Matt will look into the issue.
A post-Irma storm discussion brought the consensus that information was not disseminated well throughout the county which was complicated by the power outages. Suggestions were made to create a best practices document for ILS particulars (i.e. stopping scheduled reports) and information sharing between PPLC and libraries. A document titled “Pinellas Public Libraries Response to Hurricane Irma, September, 2017” created by PPLC was shared with directors.

9. Announcements from PPLC Libraries
Gene-FLA Public Library Directors Member Group will meet at 5:00 p.m. on Tuesday, October 17 at Leon County Leroy Collins Public Library. The agenda will be put in the list serv.
Cheryl-TBLC says that several counties are lobbying to get the homestead exemption increase off the ballot.
Tarpon Springs-Senior Information Center open, radio and classic movie programs, floodplain information and books have not arrived (Cheryl says they are coming soon), Veteran’s Day scheduling.

Erica-Leepa-Rattner and Florida Holocaust Museums soon to be included in the Museum Pass program.

St. Pete Beach-Trying many types of programs.

Largo-Bookmobile is on order with an expected arrival in June, funding request for COHS platform and 5 scholarships was approved.

Oldsmar-Local author event rescheduled for November, as of October 15 city is passing credit card fees to customers.

St. Petersburg-New manager position approved for FY18 budget, Hurricane Irma still impacting payroll and other issues.

Safety Harbor-Casino Night on October 14 at the Safety Harbor Spa, Lisa, Jen, and Phyllis are S.S.L.L.I. mentors this year, ContentDM no longer free as of June 2018.

Gulf Beaches-Full time youth services Librarian I position open.

Matt-Demco and Google are in production to add our catalog to Google Proximity and hoping to be live this month. The Overdrive titles are live now.

10. Adjournment
4:20 p.m.

Next LDAC meeting: Monday, November 6, 2017 at 1:30 p.m.
Location: Oldsmar Library

Respectfully submitted,
Betcinda Kettells, LDAC Secretary