Pinellas Public Library Cooperative  
Library Directors Advisory Council  
Regular Monthly Meeting  

July 10, 2017 - Meeting Location: PPLC

LDAC Member Attendance:  
☑ Jen Obermaier, Clearwater  
☑ Phyllis Gorshe, Dunedin  
☑ Dave Mather, Gulfport  
☑ Casey McPhee, Largo  
☑ Angela Pietras, Pinellas Park  
☑ Betcinda Kettels, St. Pete Beach  
☑ Susan Hurley, Oldsmar  
☑ Lisa Kothe, Safety Harbor  
☑ Cari Rupkalvis, Tarpon Springs  
☑ Mike Bryan, Seminole

PPLC Staff Attendance:  
☑ Cheryl Morales, Executive Director  
☑ Matt O’Neil, PPLC Technology Coordinator

Absent:  
Gene Coppola, Palm Harbor  
Lois Eannel, East Lake  
Mika Nelson, St. Petersburg

1. Phyllis called meeting to order at 1:40 pm.

2. Acceptance of June 5, 2017 Meeting Minutes: Casey motioned acceptance of the minutes, Angela seconded the motion. Minutes were accepted unanimously.

3. SIG Reports  
   ADULT SIG - FLA materials distributed. 3 for Me cards discussed. Quality programming shared. Presentation by Gulf Coast Jewish Family and Community Services on refugees, their services, and how libraries can partner. New SIG chair and secretary will be appointed next meeting; August 2, 9:30 am, at PPLC.
   CIRC SIG - Next meeting August 17, 10:00 am, at PPLC.
   ILS SIG - Next meeting July 18, 10:00 am, at PPLC.
   E-CONTENT SIG - Next meeting, July 20, 2:00 pm, at PPLC.

4. LDAC Liaison Report from June - PPLC Board Meeting  
   Angela reported to the board the LDAC opinion to continue in an advisory role and stay within Sunshine parameters. ILA was reworded to state the same.

5. Executive Director’s Topics  
   - ILA Update: Page 8. “LDAC will advise the PPLC Board on agenda items as needed.” This keeps the LDAC in an advisory capacity. Cheryl reviewed plan for Board evaluation of ILA at meetings for remainder of year. Board will consider suggestion received regarding funding formula being population based versus funding based and all other suggestions presented.
   - Library Privatization: Discussion on LSS and ALA platform. Cheryl suggested a clause in the ILA to exclude privatized libraries from receiving county funding. LDAC recommended against clause, but will provide a position letter to the board.
   - Survey was taken with staff and SIGs regarding pros and cons of being a member of a coop, pros and cons of being a standalone library, and pros and cons of being a library system. Cheryl will share at an upcoming meeting. Cheryl to draft electronic survey.
   - PPLC website revisions pending
   - Records Request Update: Reviewed request with county and private attorneys. Request is not a record and compliance is not required. Top circulating title list provided to LDAC discussed.
   - Novelist Offer- Provided Novelist cooperative cost, $37,500. Casey made a motion to put Novelist in place contingent on it being more visible in Sirsi. Seconded by Angela. All in favor, except Lisa. Motion passed with contingencies on product visibility. LDAC to evaluate.
Opioid Overdose: In the news lately and article in American Libraries magazine. Discussion followed. PD and paramedics carry Narcan. If suspected overdose, call 911.

Standards in Patron Registration: Discussion on lack of standards in creating a new patron record. Important to designate between city and non-incorporated residents. Self-registration creates non-standard information. Delegated to CIRC SIG to establish standards and use the property appraiser’s site to verify addresses using their standard abbreviations.

6. Old Business
- Circulation Policy: Subcommittee of Angela, Phyllis, and Cheryl met and reviewed the circulation policy. Highlighted changes were distributed and reviewed. State statute 257.261 incorporated into policy, changing age of library card for youth to 16. Special Circumstance card section added. Three for Me card added. Other minor changes, including number of claims returned. Changes will be effective after blanket 25 cent fines have been approved, striving for start of new fiscal year, 10.1.17.

7. Follow-Up Business
- Fines/Lost Item Payments- Discussion saved for August meeting

8. New Business
- Item Types: Need to be generic going forward to streamline hold length, fine amount, and renewals. LDAC agreed to change Instrument item types to $2.00 per day from the previous twenty cents. Circulation may have to modify some fines for the next 14-28 days if patrons receive a fine ten times greater than they were expecting. Palm Harbor is currently following the fine/renewal/circulation period of $2/1/28 days. Maximum fine amount for Instrument is $10. This was verified and accepted in May 2015 LDAC minutes and not implemented previously.
- Google Analytics: Matt worked Jarrett, a SHPL staff member to create a working model for Google Analytics to measure website metrics. Matt will send email with specifics on how to create an account and implement.
- Hold Period in Sirsi: Motion by Cari for holds/reserves to be held for seven days before being returned. Seconded by Casey. Motion carried and will implemented 8/1/17.
- Vendor Follow-up: Clarification whether the LDAC chair or Cheryl should follow up with a vendor to notify them PPLC is not interested in their product. Since PPLC signs contracts, this should be Cheryl.
- Patron Hold List: Jen was notified that hold history lists can be seen on the staff side in patron accounts. Matt to research if this can be suppressed.
- eBook Purchasing: Casey spoke to Overdrive at ALA. It may be possible to for purchasing libraries to get circulation credit for specific eBooks paid for with their City funds. We may want to re-evaluate how we purchase eBooks and other strategic ways to fund our collection. She will schedule Overdrive for the September meeting.

Roundtable: PPLC and Member Libraries

Clearwater- Tosho Con held last Saturday was a great success.
St. Pete Beach- Ordered eclipse glasses for 8.21.17 eclipse. SHPL did as well and will be having an event at the waterfront.
PPLC Executive Director- RFP for website redesign in process. Part-time position available in TBL.
Matt/PPLC- Compiling a list of all databases purchased individually by library location.
Largo- Casey reported Summer Break Spot is thriving in Largo, with 1032 meals served in June. RFP for Bookmobile in process.

Meeting adjourned at 4:35 p.m. Next meeting 8/7/17.

Respectfully submitted, Lisa Kothe, LDAC Secretary.