Pinellas Public Library Cooperative
Library Directors Advisory Council
Regular Monthly Meeting

MINUTES
September 28, 2018 – Meeting Location: PPLC

LDAC Member Attendance:
☑ Jen Obermaier, Clearwater
☑ Phyllis Gorshe, Dunedin
☑ Lois Eannel, East Lake
☑ Vince Gadrix, Gulf Beaches
☑ Dave Mather, Gulfport
☑ Casey McPhee, Largo
☑ Susan Hurley, Oldsmar
☑ Gene Coppola, Palm Harbor
☑ Angela Pietras, Pinellas Park
☑ Lisa Kothe, Safety Harbor
☑ Betcinda Kettells, St. Pete Beach
☑ Mika Nelson, St. Petersburg-phoned in
☑ Mike Bryan, Seminole
☑ Cari Rupkalvis, Tarpon Springs

PPLC Staff Attendance:
☑ Cheryl Morales, Executive Director
☑ Erica McCaleb, Countywide Services Coordinator
☑ David Stoner, Technology Coordinator

1. Jen called the meeting to order at 9:37 a.m.

2. Acceptance of August 31, 2018 minutes: Gene motioned acceptance of the minutes, Casey seconded the motion. Minutes were accepted.

3. SIG Reports
   E-CONTENT SIG: Met September 3, Sue Griffin from St. Pete Beach was elected chair; they have plans to spend the budget, and discussed purchasing procedures. Will meet next on November 15.
   YOUTH SIG: Erica reported that the group elected new officers, they discussed changing the meeting format to alternate between teen and youth information but instead will explore an online forum with public/private settings since some staff may be more reserved if Directors have access. Collaborative efforts were discussed (i.e. story time boxes that are shared between libraries).

4. LDAC Liaison Report
   Jen reported that the PPLC board was updated on the PPLC building, artistworks, and hoopla. The ILA was discussed. The FY ’19 budget draft was approved, Cheryl’s evaluation was discussed and the board approved a salary increase. The board meeting schedule and holiday schedules were approved. The board approved the purchase of a vehicle for use by the Talking Book Library (partially paid for from a $10,000 donation to the Talking Book Library) and for library visits by PPLC staff. The vehicle loan policy was discussed. Cheryl also spoke with Jeffrey Gellermann regarding the Kill-o-watt program and he will look into it with his staff.
5. **PPLC Executive Director’s Topics**

**Reference Transactions:** There has been a marked drop in reference transactions reported on the State statistics, primarily in larger libraries. The stats also go to the county and the PPLC board so accurate counting is important. Possible reasons could be the increase in automation (i.e. hold requests and renewals done online, check out and bill pay machines at libraries, etc.). Directors will remind new staff of the importance of counting transactions.

**ILA Update:** The ILA was signed by the cities and approved by the Board of County Commissioners. The document will be sent to cities soon.

**State Aid Annual Report and Budget:** There is a new platform for reporting state statistics but appears that only Cheryl’s part is new since Directors report no changes on their end. PPLC will create baseline ILS statistics and those libraries with additional databases will add those figures to PPLC’s figures. Florida Electronic Library statistics will now be counted by PPLC. Library budgets for the coming FY are needed for state aid and the CAFR goes to the county and the state. There will be a new line in the CAFR to report revenue for replacement cards, fines, and fees. Local expense reporting is crucial so be sure to include as much as possible.

**Updated $.25 Fine Data, 3 for Me Stats, ILS Updates:** David explained that the revised $.25 fine data did not include waived fines and fines for food which the original report included. This is a more accurate representation of change impact since DVD fines were more likely to be waived than book fines. 3 for Me data for amount paid and amount unpaid are for items checked out at the indicated library. Those stats also indicate a $3.00 cap on each item and not the full amount on each item. Monday, October 29 there will be an overnight upgrade to Enterprise which should have no impact on functionality by the morning. Changes include a sortable checkout history (including historic data) and holds that are in transit will now display as such. David will send information on the details of the upgrade to Directors. Museum pass reports are now being run during the night of the sixth day so that they are available on the morning of the seventh day. As of October 1 the Playaways will check out for 14 days.

**Innovation Grant:** Erica reported that the Innovation grant will allow each library to receive an Elgato Video Capture machine that will digitize video from a VCR, DVD or camcorder for playback on Macs, PCs and iPads. PPLC will purchase for shared use two VCR/DVD drives and two Epson FastFoto scanners with an auto photo feeder. Erica will send info on the devices to Directors. Ukelele kits are on hold waiting for LSTA monies. March is the next deadline for LSTA grants. Directors should email Erica if interested. Requests of over $10,000 require matching funds (employee time qualifies as match).

It was reported that Seminole is still deliberating on offering hoopla. All other libraries will offer it beginning October 1.
6. **Old Business**

   **Lost/Damaged Fees:** Mika requested clarification on the newly approved lost/damaged fees policy. Lisa drafted the following wording of the policy:
   
   Effective October 1, 2018, all damaged and lost item fees from a single transaction under $50 will be retained at the receiving library. Any fees from a single transaction over $50 from damaged and lost items will be sent to the owning library. $10.00 collection fees will always be returned to the owning library. Mika made a motion to accept the policy wording, seconded by Jen, motion approved.

