Library Directors Advisory Council
Pinellas Public Library Cooperative
Monday, November 7, 2016 - MINUTES

PRESENT:
✓ Barbara Pickell, Clearwater System
✓ Phyllis Gorshe, Dunedin
✓ Lois Eannel, East Lake
✓ Maggie Cinnella, Gulf Beaches
✓ Dave Mather, Gulfport
✓ Casey McPhee, Largo
✓ Matthew O’Neil, PPLC
✓ Erica McCaleb, PPLC
✓ Gene Coppola, Palm Harbor
✓ Lisa Kotha, Safety Harbor
✓ Mike Bryan, Seminole Community
✓ Cari Rupkalvis, Tarpon Springs
✓ Cheryl Morales, PPLC

ABSENT:
Susan Hurley, Oldsmar
Betinda Kettles, St. Pete Beach
Mika Nelson, St. Petersburg
Angela Pietras, Pinellas Park

Meeting Called to Order: Vice Chairperson Lois Eannel called meeting to order at 1:39 PM.

Acceptance of Minutes: Minutes of September 12, 2016 LDAC Meeting accepted by Maggie Cinnella, 2nd by Barbara Pickell. All in favor.

SIG Meeting Reports: Youth Services SIG met at Lakeshore Learning Store in Tampa. Productive as ten librarians made purchases of materials for their various programs or department use. SIG requests additional funding for children’s and teen e-book purchases in lieu of World Book and Scholastic purchases. FLYP workshop set for 12/13. Next meeting 1/13/17 at Palm Harbor Library.

No other SIG reports.

LDAC Liaison Report: None.

PPLC Executive Director’s Topics:

• MFA Partnership Launch - Erica distributed corrected version of poster for display stands to replace current version. Program can start now. Packet of information with passes were distributed. Passes are good for seven days. Upon checkout of barcoded passes kept at circulation desk, a check out receipt is issued to the patron to take to the MFA. Each library will have to institute a plan to check back in after seven days. Matt is looking into auto check-in feature with Sirsi.

• Career Online High School – Program is going well. Largo has three students enrolled. Safety Harbor has two students enrolled, with six in the program queue. Program is funded one year at a time, with FY 18 funding pending. FLA legislative committee is lobbying for this program.

• Indexing LDAC Minutes and Motions Carried – Cheryl noted it is hard to find when decisions were made at board meetings. To remedy this, board minutes have been indexed back to 2012. An Excel spreadsheet was designed which will be shared with LDAC. LDAC secretary will also begin this process.

• Annual Meeting Review/Florida Sunshine Law Summary – Real-time record emailed to all participants. Discussion of Sunshine Law beneficial. Any item discussed by LDAC to be presented to PPLC board is subject to Sunshine Law. (Circulation policies can be discussed via email.) SIG meetings must have reasonable notice via physical notice on PPLC door. SIG chairs should provide 24 hour notice of all meetings Provide agenda, location, date, and time. Email schedule of all coming meetings this fiscal year to officemanager@pplc.us if available.
• **Annual Report Statistics** – Individual library reports need to be completed by 11/17. Save only, do not submit. State looks at total county statistics for funding. Funding formula is based on how much local money is spent.

**Old Business**

• **PPLC Circulation Policy Updates** – Tabled. Approved by LDAC, not presented to Board. Revisit at January meeting.

**Follow Up Business**

• **Item Limits/Hold Limits** – Tabled. Revisit in January.

**New Business**

• **LDAC Legislative Committee** – (C. McPhee) Casey recommended and offered to lead the creation of PPLC Legislative SIG to facilitate more organized legislative visits and overall advocacy. LDAC approved creation of adhoc committee. Approved by Vice Chair Eannel. Recommended to include other staff members in committee for exposure and succession planning. Reminder Library Day in Tallahassee is set for March 8/9, 2017. First meeting of adhoc will be scheduled in January. Casey noted Latvala Legislative Meeting is set for 1/31/17 at Largo Library.

• **Pinellas County Homeless Leadership Board** – (P. Gorshe) Dunedin has seen an increase in homeless patrons and reached out to Susan Myers, CEO of the Pinellas County Homeless Leadership Board. Her contact email is SusanMyers@pinellashomeless.org. Discussion followed. Clearwater Main noted they have a high homeless population with directives to move homeless citizens into programs such as Safe Harbor and HOPE.

• **Liberal DVD Rules** – (B. Pickell) Discussion to consider longer check out periods, lower fines for DVDs. Concerns about lost fine revenue and commission approvals. Follow-up discussion from September LAC meeting reviewed suggested changes to DVD circulation policies, including raising checkout limit to 25. Pending Board approval. Item tabled.

• **Agree to terms statement on library card applications** – (B. Pickell) CPLS does not use paper library card applications and requested an “I agree” statement to appear on their online library card application. No objection from member libraries since this does not affect their online applications. Applications are completed online and patron needs to show form of ID to complete process. Discussion on what is required to legally validate electronic signature and how long to retain paper library card applications. If any library would like this feature, please contact Matt with verbiage and request.

• **Card Expiration Reminders** – (B. Pickell) Formally in Polaris, a reminder email of upcoming library card expirations was sent. Matt will investigate if this option is available in Sirsi and find out cost.

• **Internet Safety Training** – (B. Pickell) State law mandates 1% of our library population should be Internet safety trained. This ties to state funding. LDAC charged the Youth Services SIG with finding an alternative to NetSmartz. Casey recommended the Garfield Internet safety program.

**Additional New Business:**

• **e-Book Expenditure Percentages**; (C. Morales) Discussion to allocate same percentages to e-book funding as previous fiscal year. Casey noted that e-book circulation is flat and audio circulation is increasing. Motion by Gene to keep same percentages and add $11K available from World Book cancellation to increase audio book collection. Second by Casey. All in favor.

• **By-Laws**; (G. Coppola) Noted LDAC by-laws need to be revisited every odd year in January. Add to January 2017 LDAC agenda.
Announcements from PPLC Libraries

Clearwater – Barbara announced her retirement. Last day with CPLS is 1/20/17.

Safety Harbor – After delay, the Safety Harbor Tool Library is slated to open the second week in December.

Seminole – Recent volunteer appreciation luncheon was successful. Recommend Orange Blossom Catering. New long range plan in process. Discussion of level of approval from other libraries followed.

PPLC – Erica reminded of Times Festival of Reading and PPLC table. Send flyers to be included in the courier and also include flyers for upcoming programs for bulletin board wall at PPLC. Cheryl announced they will be using Constant Contact in the future for email communication to PPLC libraries and SIGs. Groups are being created.

PPLC Technology – Matt requested closing schedules for 2017 to update fine charts in Sirsi. Added item category 4 in catalog record to note memorial donations.

Gulf Beaches - Long Range Plan will be presented in December. Last Friends of the Library book sale netted $1,100. New board member seated. Getting ready for seasonal patrons.

East Lake – Fundraiser scheduled for 7:30 PM Sunday, 11/13 at Hamburger Mary’s. Site plan expansion progressing. BP settlement funds will be used for joint use parking lot with neighboring school. Robotics program on loan to Safety Harbor Library.

Next meeting: Monday, December 5, 2017 @ PPLC. Holiday Luncheon may precede meeting. Location TBA.

Meeting adjourned at 4:20 PM

Minutes submitted by L. Kothe, LDAC Secretary.