

**Pinellas Public Library Cooperative
Library Directors Advisory Council
Regular Monthly Meeting**

MINUTES

January 25, 2019 – 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-phonied in
- Mike Bryan, Seminole
- Cari Rupkalvis, Tarpon Springs

PPLC Staff Attendance:

- Cheryl Morales, Executive Director
- Erica McCaleb, Countywide Services Coordinator
- David Stoner, Technology Coordinator

Angela called the meeting to order at 9:34a.m.

1. Acceptance of November 30, 2018 minutes: Lois motioned acceptance of the minutes, Lisa seconded the motion. Minutes were accepted.

2. SIG Reports

No SIG meetings were held since the last meeting. The schedule for upcoming meetings was discussed.

Circ SIG meets on Feb. 7th at East Lake. Lois will be filling in for Lisa.

Cataloging SIG will meet on Feb. 27th

Youth Services SIG did not meet because of the FLYP workshop. They will be having an all-day meeting on Feb. 9th at PPLC.

E-Content SIG will meet on Feb. 21st

3. PPLC Executive Director's Topics

Library Day: Library day in Tallahassee will be on Feb. 19th. Cheryl mentioned some issues with that being the day after a holiday. It is a travel day and there will be a smaller number of representatives there. She will be sending out an email to determine the number of hotel rooms that will be needed.

Grants: A reminder/clarification that PPLC member libraries are required to go through PPLC for LSTA grants. Construction grants need to go through other proper channels, either the City or the County. PPLC will give advice concerning construction grants but cannot administer the grant money. PPLC will no longer

be the pass-through agency for grants other than the LSTA. The Board unanimously supported this administrative change.

Belleair Shore: PPLC received notice in writing that Belleair Shore was withdrawing their agreement to be a part of PPLC. Unofficially, the city will also not be reimbursing residents the \$100 fee for getting a library card. PPLC will be notifying the card holders that will be affected by this change and placing notes on all active accounts in the ILS.

ILS Policy: Cheryl mentioned a few things that were found during the 3-year audit. There is currently no ILS policy in print. Cheryl would like to have some guidelines in print. For example, libraries need to make sure to contact David Stoner whenever a staff member with log in credentials is no longer working at a library so that the staff account can be removed from the system.

Countywide Staff Development Day: There was a discussion about the ability of staff that works in joint use libraries to be able to attend the program. Cheryl said that they are currently expecting around 350 employees to attend. She is not yet seeking committee members to plan the events, sessions, and speakers. Also, there will be no registration fees for attendees.

Innovation Grant: Erica reported that they received a reduced amount of \$2,800.00.

Museum Passes: Two new museum passes will launch on Feb. 1st- Leepa-Rattner and the Henry B. Plant museums. The passes for the Plant museum will work differently than the others, because we can not obtain enough passes for each library to have 2. David demonstrated what they will look like in the system for checking out, and detailed instructions on how to check them out to patrons are written on the leaflets that usually contain the barcode for the other museum passes. New posters and rack cards have been ordered and will be available for pick up at upcoming SIG meetings. PPLC will also be taking a break from signing up new museums to the program to work on other projects.

Cyber Security Partnership: PPLC is still working with Safe and Secure Online, the company that makes Garfield's Cyber Safety Adventures. PPLC will be partnering with them to provide free online access to all their courses and presentations. Besides the Garfield programs for kids, the company produces training programs for seniors, adults, and teens.

FRBR-ish: From the presentation that SirsiDynix did for LDAC at the November meeting, members were interested in the Function Requirements for Bibliographic Records feature for the Enterprise catalog. David presented the demo sent by SirsiDynix. Casey made a motion to implement and pursue FRBRization of Enterprise. Gene seconded the motion, and the motion was passed by the group. The timeframe for implementation is unknown.

Enterprise upgrade: Early Monday, January 28th, Enterprise will move to the most current version. David is not expecting any issues, but if there are, please wait a few days until notifying David to give him time to work out any bugs that he notices.

4. PPLC Board meeting- LDAC Liaison Report

Angela had nothing additional to add to what was discussed at the board meeting, as the items had already been covered in PPLC Topics.

5. Old Business

Update on how Sirsi can be used to better accommodate different circ policies-need task/workload/cost responsibilities determined if pursued

David and Cheryl reported that if one library wanted to change to a policy that was different from PPLC circulation policy (an example would be going fine free) that it would be too cost prohibitive and time consuming to change settings in Sirsi to accommodate several different fine structures. It is recommended that any library wanting to do this would need to be changed manually at each instance by each library. Cheryl also said that any library wanting to institute policy changes would need to submit their policy in writing and brought to the LDAC- similar to how new item types are created for individual libraries.

6. New Business

Auto Renewals

The Fine-Free Fact Finding Committee (Lisa and Casey) presented new information and an alternative to going fine free, which would be to institute an automatic renewal system for eligible materials. Gene made a motion to implement auto renewal for 1 time for materials that are eligible for renewal. Jen seconded the motion and it passed. David will look into patron notification options for the renewals. The committee will work on marketing the new service and will present at the next LDAC meeting. It was mentioned that the circulation policy will need to be modified to reflect the changes.

LDAC ByLaws Review

LDAC reviewed the proposed changes to the bylaws, as recommended by the committee of Gene, Mike, Jen, and Cheryl.

7. Reminder that the Public Services Policies review committee needs to finalize the draft of updates before the next LDAC meeting in February.

8. Announcements from PPLC Libraries

Largo: The bookmobile is up and running. They are working with the City to address issues related to the Community Development code to accommodate issues concerning bookmobile parking around the City.

Safety Harbor: The foundation is hosting a pub crawl/mini golf crawl called "Links for our Library" on February 9th to raise money for the 2020 Vision initiative.

Oldsmar: The study room construction is almost completed. There will be a party on Saturday to celebrate the 100th year anniversary of the founding of the library.

Dunedin: Restroom renovations are beginning, and the Friend's of the Library are having a book sale at the beginning of February. Phyllis also reminded everyone that FLA Award nominations are due Feb. 1st.

Palm Harbor: A new car for staff to use for attending meetings, homebound delivery, a mobile tech lab and more is now in service. They will also be hosting their Artful Evening fundraiser tonight.

Clearwater: City Hall staff has moved downtown, and the library meeting rooms at the main library are being used for Council Chambers.

East Lake: The construction of the addition is completed. They had a successful opening weekend. They will also be changing their hours- Feb. 10th- April they will be doing a trial period of Sunday Hours from 1-5. They will close on Sundays in the summer and reopen on Sundays after Labor Day. They will also be changing the time they open during the week from 9am to 10am (except on Thursdays when they open at noon).

St. Pete Beach: Betcinda showed the new library cards celebration the 50th anniversary of the library. They will be hosting several events this year to celebrate. They will be partnering with the Rec center to host a Chalk-Lit fair in March. They also have a full time Library Assistant II position open.

St. Petersburg: Budget preparations have started. So has RFID implementation. A lot of projects are going on right now, and job opportunities will be announced soon through email.

PPLC: New tables have been placed in the meeting room, and the building will be getting a new roof in the next few weeks.

9. Adjournment

12:16 p.m.

**Next LDAC meeting: Friday, February 22, 9:30 a.m. to noon
Location: PPLC**

Respectfully submitted,
Susan Hurley, LDAC Secretary