1. Jen called the meeting to order at 1:35 pm.

2. Guest Presentations: Jeffrey Gellermann, UF/IFA Extension Director. The purpose of the UF/IFAS Extension is to bring the research and knowledge of the University of Florida to all of Florida. To that end the Extension has three offices in this area: The Florida Botanical Gardens, Booker Creek Preserve and Weedon Island Preserve. The Extension can support libraries by providing programs or information on the topics of horticulture and agriculture, families and consumer concerns, marine and coastal concerns, natural resources and sustainable living. He encourages us to call and discuss our informational needs in these areas. Alyssa Bowers is the 4-H extension agent and is looking for community partners for clubs and programs, including SPIN clubs which are short-session clubs. Training and supplies are provided by 4-H and club attendees have access to statewide events. The Pinellas County 4-H Facebook page has calendar and info.

3. Acceptance of November 6, 2017 minutes: Betcinda motioned acceptance of the minutes, Lisa seconded the motion. Minutes were accepted.

4. SIG Reports

   E-BOOKS SIG – Mika reported that at the October 19, 2017 SIG the group has decided to hold the last meeting of 2018 in November in order to have more information on the budget for the upcoming year. The SIG hopes that libraries
can send allotment commitments to PPLC as soon as possible after October 1. The SIG wants to create a tracking system spreadsheet to better allocate funds and provide recommendations to LDAC. They requested that Mika ask the Directors for direction on how much should be allotted to youth e-audios (not currently specified). Cheryl clarified that libraries pledge monies but the auditing process can hold up the fund balance. A ballpark figure to use as a budget for e-book purchasing is $150,000 which is a four-year average spending amount. Libraries have not yet been invoiced for e-content and databases for this FY.

**CATALOGING SIG** – Angela reported that the meeting was held November 15 and the members determined it was not possible to create a top 10 list of awards because there are too many variables in that field. They hope we will be ok with inconsistent entries viewable in the PAC. The result of the ensuing conversation between the LDAC was that some information is better than none in the record and it was agreed that consistency is not a priority.

**CIRC SIG** - Phyllis reported on the meeting of November 16. The SIG discussed the 3 for Me card program. They questioned if driver license numbers are required in patron registrations. LDAC discussed the matter and each library will be encouraged to continue their current practice. The SIG noted that there are fewer address check blocks now and LDAC confirmed that instead of checking addresses each year (as had been the past practice) the ILS is now set to every three years which coincides with the card expiration date. At this point in the meeting St. Petersburg announced informally that they will not be participating in the 3 for Me program. Instead, they will be implementing a no fines policy for patrons 17 and under. Staff procedures still need to be written so Mika will let us know when this process is formal. St. Petersburg will not honor use of the 3 for Me cards even when patrons have received them at other libraries. The ensuing conversation called into question the inter-local agreement and St. Petersburg’s participation since the 3 for Me card is something the city signs off on. The ability to waive fines and fees anytime is retained by each library but we may have veered from the “3 strikes and you’re out” concept when we introduced the $3 fine structure for lost books. Hillsborough has a similar card with a merged library card/school I.D. program. To this point, 359 cards have been issued in the 3 for Me program and damage to libraries, if any, should be minimal. Cheryl offered to speak with anyone in the administration in St. Petersburg if there are questions she can answer about the program. LDAC considered revisiting the lost book fee or consider a 17 and under no fine structure for all libraries. It was decided that we will consider this in the summer so that a decision can be made and implemented by October.

**YOUTH SIG** – Lois not in attendance; Erica reported on the December 8 meeting. They discussed the museum pass program, Novelist, had a demonstration by “Sensing Nature” which offers nature-related programming for libraries, discussed not returning to Lakeshore Learning until 2019 due to low attendance, Florida FLYP Summer Training for TBLC “Youth Librarians Rock” is being held on February 5th at South Shore Library in Ruskin, the state is not
providing any face-to-face meetings-webinars only, and they had a round-table discussion.
ADULT SIG – Mike not in attendance.

