Library Directors Advisory Council  
Pinellas Public Library Cooperative

December 1, 2014, 1:30 pm

Pinellas Public Library Cooperative
1330 Cleveland St., Clearwater, FL 33755  
(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

AGENDA

Acceptance of Minutes of November 3, 2014 Meeting – minutes accepted with one correction – the Tarpon Springs Library announcement was reworded per Library Director, Cari Rupkalvis

SIG Meeting Reports

1. BQCC SIG – met November 19 – Becky Wogoman, Clearwater Library employee and BQCC Chair, is retiring – the new Chair is Eileen Shannahan from Seminole – Nick Spaccarelli from Palm Harbor will continue as Secretary – a discussion of RDA took place – the Library of Congress is beginning to use Bibframe, which will eventually replace MARC; there is a webinar on this sponsored by SWFLN on December 12
2. ILS SIG – met November 20 – an update on the batchload was discussed – the Polaris upgrade will take place overnight December 8-9 – the purging of lost and missing item records not linked to patron records has not been done for several years since the big purge took place; it was agreed that lost and missing items between May 1, 2010 – May 1, 2011 that are not tied to patron records will be deleted; this might take place in January
3. Programming SIG – meets December 3

PPLC Executive Director’s Report – Cheryl Morales

1. Cheryl announced that Return on Investment (ROI) bookmarks and pamphlets from the State Library are available for everyone to take to their libraries and give out
2. Gulfport and Safety Harbor Libraries are receiving Early Learning Workstations from the State through a grant
3. Cheryl gave out updated print copies of the Detailed Circulation Policies, Borrowing Policies and Staff Detailed Circulation Policies – information in the policies was just streamlined to make it easier for staff and the public to read and understand
4. Indian Rocks Beach may be interested in joining the Cooperative in the future – the City will officially let PPLC know if they are interested by late March 2015 – the Indian Rocks Beach City Librarian, Laurie Talerico, will be invited to attend future LDAC meetings
PALS Board of Directors
1. The afterhours Polaris upgrade that will take place December 8-9 cost $2,200 – it will be paid for by PPLC using funds from the sale of the PPLC vehicle
2. The upgrade will begin at 9:30 PM on December 8 and will be complete before libraries open on December 9
3. Phyllis G. asked if the number of electronic games that can be checked out per library card be increased from 2 to 5 – Gene C. made a motion to increase the number of games that can be checked out per library card from 2 to 5 – Phyllis G. seconded – all voted in favor and the motion passed
4. The Directors decided that discussions on changes, corrections and additions to the circulation and borrowing polices only be done on a quarterly basis – from this point forward, the LDAC will discuss possible changes, corrections and additions in March, June, September and December – the LDAC meeting agenda will have a circulation and borrowing policies agenda item during the mentioned months
5. Casey M., Cheryl M. and Angela P. are on the newly formed Circulation Review Committee

Old Business
• ILS RFP Release Date – Committee
  1. The dates in the RFP need to be changed to the following: Questions and Clarifications due by December 23, 2014; Vendor Proposals due by January 12, 2015; Live Demonstrations by Vendors February 2-6, 2015; Awarded Vendor Notification by March 2015; Estimated Go Live date TBA by Vendor
  2. The Grading of Qualifications 100 point system will be as follows: Qualifications – 10 points; Approach – 30 points; Statement of Work – 30 points; Compensation – 20 points; No Exceptions to RFP – 10 points
  3. The Directors discussed the RFP and ILS’s in general
  4. The RFP will be sent out as soon as the corrections are made
  5. In addition to being made available to known ILS vendors, the RFP will also be posted on the PPLC website
• By-Law Review – Gene – a discussion on revisions to the bylaws took place, specifically on the following articles: Article V – Meetings; Article VII – Voting; Article VIII – Purchasing; and Article IX – Ad-Hoc Committees; Gene C. will email everyone a revised bylaws document – the discussion will be continued at the January 5 LDAC meeting
• Legislative Visit Schedule Update – Gene – there are 10 Legislators in the Pinellas County area – 6 meetings are already scheduled – Gene emailed everyone a list of Legislators and the scheduled meeting dates and times – Gene encouraged everyone to attend a meeting and to try to bring along Friends of the Library, foundation members and/or anyone interested in library advocacy
• TBLC Boopsie App Video – Cheryl – tabled

