Library Directors Advisory Council  
Pinellas Public Library Cooperative  

Monday, April 13, 2015  
9:00 am  
PPLC Administration Office  

Attendance  

X Barbara Pickell, Clearwater System  
X Phyllis Gorshe, Dunedin  
X Lois Eannel, East Lake  
X Maggie Cinnella, Gulf Beaches  
X Dave Mather, Gulfport  
X Casey McPhee, Largo  
X Bert Weber, Oldsmar  
X Gene Coppola, Palm Harbor  
X Angela Pietras, Pinellas Park  
X Lisa Kothe, Safety Harbor  
X Phyllis Ruscella, St. Pete Beach  
X Mika Nelson, St. Petersburg System  
X Mike Bryan, Seminole Community  
X Cari Rupkalvis, Tarpon Springs  
X Cheryl Morales, PPLC  

SPECIAL MEETING MINUTES  

Special Meeting Minutes of Monday, March 2, 2015 were reviewed on Monday, April 13, 2015 by the LDAC after receiving input from the PPLC Board and PPLC Executive Director. Initial recommendations were modified for appropriateness and relevance. It is the hope of the LDAC this new document will become the outline for further discussions leading to a long term vision for PPLC.

Category 1: Expectations Outlined in Inter-local Agreement, By-Laws and Other Governing Documents  

List of activities clearly outlined in PPLC organizational documents (i.e., Interlocal Agreement, Bylaws, and other governing documents) that are expected to continue:

1. PPLC will receive and disburse funds  
2. PPLC will coordinate the State Aid application and LSTA grants  
3. PPLC will have a long range plan and vision statement with LDAC input and planning  
4. LDAC will provide review and recommendations of PPLC annual budget  
5. PPLC will maintain an Integrated Library System (ILS) for the member libraries  
6. PPLC will coordinate the sharing of materials of all formats  
7. PPLC will assist in collective purchases of resources and services  
8. PPLC will maintain a shared delivery system serving the member libraries  
9. PPLC will facilitate joint planning of library services  

Category 2: Expectations for Continuing Services  

List of activities that may or may not be laid out in any PPLC organizational document (i.e., Interlocal Agreement, Bylaws, and other governing documents) that took place under the previous PPLC administration the LDAC would like to see continued:

1. PPLC Executive Director will meet annually with each of the municipal City Managers and/or their governing members.
2. An invitation to give an annual presentation at a commission meeting will be offered by the PPLC Executive Director to each of the county’s municipalities.

3. PPLC Executive Director will coordinate annual meetings with Legislators. These meetings will take place locally within Pinellas County and also in Tallahassee, specifically at Library Day during the Legislative session.

4. PPLC will coordinate the following countywide library activities.
   - Statistics
   - Database Coordination
   - Marketing of cooperative activities
   - Publicity (including social media)
   - Grant opportunities
   - Countywide programming (i.e. Reading with the Rays, Summer Reading, etc.)
   - Coordinate local, state and nationwide library initiatives such as summer reading, National Library Week, Banned Books Week, etc.

5. Regular communication will exist between the PPLC Executive Director and member Library Directors.

6. Provide monthly statistics to the LDAC for the Talking Book Library, Born to Read, and Deaf Literacy programs.

7. PPLC Executive Director will plan and coordinate an annual PPLC Board and LDAC retreat.

**Category 3: Request for the following services to be evaluated within the next calendar year:**

In order to be more responsible stewards of the Interlocal Agreement requirements, the LDAC recommends to the PPLC Board and Executive Director the following services be reviewed and evaluated within the next calendar year, then on an annual basis:

- Current services with detailed cost analysis and usage and provide future alternatives for the Talking Book Library, Born to Read program, and Deaf Literacy programs

- Payment of the platform fees of electronic resources, including e-books and e-audiobooks.

- Effectiveness of the countywide program guide and calendar of library events and seek LDAC input for alternatives

- Technology (i.e., phone system, website, online donation platform, server, etc.) and make changes accordingly with LDAC input.

- Costs and future of the current physical building and provide alternatives for providing countywide services

- PPLC will complete a strategic plan with input from the LDAC, the PPLC Board and PPLC establishing a direction, prioritizing services and laying out a clear vision for the future of the organization that includes open and continuing communication in support of quality countywide library service.

Adjournment