5. LDAC Liaison Report (No December meeting)

6. PPLC Executive Director’s Topics
In response to a patron complaint that her library card no longer gave her access to Hoopla, Cheryl distributed copies of the Inter-local agreement (IV. B. 5 Materials and Services) which states that member libraries agree to share materials and use all reference and programming services. The conversation followed that Hoopla authenticates by “Stat class (address)” or library card number and that Hoopla charges libraries by population. It was suggested that the ILA (originally created in 1989) be changed to reflect use of electronic content.
Cheryl noted that 58% of all items in the catalog are not categorized so make adjustments accordingly when reporting numbers of juvenile and adult items to the State.
Cheryl reported that the results of the funding formula will not change significantly from prior years and the change is better aligned with the state’s methodology and the original intent of the founding ILA authors.
Results of the FY ‘19 database investigation included Freegal, Hoopla, Kanopy, Lynda, Universal Class, and Fold 3 by Proquest. These will be discussed at the March 16 meeting (see “Old Business” below).
A Library Aware demonstration will be held at PPLC from 10:00-12:00 on February 5. Library Aware is on a one-year contract beginning in November of 2017 with a three year commitment from PPLC to fund it.
Cheryl asked if directors connected with their legislators. Cari spoke with Representative Chris Sprowls at an event in Tarpon Springs; Vince will meet with Representative Kathleen Peters soon; Cheryl has met with Senator Jeff Brandes and Representative Ben Diamond, and asked for letters to be written to Representative Larry Ahern regarding the Career On-Line High School program since he is the chair of the Higher Education Appropriations Subcommittee.
Due to a finance error Cheryl has been able to give a $10,000 bonus for the purchase of e-books.
Cheryl and Erica reported that the Leepa Rattner Museum has temporarily suspended talks on the museum passes program due to staffing changes, the Florida Holocaust Museum is now a partner and passes were given to directors, many more libraries are being considered and at least one more should be on board soon.
Career Source Pinellas reached out to Cheryl with information on how Pinellas libraries can help job seekers which will be the focus of an upcoming class.
Cheryl asked for and received information on our services for job seekers.
7. Old Business
Gene suggested a workshop to discuss fines, databases, and the inter-local agreement. Lisa made a motion to meet at PPLC on Friday, March 16 from 9:30 to noon. Gene seconded. Motion passes.

8. Follow Up Business
Jen will poll directors for input on a new day/time for the LDAC meetings. The fourth Friday at 9:30 may no longer be an option since the PPLC Board is considering that day/time as well.
Angela proposed creating a subcommittee to create an RFP for an ILS. Cheryl remarked that it is too late to make a change for the end of the contract with Sirsi Dynix in 2019. It was recommended that member for the subcommittee be recruited from the SIGs (Adult SIG for public facing concerns, Cat SIG, Circ SIG) and other interested staff to first develop a list of priorities for a new ILS. It was suggested to change the ILS SIG to an ILS Development SIG for this purpose. The next ILS SIG meeting is tentatively scheduled for January 23 at 10:00 a.m. at PPLC. The SIG usually meets quarterly on the third Tuesday of the month.

9. New Business
Geri Remming asked the directors to consider allowing a Largo Bookmobile branch to be added to the Sirsi Dynix system. The new “branch” will have materials which will be shadowed in the PAC and no holds will be allowed. Sirsi charges a fee for an additional branch which will be paid by Largo. Lisa made a motion to add LBK as a branch. Gene seconded the motion. Motion passes.
Matt requested contact information for library staff who want to receive a list of bounced e-mail notices so that corrections to patron records could be made. He noted that the Novelst information could either be at the top of the PAC “accordion” which opens by default or the bottom which would allow the “more copies” feature to be prominent. Popular opinion was that “more copies” should be at the top. The change will be implemented soon. So far there have been 291 direct links to Novelst (outside of PAC use).

10. Announcements from PPLC Libraries
Pinellas Park – Departmental restructuring has taken place in the city and the Library is now part of the Library, Parks, and Rec Department.

11. Adjournment
4:20 p.m.

Next LDAC meeting: Monday, February 5 at 1:30 p.m.
Location: PPLC Office

Respectfully submitted,
Betcinda Kettells, LDAC Secretary