Meeting Date: Monday, April 4, 2016 1:30 p.m.
Meeting Location: PPLC

LDAC Member Attendance:
☑ Barbara Pickell, Clearwater System
☑ Phyllis Gorshe, Dunedin
☑ Lois Eannel, East Lake
☑ Maggie Cinnella, Gulf Beaches
☑ Dave Mather, Gulfport (CHAIR)
☑ Casey McPhee, Largo
☑ Susan Hurley, Oldsmar
Gene Coppola, Palm Harbor
☑ Angela Pietras, Pinellas Park
☑ Lisa Kothe, Safety Harbor
☑ Phyllis Ruscella, St. Pete Beach
☑ Mika Nelson, St. Petersburg
☑ Mike Bryan, Seminole
☑ Cari Rupkalvis, Tarpon Springs

PPLC Staff Attendance:
☑ Cheryl Morales, Executive Director

Other Guests Attending:
☑ Dana Dockery, Palm Harbor, Ast. Direct.
☑ Lila Denning, St. Petersburg, PPLC’s ILS Administrative Team
☑ Kathy Oster, City of Dunedin, Finance
☑ Bill Berger, Pinellas County Budget Director and PPLC Board Member
☑ Marcus Harrison, PPLC Board Member

Approved Minutes

1. David Mather called the meeting to order at 1:30 p.m.

2. Approval of March 7, 2016 Meeting Minutes: Lisa Kothe motioned approval of the minutes; Barbara Pickell seconded the motion and the minutes were approved unanimously.

3. Overview of Pinellas County Budget and PPLC Budget (Bill Berger, 40 minutes):
   A. Handout distributed: includes key dates for County budget planning process, sample of PPLC disbursement to libraries.
   B. CAFR: PPLC must have certified CAFRs to finalize disbursements, since local funding changes impact the amount of county funding a location receives
   C. $25,000 Capital Expenses Cap: Reminder that funding formula caps capital expenses.
   D. Inclusion of Reciprocal Borrowers in Non-Resident Circulation Formula: Brief discussion if reciprocal borrowers should/are counted in the non-resident circulation pool disbursement.

4. SIG Meeting Reports
   A. Cataloguing (Ruscella): Group has come to consensus on the Authority Control workform. As part of PPLC’s Platinum Services subscription, Sirsi performs a quarterly authority control check, updates records accordingly and produces a report listing the updates that occurred.
   B. Youth Services (Bryan): Group chose the stores where teen summer reading gift cards will be
purchased; PCS School Media Coordinator shared the school district’s idea for increasing library card sign-ups this summer. Bryan inquired if LDAC would like the PCS representative to discuss the summer project with them.

5. PPLC Executive Director’s Report
   A. PPLC April Newsletter: Cheryl shared the latest newsletter. Lisa Kothe asked if the Safety Harbor Players could be highlighted in next month’s newsletter; there were no objections from the group.
   B. Museum of Fine Arts’ Pass: Unanticipated changes in leadership at the museum have impacted this project, so there will be a soft-launch. Cheryl reviewed logistics for libraries: the passes will not display in the PAC; “rack cards” will be displayed with other promotional materials on the museum; the rack cards will be checked out and patrons will use their checkout receipt for entry. North County libraries continue to inquire about passes to Leepa-Ratner or other institutions located in that geographic area; Cheryl responds that the MFA pass will be a good learning opportunity and she’d like to gather data from this pilot program before approaching additional institutions.
   C. Host Libraries for PPLC Board Meetings: Cheryl reported that the PPLC Board would enjoy meeting at different libraries throughout the county and asked LDAC members to consider hosting.
   D. PPLC Office Update: Cheryl reported that she has narrowed down the applicant pool for PPLC’s Librarian position, though the Sirsi transition has delayed the scheduling of interviews.

6. Old Business

7. Follow-Up Business
   A. Group Purchasing of Best Sellers: not discussed.
   B. Teen Summer Reading Gift Cards: reviewed during Sig meeting updates.
   C. Review of Circulation Policies Impacted by Sirsi Changes: postponed again since Sirsi details not yet finalized
   D. Tampa-Hillsborough Joining the TBLC Reciprocal Borrowing Program: not discussed
   E. Masking PIN #: There was lengthy discussion as to whether patron PINS should be unmasked in Workflows. There was general agreement at the March LDAC to mask the PINS, though a landslide majority of staff attending Circ-Sig requested that the PINS be unmasked, resulting in an executive decision by Cheryl to unmask the PINS. LDAC called for a vote and a majority agreed that PINS should remain unmasked; Clearwater and St. Petersburg voting to mask them. Seminole abstained from voting.

8. New Business
   A. ILS Migration Process
      i. Motion to Suppress Displaying the Age of Patron in Workflows: Currently, Workflows calculates the age of the patron from the birthdate field and displays this in the “Display User” wizard. Dave Mather made a motion that this data be suppressed in Workflows; Phyllis Ruscella seconded the motion and a majority approved the motion.
      ii. Review of Universal Hold Override: A universal password for logging in to patron accounts is no longer an option.
      iii. Admin Discussion as Equal Partners/Stakeholders in the ILS: Those libraries without direct representation on the ILS admin team are not included in the admin. discussions/decision-making and are not given direct access to make changes and adjustments to their settings like those libraries with admin. team representation. Some libraries would like the ability to make their own changes rather than going through Julie. Cheryl is hesitant to give more people admin. privileges.
      iv. Update PPLC Web Site Info: Issues with outdated links/library card registration brought up.
   B. Conference Call with Sirsi Dynix: Holds Mix-Up. Sirsi had been misinformed on how PALS prioritizes the filling of holds. LDAC clarified that holds should be prioritized by pick-up location. A few other holds issues were brought to Sirsi’s attention during the call.

The meeting adjourned at 4:40 p.m.

Respectfully submitted,
Angela Pietras, Secretary