July 11, 2016 1:30 p.m.
Meeting Location: St. Petersburg Main Library

LDAC Member Attendance:
☑ Barbara Pickell, Clearwater System
☑ Phyllis Gorse, 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
☑ Erica McCaleb, Countywide Services Coordinator

Other Guests Attending:
☑ Jennifer Obermaier, Clearwater
☑ Betcinda Kettels, St. Pete Beach

Official Minutes

1. David Mather called the meeting to order at 1:48 p.m.

2. Approval of June 13, 2016 Meeting Minutes: Mika Nelson motioned approval of the minutes; Lisa Kothe seconded the motion and the minutes were approved unanimously.

3. SIG Reports – no reports, just announcement of meeting dates

4. Executive Director’s Report
   A. Office Personnel – Cheryl introduced PPLC’s new Countywide Services Coordinator Erica McCaleb. McCaleb shared some details of her assessment study of the Talking Book Library and took questions from LDAC about the assessment. Study to be finished by Oct. 31.
   B. Accelerated Reader/Lexile Levels - Cheryl received a price quote for entering this data into the bibliographic records but it needs fine-tuning to determine the number of eligible youth titles for a more accurate cost estimate.
   C. PPLC Bulletin Boards – Cheryl reported that fifteen bulletin boards will be mounted in the PPLC vestibule to display each PPLC library’s promotional materials. Libraries will be responsible for getting the materials to PPLC.
   D. Purchase of Library Cards – Cheryl posed the question if PPLC should continue to pay for library cards, citing concern that the financial benefit to member libraries is not equitable. After discussing that centralized purchasing ensures a consistent card design, Phyllis Ruscella made a motion that PPLC library cards continue to be purchased centrally by PPLC; Barbara Pickell seconded the motion and it passed unanimously.
E. **PPLC Board Vacancies** – Cheryl announced that the terms for both community representatives will be ending and that the positions will be announced soon.

F. **FY 17 PPLC Disperser** – Cheryl announced that the final disperser formula is still pending while awaiting two certified CAFRs.

G. **FY 2018 Florida State Statistical Report** – Anticipated to include more outcome measurements; FLA has posted its revised standards that lean heavily toward outcome measures.

5. **Old Business**
   A. **Annual Joint Meeting of LDAC and PPLC Board** – Cheryl suggested hosting this at SPC’s Collaborative Labs and asked for discussion topics. Sunshine Law education, long-range plan reflections, review of annual statistics were suggested.
   B. **Reference Training on Medical Information** – To ensure maximum participation and benefit, LDAC suggested that this might be coordinated with TBLC as a regional training opportunity. Cheryl will discuss this suggestion with the offering Board member.

6. **Follow-Up Business**
   A. **Group Purchasing of Bestsellers** – no updates at this time, still focused on mastering Sirsi EDI
   B. **Review of Circulation Policies** – Angela Pietras is still working on updating the item circulation rules chart; noted that audio books have been programmed in Sirsi for higher maximum checkouts and requests. LDAC had no concern with this, though no motion was put forward to formally change the circulation rules of these item types. Angela will complete the chart by next LDAC.
   C. **LDAC Election of Officers** – Nominations for Vice-Chair and Secretary were shared. After some negotiation, LDAC nominated Lois Eannel as Vice-Chair and Lisa Kothe as secretary for FY 17. Mika Nelson remains the nominee for Chair. Voting will take place next meeting.

7. **New Business**
   A. **Database Interests** – Angela Pietras reminded LDAC that the Adult Services Sig has been tasked with suggesting databases for FY 17 and suggested the group’s work might be made easier if countywide database priorities were clear and/or a target budget was established. LDAC discussed the challenges of pursuing new databases and ultimately suggested that the Adult Services Sig focus on reviewing current offerings for renewal and discussing products offered by individual locations that could be expanded.
   B. **Cataloging Sig Replacement** – With the retirement of Phyllis Ruscella, a new LDAC liaison for the Cataloging Sig is needed. Angela Pietras volunteered.
   C. **Replacing Red Courier Bins** – Barbara Pickell inquired if a stackable and slightly softer bin could be considered to replace the existing bins. Cheryl will explore what options are available.
   D. **Procedures for PPLC Courier Service Starting in October** – PPLC will add DLLI delivery twice a week. Staff may need to coordinate trading of items that won’t fit in red bins on meeting dates. LDAC revisited discussion of transitioning away from any types of cash payments between libraries; agreed upon goal.
   E. **Passport Processing Services** – Phyllis Gorshe shared information about a new federal program that lets libraries become passport agencies and keep part of the application fee. Discussion if revenue generating possibilities outweighed personnel resources required to run the program, which are reported to be high. Some individual locations interested in investigating.

8. **Announcements from PPLC Libraries**
   A. **Clearwater** – Groundbreaking for new joint facility with SPC/East on July 21; projected opening date Jan. 2018. Main’s maker-space areas are coming to fruition; AV recording studio now open on 3rd floor, new theme/décor in Youth Services features a boat. 56 staff attended ALA for a day.
   B. **Dunedin** – Long-range plan library survey will run through August. Dollar General Grant funding August youth literacy program; Rotary Grant funding bilingual Spanish-English youth materials.
   C. **East Lake** – (not in attendance)
   D. **Gulf Beaches** - (not in attendance)
   E. **Gulfport** – New Labor Standards impacting librarian positions, becoming non-exempt.
F. Large - mobile branch campaign kicks off in August; State Library’s pilot program to offer Career Online High School program starts Oct. 1 with free enrollment for 600; unknown how many spots Largo, St. Pete, Safety Harbor, Tarpon group will be assigned. Usual cost approx. $1500 per pupil.

G. Oldsmar - Tricky Dogs for summer reading; City pay study positively impacts four staff positions.

H. Palm Harbor – (not in attendance)

I. Pinellas Park – Strong attendance for summer reading. Finalizing long-range plan.


K. Seminole – 3rd annual library comicon scheduled for September 10. City rec dept. opened “digital den”.

L. St. Pete Beach – Phyllis’ retirement effective July 29; successor TBD.

M. St. Petersburg – no announcements

N. Tarpon Springs – Adding more Little Free Libraries; new phone system.

The meeting adjourned at 4:40 p.m.

Respectfully submitted,
Angela Pietras, Secretary