Acceptance of Minutes of October 6, 2014 Meeting – minutes accepted with one correction – under item #1 of PPLC Executive Director’s Report, the word ‘county’ was changed to ‘board’

SIG Meeting Reports
1. BQCC SIG – next meeting is November 19 at 10:30 AM at Largo Public Library
2. The Children’s and YA SIGs have been discussing the eventual merger of the two groups – they will have Co-Chairs, Heidi Brennan from Oldsmar Library and Jill Storm from Seminole Community Library – the first merged meeting will be held on January 2 at 9:00 AM at PPLC
3. Circulation SIG – met October 16
   1. Discussed possibility of increasing the number of DVDs that can be checked out at one time – Barbara P., as Library Director liaison to group, said she would bring this suggestion to the next LDAC meeting – Casey M. made a motion to increase the number of DVDs that can be checked out per library card from 8 to 16 – Barbara P. seconded – all voted in favor and the motion passed – the number of allowable DVD holds per library card will remain at 8
   2. It was clarified that students who live in Kenneth City or any other non-resident municipality are not eligible for a free PPLC library card – individual libraries can issue local library use only cards if they have such
   3. It was clarified that patrons with expired library cards need to physically go to a library to renew their card, however, it can be renewed for up to 1 month over the phone – Casey M. made a motion allowing soon-to-be expired or expired library cards to be renewed for up to 1 month over the phone giving patrons time to physically go to a library to fully renew their cards – Barbara P. seconded – all voted in favor and the motion passed – exceptions can be made for homebound users
PPLC Executive Director’s Report
1. A PPLC newsletter archive has been created
2. Cheryl M. gave out copies and discussed the final FY 15 PPLC distribution schedule – 1st quarter allocation checks will be sent to the libraries sometime in December – Cheryl also gave out copies and discussed a FY 15 PPLC revenue schedule
3. A proposal by Recorded Books for their Zinio product in all or most of the libraries was given out and discussed – when the LDAC discusses e-content group purchases in preparation for the next fiscal year in January, Zinio will be part of that discussion
4. Cheryl asked if the files need to be indexed during the upcoming Polaris upgrade and the LDAC stated that they do – the upgrade is scheduled for December 9 during the day, but Cheryl is looking into whether it can be done overnight instead – Julie D. will send out information soon to all the libraries regarding the upgrade once everything is confirmed
5. Cheryl would like to officially recognize staff at libraries who helped keep PPLC afloat during the transition over the past year – email her names and performed job duties
6. PPLC is in the beginning stages of long range planning – Cheryl discussed some long range ideas
7. The batch load took place overnight on November 3

PALS Board of Directors – next meeting is November 20 at 10:00 AM at PPLC

Old Business
• ILS RFP Update – Committee – the PPLC Board accepted the ILS RFP with the exception that it include a scoring matrix so vendors can see how their responses will be weighed and evaluated – Barbara P. will email a matrix for everyone to look over and then the RFP will be sent back to the PPLC Board for final approval – once approved it will be sent to ILS companies, advertised in trade journals and posted on the PPLC website
• By-Law Review – Gene – tabled
• E-Book Collection Development Policy – Casey – Casey M. gave copies of an updated handout to everyone – it was decided to not call the document a policy, but rather guidelines instead – a discussion ensued and Casey will make changes to the document
• Legislative Visit Schedule Update – Gene - tabled

New Business
• State Report Clarifications/Annual Plans of Service – Lisa K. will email everyone a template of the Annual Plans of Service that all the libraries complete and turn in to PPLC for the State Report – send Cheryl M. your library’s Annual Plan of Service by November 14
• Mosaic 2015 – Lisa – a discussion took place – this is an important teen publication that should continue – the YA SIG will look at the layout, printing costs, etc. sometime over the summer – Cheryl M. clarified that there is money in the PPLC budget to cover the production costs
• TBLC Video Program – Lisa – TBLC has hired an employee to do video production – we should use this to promote library services and programs

Announcements from PPLC Libraries
1. Oldsmar – Bert W. announced her retirement sometime in 2015
2. Clearwater – construction on the new Countryside Library is underway – webcams have been installed at the construction site and can be viewed by the public via the library’s website – the RFID project is being worked on at the Main Library
3. Gulf Beaches – proctoring is no longer free and will now cost students $20 per exam
4. Gulfport – the library renovation project is almost underway with a projected start date in January
5. **Pinellas Park** – 2 new Library Assistants have been hired in the Youth Department – the Friends group will be revitalized – the use of social media has been approved by the City
6. **St. Petersburg** – a few open job positions will be filled soon – RFID is being planned on at the Main Library – the security servers will be upgraded soon
7. **East Lake** – the library’s 15\(^{th}\) anniversary will take place on November 15 – they will be closed the Wednesday before Thanksgiving for some renovations – a programmable sign has been installed behind the circulation area – self-checkout machines will be coming soon
8. **Tarpon Springs** – the library has some open job positions that may be modified in a departmental reorganization – improvements are being planned for the book drop and parking lot
9. **Dunedin** – bill collections have been in place for a month now and things are going well – the library’s logo has changed
10. **Largo** – a new logo is being worked on – an English language and an idea lab for adults that includes a 3D printer, Legos, etc. will both be opening soon – Largo Library plans on giving 2 programs at the 2015 FLA annual conference – the Friends will be hosting several events
11. **PPLC** – hiring for a part-time position at the Talking Book Library (TBL) will take place soon – Juliet Relyea, who works at TBL now, will be taking over the Born To Read Coordinator duties
12. **St. Pete Beach** – a new City Manager was hired – a report to see if City Hall can be moved into the former police station is due soon – 2 City Commission seats are up for election – author Wendy Wax will be giving a presentation soon
13. **Safety Harbor** – an EnvisionWare Library Document Station will be installed – the library has 2 new mosaics – bids for construction of a new teen room will be going out soon

**Adjourned at 4:50 PM**

Respectfully submitted,
Maggie Cinnella, Secretary