New Business
• Courier Service Delivery Schedule – Bert – some libraries, particularly in the North County, have been having delivery issues – delivery times are not consistent day to day – TBLC handles the courier contract – it is important to document delivery issues as they happen and to report them to Vickie Frost at TBLC
• Simon & Schuster Drops "Buy It Now" – Barbara – the “Buy It Now” button on Simon & Schuster titles in OverDrive no longer has to be made available for patrons to see and click on – the LDAC would like to have the button removed and Cheryl M. will get in touch with OverDrive to have this done
• **Social Media Collaboration – Angela** – what can the libraries who use social media do to make it more effective? – Angela P. proposed that a Social Media Ad-Hoc Committee made up of library staff be formed – Gene C. made a motion to have a Social Media Ad-Hoc Committee, chaired by David McMurrin, the Assistant Library Director at the Barbara S. Ponce Public Library, be formed – Phyllis R. seconded – all voted in favor and the motion passed – send the names and email addresses of staff who can be part of the committee to Lisa K. so she can make a list

• **Library Card Reimbursement Rate Clarification – Maggie** – Heather Husted from Clearwater Public Library updated the PPLC Library Card Reimbursement by Non-Member Districts document that is located on the PALS wiki – there are a couple of issues that need to be corrected – for the Non-PPLC City of Indian Rocks Beach, it needs to be clarified that only residents of Indian Rocks Beach are eligible for reciprocal borrowing privileges, not just anyone with an Indian Rocks Beach library card – for the Non-PPLC City of South Pasadena, checks need to be written to the library where a card will be purchased, not to PPLC – Barbara P. will notify Heather H. of the changes that need to be made

• **Notary Charge Description – Phyllis G.** – Phyllis G. would like to have a notary field added to Polaris since they are offering the service to the public for $5.00 per stamp – Gene C. made a motion to have a notary field added to Polaris – Barbara P. seconded – all voted in favor and the motion passed

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**Announcements from PPLC Libraries**

1. **Pinellas Park** – 2 new part-time Library Assistants in the Youth Department have been hired
2. **Gulfport** – new Early Learning Workstations from the State through a grant will be arriving soon – the library will be closed for 6 weeks during the renovation
3. **Largo** – the idealAB opens on December 3 – the English Language Learning Lab has opened – the library will be hosting a community read in late February called Largo Turns a Page and the selected title is *Learning to Die in Miami* by Carlos Eire
4. **Dunedin** – the iPad station is working well – the library will be installing an Envisionware self-checkout in the youth department – a bill-to-bill change machine will be added, which was purchased by the Friends – 2015 is the 120th anniversary of the library and they plan on having author talks and book launches
5. **Safety Harbor** – new Early Learning Workstation from the State through a grant will be arriving soon – a capital campaign for 2020 will kick off shortly
6. **Oldsmar** – the new Assistant Library Director begins her job on January 5 and her name is Susan Taylor; she was the Youth Librarian
7. **Gulf Beaches** – some Friends of the Library events are planned – there will be no Food For Thought fundraiser next year and the earliest the next one would be is Spring 2016
8. **Palm Harbor** – various spaces throughout the library have been reconfigured, for example, the reference desk is now gone and has been replaced with smaller desks on wheels that are easy to move around – Gene C. would like to have a conversation in the near future about the future of libraries; the conversation would be just that – conversation – with no agenda and no outcomes
9. **East Lake** – the library’s 15th anniversary birthday and unveiling of the reading garden was held – some space has been reallocated and collections shifted
10. **Clearwater** – applications for Librarian I, II and III are being accepted for future openings and will be held on file for one year if openings do occur – construction on the new Countryside Library is proceeding – the City of Clearwater took part in an Urban Land Institute (ULI) survey for downtown redevelopment and implementation of findings from the report are starting to occur; the library had one line in the final report, “Boost the library”
11. **St. Pete Beach** - $1,800 was raised with the holiday book baskets – hopefully by the spring it will be known if the library will be moving to City Hall or renovating the current building

12. **St. Petersburg** – a part-time Librarian I was hired – events planning for the Mirror Lake centennial celebration are moving along – spaces in libraries in being repurposed

13. **Tarpon Springs** – a toy drive and food drive are planned for the holidays

14. **PPLC** – the State Report has been turned in

**Adjourned at 4:45 PM**

Respectfully submitted,
Maggie Cinnella, Secretary