1. Jen called the meeting to order at 1:05 pm.

2. Roundtable Introductions: Matthew welcomed Berit, Kathi, and Tina from SirsiDynix followed by roundtable introductions.

3. SirsiDynix Presentation: Berit presented a PowerPoint summary of the current and future capabilities of the I.L.S. Bi-annual customer surveys results in a high Net Promoter Score for SD. Tools available for library staff found on the SD Support Center (https://support.sirsidynix.com/) include Mentor 2.0, training courses, training documents, listservs, forums, and a search feature to help with known issues. Webinar topics include professional development, programming, free product training, product overviews and more using self-paced training, instructor-led courses, and/or e-learning courses. Our SD contract provides 20 consulting hours per year, monthly sure-sailing calls, Enterprise Q&A forums, a consulting services catalog with ideas and items we might request, an “enhancements to request form” and the Strategic Partner Program (SPP) offers opportunities for beta testing and feedback to improve the SD products. The latest Symphony release (3.5.3) features policy grouping, PIN management, RFID scanner options, and the BibLoad report. Web Services for Symphony is a web application that provides simplified remote access to Symphony and has been released.
4. **Acceptance of April 2, 2018 minutes:** Phyllis motioned acceptance of the minutes, Gene seconded the motion. Minutes were accepted.

5. **SIG Reports**
   - **ILS SIG** – Betcinda reported that the ILS and CAT SIGS meet jointly June 5 with SirsiDynix.
   - **YOUTH SIG** – Erica reported on the May 11 meeting. They discussed Reading with the Rays; SIG officer elections will be held in October. The SIG will not meet again until August.
   - **ADULT SIG** – Mike reported on the April 4 meeting. They got clarification on the author fair issue, discussed the Great Explorations Museum passes and had a roundtable discussion on programming. The next meeting takes place on June 6 at Clearwater East.
   - **CIRC SIG** – Lisa attended the May 24 meeting and reported that they were asking when the next patron purge was scheduled. Matt responded that they are done annually with the last one performed in January of 2018 and the next one scheduled for January of 2019. The SIG also asked about the “3 for Me” card policy. Cheryl stated that it is still considered a pilot program and these programs are addressed in PPLCs circ policy. A discussion ensued in which the end date of the “pilot” was concluded and what the criteria was for determining success. Matt will have program metrics available at the September LDAC meeting. Gene mentioned that we may not have an accurate picture after 12 months since the first few slow months may negatively impact the stats and later stats might be more useful. The “trap holds” wizard is being used by some libraries and Matt recommends that this wizard not be used.
   - **E-CONTENT SIG** – Meets next on June 21.

6. **LDAC Liaison Report**
   - Jen reported on the April 25 meeting when they discussed the financial committee report and the timeline of the interlocal agreement. Board member Jim Parent resigned and twelve applications have been received for the open position. Cheryl reported on the museum program; Charlie Crist visits to Gulfport, Seminole, and Clearwater Main; Palm Harbor celebrated their 40th anniversary; access to Hoopla and other databases requires further discussion.

7. **PPLC Executive Director’s Topics**
   - **Bins and Bags:** Some libraries always have too few, some have too many. Route all that are unneeded to PPLC. Some drivers do not always take bins since they do non-PPLC pick-ups and deliveries too. Other courier delivery issues were also reported (some stops are missed). The courier stops at PPLC on Tuesdays and Thursdays of non-holiday weeks. Send all complaints to Cheryl and she will forward the information to TBLC.
   - **Cooperative Directors Annual Meeting:** Held in April. Four library systems use Koha as their ILS but don’t feel that it would work in Pinellas. The next Public Library Directors meeting is scheduled on October 23 (1/2 day) and October 24.
(full day) in Brandon. The year 2020 census is expected to have a big impact on the public libraries because of the need for computers and instruction.  

**OCLC Cataloging/Batchloading:** The business Marc of Quality, previously used to de-duplicate cataloging records, is going out of business due to retirement. TBLC will have to manage batchloading and maintenance of catalog records with OCLC for accurate I.L.L. use. An updated spreadsheet of “2017-2018 TBLC Batchloading and Cat Express Libraries” was distributed.

PPLC was awarded an LSTA grant which will be used to purchase Ukulele kits, books, DVDs, and ArtistWorks database for one year. Because the grant specifies that the book and DVD records must be uploaded to the OCLC database, Cheryl is looking into the price of OCLC subscriptions for those libraries not already subscribing.

**Circulation Policy:** The current iteration of the PPLC circulation policy was discussed. Lisa made a motion to accept the following changes to the policy, the motion was seconded by Casey, and the motion passed. Changes include:  

**Paragraph 2:** “Any changes to the policies in this document, no matter how significant, must be approved by the LDAC at an LDAC meeting (as per the PPLC Interlocal Agreement).”

**Section 1:** Take out the word “signed.”

**Section 1a:** Add “Belleair Shore.”

**Section 1d:** Add “with approval from the LDAC.”

**Section 2:** Change “facility” to “Member library” and remove the word “young.”

**Section 2b:** Change “I.L.L.s may not be renewed” to “I.L.L. renewal varies by owning library’s policy.”

**Section 2c:** Change “has agreed” to “strives.”

**Section 2f:** Change “replacement” to “billed item fee” and “$5.00” to “plus a processing fee of up to $10.”

**Section 2f (second bullet):** Remove “$5.00.”

**Section 2i:** Typo “ho9ld” fixed.

Mika mentioned that St. Pete Library System continues to have legal concerns because Section 1 of the PPLC circulation policy allows minors to receive a card without parental/guardian consent. We will research this.

**Museum Pass:** Clarification on no hold policy for museum passes was discussed. They are first-come, first-served passes. The Chihuly Museum will be on board soon.

8. **Old Business**

**Business Analyst**- Matt distributed I.L.S. change materials which included results of the survey sent to libraries on 4/11/18 and recommendation proposals from three consulting firms regarding the possible I.L.S. change. Matt summarized the findings: None of the firms think we should change our current I.L.S. The problems we are experiencing are training and user related not technical issues. Our current access levels may be too granular and we would benefit from standardizing these levels. Koha would be an expensive system. Cheryl recommends that we wait 9 more months to make a decision on whether to
consider changing the I.L.S. to see if SirsiDynix’s planned upgrades materialize. PPLC will not be paying for a business consultant.

9. Follow Up Business
Mobile Hotspot Lending: Lisa made a motion to set circulation policy on WiFi Hotspot lending to pick-up and return to owning library, 14 day check out, and unholdable. Dave seconded, motion passes.

Fines: Mika and Matt will meet to investigate the feasibility of setting up of profile name SP JUV. Mika will send details of proposed changes to SP fines, fees, policies to LDAC to be considered.

10. New Business
PPLC Website: Development is on hold.

New Item Type: A motion was made by Angela, seconded by Lisa and agreed on by consensus to create 7-day, 14-day, and 28-day no holds item types.

Library Card Revenue: Will be a reportable field on next year’s CAFR form.

11. Adjournment
5:00 p.m.

Next LDAC meeting: Friday, July 27 from 9:30 a.m. to Noon.
Location: PPLC

Respectfully submitted,
Betcinda Kettells, LDAC Secretary