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

2. Acceptance of February 5, 2018 minutes: Lois motioned acceptance of the minutes, Gene seconded the motion. Minutes were accepted.
   Acceptance of March 16, 2018 minutes: Betcinda added the word “payments” to section 2. Gene motioned acceptance of the minutes as revised, Lisa seconded the motion. Minutes were accepted.

3. SIG Reports
   ILS SIG – Betcinda reported that the February 20, 2018 meeting included a discussion to identify stakeholders who are impacted by a change in ILS grouped broadly to include patrons, staff, vendors, and others so as to elicit input from all. A discussion regarding our current ILS included a list of pros and cons. Directors were encouraged to send representatives from all libraries to the next meeting on June 5, 10:30 at PPLC in conjunction with a CAT SIG meeting. Also discussed was the possibility of hiring a business analyst to assess ILS needs. LDAC responded to this request with a motion by Gene, seconded by Casey to have Matthew get more information on the availability and costs of business analysts for the next LDAC meeting. Motion passes. There was also a discussion of the creation of an LDAC subcommittee to review ILS options but it was decided that it is too early for a subcommittee. Sirsi requires 60 days’ notice prior to cancelling which may be September 2019 or January 2020. Cheryl will check dates.
   ADULT SIG – Meets Wednesday, April 4.
   YOUTH SIG – Erica reported on the March 9 meeting. They discussed Reading with the Rays and other summer reading incentive programs. According to
meeting minutes there were PCSB updates from Laura Woods, a presentation by Rosalie Ward with HIPPY, roundtable, discussions of Overdrive, best book buying practices, and reciprocal book replacement.

E-CONTENT SIG – Cheryl reported on the March 13 meeting which discussed automatically weeding expired titles, an online request form for recommending new purchases which would require staff monitoring and adding titles but would be reveal patron interests, SIG is in favor of Hoopla as a countywide purchase, they will create a collection development policy to submit to LDAC, they will weed old 3M nonfiction titles.

4. LDAC Liaison Report
Jen reported on the March 28 meeting when they discussed the financial committee report; the interlocal agreement; Exhibit B (disbursement formula); and the definition of fixed capital. Lealman is in the midst of a community development program to create a small town library. The board directed PPLC to create a public information campaign to inform unincorporated residents about library services.

5. PPLC Executive Director’s Topics
Museum pass posters are in need of updating and mottos for the program were suggested. LDAC agreed on the motto “Price of admission? Your Library card” (no consensus on ending punctuation). Erica reported on her attendance at JWB’s LECTIO institute which was a three-day workshop with literacy service providers and partners. She will e-mail a summary. There will be an all-day workshop on May 17 and a morning recap on May 18 which staff is encouraged to attend.

Cheryl reported on the Long Range Plan and pointed out that the areas in yellow require LDAC involvement including 1.2; 2.1; 2.2; 2.5; 4.1; 4.2; 4.3; 5.1; 5.2; and 5.3. Future discussions and possible surveys are planned. Board members created a timeline for the ILA revision process; changes were made to Exhibit B; and the definitions of fixed and non-fixed capital were discussed. Cheryl will attend a two-day Cooperative Director’s meeting in Tallahassee.

6. Old Business
Gene made a motion to change the LDAC meeting date to the last Friday (not necessarily the fourth Friday) of the month from 9:30 to noon starting in July of 2018. Mika seconded the motion. Discussion included travel in the morning limits driving distance so meeting place will be PPLC; previous commitments preclude changing meeting date earlier than July; LDAC is not required to meet monthly. May 7 meeting location is Clearwater East, June 4 meeting location is PPLC, July 27 meeting location is PPLC. Motion passes.

7. Follow Up Business
Mobile Hotspot Lending: Will be the decision of individual libraries. Safety Harbor will be circulating them soon. Lisa will e-mail lending agreement; the item type
“Wi-fi” was created with a 28-day circulation, one renewal, 50 cents per day fine, $5.00 maximum. Must be 16 and older, pick up and return to owning library.

Countywide Local Author Event: Is on the ADULT SIG meeting agenda but as mentioned earlier, there is no obligation to hold events at a particular time and place. Information is for patron referral only. St. Petersburg events are planned and run by the Friends group. Largo and Dunedin have non-regular events.

Database and Fine Discussion: Phyllis made a motion to change fines to 25 cents for all collections except special collections. Gene seconded the motion. Subsequent discussion closely mirrored the discussion of the March 16 meeting with St. Petersburg confirming that city administration is in favor of book fines increasing to 25 cents but not to the lowering of DVD fines to 25 cents. Upcoming fiscal challenges may be temporary allowing for a possible change to fines in the future. 3 for Me card lost book fee is a hindrance to St. Petersburg being able to offer the card but they will institute a no fines for ages 17 and under policy; Tarpon Springs will use the 3 for Me card but not assess lost book fee. The ILA does not address the issue of non-conforming libraries; the ILA does not require a uniform fine/fee structure for PPLC member libraries. The ILS does allow for fines to differ from library to library, but the burden on PPLC staff was mentioned as being too great to handle multiple fine amounts across all of the PPLC member libraries. It was discussed later that different fine amounts exist for item types other than books/DVDs, however, the multiple fine/fee amounts for book and audiovisual item types was considered particularly burdensome. Cheryl has a meeting with a lawyer April 18 to discuss providing equitable services with regard to databases. Motion is withdrawn.

8. New Business

Library Card Project: Gene has hesitations about the project since cards are only given to those with a permanent address. The online registration feature with physical cards issued in person is a suitable alternative.

Launchpads: Phyllis expressed frustration in not being able to examine the features of item types in Sirsi making the cataloging of new collections difficult. This needs to be included as a feature of a future ILS. Several libraries will be circulating Launchpads.

Online Bill Payment: Betcinda inquired about the ability to take fines online. There are two options: Pay Pal-but libraries can only accept their own patrons’ fines or credit card vendor which requires a substantial set-up fee. Either method requires point of sale capabilities already set up with your municipality. Not possible as a county-wide service.

9. Announcements from PPLC Libraries

Palm Harbor – Gene attended the March 2 meeting of the Public Library Director Members Group and will send out minutes of the meeting.

Largo – Casey attended the PLA Conference and reported on a process for citizen input similar to the Harwood Institute. See website designtinkingforlibraries.com.

PPLC – Cheryl reported that state aid to Pinellas County is up $85,000.
St. Pete Beach – Betcinda reported that the library is now represented on Pinellas Memory with items digitized from the Gulf Beaches Historical Museum as part of a USF Honors class. Items will be added on an ongoing basis. The Florida Gulf Coast Chapter of the Alzheimer’s Association will conduct programs and bring a bus offering services to your library. Betcinda will e-mail contact information.

Clearwater – Grand opening of the East branch will be held Saturday, April 21 at 10:00 a.m. Invitations will go out soon.

10. Adjournment
4:30 p.m.

Next LDAC meeting: Monday, May 7 at 1:30 p.m.
Location: Clearwater East

Respectfully submitted,
Betcinda Kettells, LDAC Secretary