1. David Mather called the meeting to order at 9:40 a.m.

2. **Approval of November 2, 2015 Meeting Minutes:** The minutes were approved.

3. **SIG Meeting Reports**
   The Adult Sig met and is facing leadership challenges; responsibility for facilitating the meeting will rotate month-to-month. The group will be reviewing current databases and exploring other needs to prepare a recommendation by September.

4. **PPLC Executive Director’s Report**
   A. Sirsi Transition: brought forward some Polaris clean-up issues; Sirsi training CDs distributed; gave update on date to #40 on implementation timeline (now Feb. 9 -11); “Portfolio” component allows for 50 Gb of digital content storage; noted requests for more information on Sirsi’s e-commerce component; informed group of some functionality changes in the circulation module and brought forward related set-up requests from the core ILS team. Because Symphony does not offer separate limits for different material formats, a motion was made by Lisa Kothe to increase the overall request limit to 25 items; Gene Coppola seconded this motion and a majority approved.
   B. State’s Annual Statistical Report Form was submitted.
   C. Copies of the approved PPLC Long-Range Plan were distributed.
   D. Deaf Literacy Center: Dancing with the Deaf Stars raised $4000; “Santa and Suds Run” has selected DLC to be beneficiary for 2nd year of fundraiser, last year’s run raised $13,000. “Signing Santa” at International Mall attracted children from all over the state.
   E. Talking Book Library doing more outreach; averaging 100 new participants monthly.
5. Old Business
   A. Group Purchasing of Popular Materials: Casey McPhee will host a meeting on December 14 at Largo to discuss this issue in greater detail.
   B. WIKI Clean-up: PPLC staff have archived folders that are outdated. Some Sig groups that haven’t met will still need reminder to post meeting information on the WIKI.
   C. Assessment of Talking Book Library: Gene Coppola inquired as to the timeline for this project. Cheryl reports that PPLC staff are already gathering data and new PPLC librarian will be assigned to the project once hired (estimated February 2016).

6. New Business
   A. Roles and Responsibilities during ILS Migration: David Mather asked if any discussion was needed to clarify individual library’s duties for the transition. Some set-up is being delegated to a small committee of member staff; libraries will want to send appropriate staff to the module training sessions. All are encourage to load the training CD to prepare staff for training.
   B. Love Your Library Month: Maggie Cinnella inquired if there was a desire to repeat the countywide food drive that member libraries promoted last February. There was no consensus to pursue it again.
   C. Loading Zinio Records in Polaris: Established PPLC practice is that MARC records for electronic resources will only be added to the catalog when the resource is available to all PPLC constituents. Now that Zinio is a countywide resource, MARC records can be added to Polaris, which will connect patrons directly to the database from the catalog, promoting greater usage.
   D. Legislative Appointments: Gene Coppola asked Cheryl for the status of appointments with area legislators at their local offices. Discussion of general strategies and platforms followed. Cheryl shared a handout of “purpose-based” example to generate ideas for local strategy. Final outcome is that Cheryl has focused on arrangements for Library Day in Tallahassee but will not schedule local visits this year; members are encouraged to do so.
   E. Early Literacy: Barbara Pickell attended Library Journal’s Directors Summit in November; early literacy was a hot topic. Brief discussion of how we might want to re-think policies (not charging fines on children’s books) and strategy for greater effectiveness in this area.

7. Announcements from PPLC Libraries
   A. Clearwater: City centennial, offering special “Centennial-Issue” library card design for the year; added 7 new staff last month; still working on maker-space projects at Main (detailed last month)
   B. Dunedin: Joint project with Dunedin Historical Society to digitize Dunedin Times (1924-1966); Friends’ fundraiser through Barnes and Noble (10% proceeds from sales during a 3-hour evening; 4 days of online orders); hosting local school fair to give opportunity for community to learn more about schools in Dunedin.
   C. East Lake: Two new study rooms are open; new electronic road sign; murder mystery fundraiser was a sell-out (85 tickets sold; $1500 profit); toy donation drive to benefit “The Haven”.
   D. Gulf Beaches: Annual audit completed, working on library’s long-range plan. New landscaping.
   E. Gulfport: Interviews for new circulation manager completed; Friends of Library recently held sale; Peter Hargitai named City’s poet laureate
   F. Largo: City Centennial runs through April 2, wrapping up with “Story Fest” and touch-a-truck event. First session of “Largo Turns a Page” featured Tim Dorsey and attracted 100 people. Casey offering TBLC training session on the Harwood Technique, Dec. 8; 15 people registered.
   G. Oldsmar: City developed Active Shooter Policy; Friends sale raised $300; Bert officially retiring on January 1, library reception on Dec. 17.
   H. Palm Harbor: Gene is busy with TBLC and FLA responsibilities.
   I. Pinellas Park: Working on long-range plan, online survey
J. Safety Harbor: Digitizing Safety Harbor Herald with Friends' support. New youth program “1000 Books Before Kindergarten” had first child complete the challenge.

K. Seminole: Awarded $7500 Disney grant “Curiosity Creates”, will partner with college’s Innovation Lab to offer 6-week technology boot camps for youth ages 8-14.

L. Tarpon Springs: New phone system coming soon to the library; City Centennial; participating in City’s Christmas parade.

8. Introduction of New Indian Rocks Beach Librarian: Tina Stagliano has taken over the position. She grew up in Florida; spent last 3 years in Ireland, first position since return to States.

9. Lunch Break

10. Review of Sirsi Set-up Policies (telephone conference with Darren Lauber)

The meeting adjourned at 3:45 p.m.

Respectfully submitted,
Angela Pietras, Secretary