7. **Follow Up Business**

   **Fines:** Mika reported that she is not able to vote at this time due to lack of opportunities to discuss the issue with her stakeholders. Since the item was tabled until the November meeting she will be able to vote then. It will be necessary for Directors to attend, send a proxy, or to conference call in to the November 30 LDAC meeting for a vote.

   **3 for Me Card Pilot Program:** Mika reported that a collaboration between the Library and St. Pete Catholic High School resulted in 300 3 for Me cards being issued. Also reports that circ staff is unclear on the rules of the card in particular if patrons are allowed a regular card as well as a 3 for Me card. Directors agreed that no policy can cover every contingency and inconsistencies between libraries are always in play but the core rules remain. Erica will resend the staff information regarding 3 for Me rules to Directors. As a result of a the determination of the success of the pilot program a motion was made by Lisa to continue offering 3 for Me cards with an LDAC review in one year. Casey seconded, motion passes.

   **Fold3:** Mika cannot offer Fold3 database in FY ’18-’19. Cheryl requested and received a discount of $8000 in the quoted price of the database. Because each library will have to OK the price increase per library the October 1 launch will be delayed.

8. **New Business**

   **Zinio:** Phyllis asked about the procedure for making changes to Zinio subscriptions. Cheryl responded that changes to subscriptions are made in October of each year and she will resend the master list of subscriptions to Directors for review. Requests for changes should be directed to the E-Content and Adult SIGS. It was noted that Flipster has no platform fee but a higher cost-per-title and they are offering exclusive content including some top titles. Some libraries put stickers on paper copies of magazines stating that they are also available in an e-format.

   **LDAC Voting/Bylaws:** Mika inquired about voting rules as stated in the bylaws and noted that more lead time should be given on a topic before voting so that Directors have all the information needed and there is adequate opportunity to discuss with stakeholders. Gene will resend current bylaws to Directors. Send suggested changes to Gene so that when an ad hoc bylaws revision committee is convened changes can be included. It was agreed that new items will not be
voted upon until the following meeting. The current LDAC agenda format may need to be altered to clearly indicate discussion items or items requiring a vote. Lisa will send Directors an updated agenda format.

Meetings: Representatives from SirsiDynix will be attending the November LDAC meeting and also invite all Directors to a meeting in Jacksonville on November 27. Gene made a motion to not have an LDAC meeting in December. Phyllis seconded, motion passes. Meetings will continue to be held at the PPLC site. The PPLC annual meeting will be held Wednesday, October 31 at the Imagine Museum in St. Petersburg. The meeting includes a museum tour from 9:00-12:00, refreshements, and a data presentation. Since there is no long range plan or ILA changes to discuss, each library will be requested to create a slide for the presentation on library news or successes. COHS and other county-wide accomplishments will be covered by PPLC. A slide template will be sent to libraries for their contribution. PPLC will celebrate their 30th anniversary next year. A discussion about how to further engage PPLC board members resulted in the suggestion that board meetings include highlights from one library at each meeting which take place on the fourth Wednesday of each month at 3:30.

Cheryl will send out a schedule for each library to choose a month in which they will be the spotlight, beginning at the January 23 meeting.

SIG Liaisons:
- Lois will continue as the Youth SIG liaison
- Phyllis will take over as the ILS SIG liaison
- Angela will continue as the CAT SIG liaison
- Mika will continue as the e-Content SIG liaison
- Casey will take over as the Adult SIG liaison
- Lisa will take over as the Circ SIG liaison

9. Announcements from PPLC Libraries

Dunedin: Bathroom renovations will begin soon.

Safety Harbor: They are a part of Florida Humanities Council’s “Florida Stories Walking Tour.” Download the app and follow along for a tour of the city.

Tarpon Springs: Added Career Cruising database; hiring a full-time library assistant II and a part-time library assistant I; Karen Fortin will be presenting the program “Exploring Colonial New England Witchcraft Trials.”

Palm Harbor: Adding four service hours per week beginning October 1.

Gulf Beaches: Reported Red Tide effects and looking forward to getting back to normal.

St. Pete Beach: Holding two “Meet the Candidate” forums in October for the State Representative District 69 seat.

East Lake: Recent staff openings due to a death and two relocations resulted in a shift of staff members to new positions and the hiring of other staff. Susan Schuler has been named Assistant Director. The grand opening of the renovated library will be held January 20.

St. Petersburg: A staff member death has also been a difficult situation here. They will be holding a voter registration day; summer program stats reveal double or triple the numbers of program participation over last year.
Clearwater: Charlie Crist was honored as a library champion on September 19.

10. Adjournment
12:01 p.m.

Next LDAC meeting: Friday, October 26, 9:30 a.m. to Noon.
Location: PPLC

Respectfully submitted,
Betcinda Kettells, LDAC Secretary