

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

MINUTES

January 13, 2020 – 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
- Angela Falsey, St. Petersburg (proxy via phone)
- Lorie Tonti, Seminole
- Cari Rupkalvis, Tarpon Springs

PPLC Staff Attendance:

- Cheryl Morales, Executive Director
- David Stoner, Technology Coordinator

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1. Susan called the meeting to order at 2:08 p.m.
 2. **Acceptance of December 9, 2019 minutes:** Lisa motioned acceptance of the minutes and Angela seconded the motion. Minutes were accepted.
 3. **SIG Reports:** No reports this month.
 6. **Old Business**

Library Day follow-up Phyllis: Phyllis asked if there were any other local reps that were setting up appointments so that she could coordinate meetings. She said that FLA did a great job organizing last year and provided useful information for everyone when they first arrived at the capital. Phyllis said that Lisa would be joining her this year for the state capital trip and they are going to focus on the FLA platform during the visits.

Pest Infestation Policy: Cheryl reiterated from December meeting that there are two posts, a public one and a staff one that address this policy. The staff login post is more detailed. It offers procedures for the policy. The public post tells patrons what to expect. David said this issue is discussed often at the Circ SIG meetings and said that there is a lack of consistency across the board. The general consensus is that this is a common-sense policy, that rather than blocking a patron record on a single instance, that infested materials only become an issue if it keeps occurring and at that time, staff should bring issue to director. Cheryl re-read the policy on the staff side of the website and it instructed staff to put a blocking note in the patron record. Betcinda said there are no

such things as blocking notes now. Cheryl suggested that the wording needs to be changed. It was agreed to remove the word “blocking” and replace with a “note” in patron record that says material was returned with potential pest infestation. Lois made a motion to remove the word “blocking” from the policy and Lisa seconded.

4. New Business

ILL items/accounts in Sirsi - Phyllis: Dunedin had sent an overdue notice to and a library that said that it had never requested the book. During Dunedin’s research into this issue, they discovered that there are some old ILL accounts in Sirsi. David said that this was a carry over from the way ILLs were handled under Polaris. In the past, libraries sometimes created a library profile as if it were a patron that they sent an item to with a special due date and the like. David discovered this can be a security risk. Someone went through self-checkout at Dunedin and checked-out six books under one of those profiles. Phyllis said they discovered several other accounts in the system and she wanted to ask the group that those accounts be removed. David said there are about fifteen to twenty accounts like this in the system. Phyllis made a motion to delete the old ILLs and Betcinda seconded the motion.

Census 2020 Update-Lois: The Pinellas County Complete Count Committee will be providing pre-made packets for each of the libraries. The boxes will provide information for a library’s census station. Lois said she can bring the boxes to the February LDAC meeting. The county has a number of marketing materials posters, flyers, post-cards to help promote the census.

Circulation Policy edit request: Cheryl wanted to change the wording by adding “In-house” in part four of PPLC Public Services Policies to clarify library equipment versus library databases. After a discussion of the paragraph’s meaning, Lisa motioned that the group add the word “In-house” to part four of the service policy, Casey seconded. The group voted in favor of the motion. After discussion about databases, the group decided to add an additional sentence to part four. “Some individual library’s purchase unique online resources available with a library card from that location.” Lois made a motion to accept the addition. Lisa seconded the motion. The group voted in favor of the motion.

Pinellas Friends Summit-Casey: Casey talked about her experience with the statewide Harwood Conversations with Friends of the Library groups. She said the Friends had varying degrees of experience but had lots of enthusiasm. She said that the Harwood meetings were very productive concerning strengths, weaknesses, opportunities and threats. Casey thought it might be a good idea to have a Pinellas Friends county-wide summit. The group thought this was a great idea. Betcinda said that she had discussed with her library Friends and they suggested that such a county-wide Friends summit should include solutions to previously identified problems. Casey said if we could get a speaker from United for Libraries that would really add value to such a program. Casey also said she would work with Cheryl and anyone else who wanted to put this program together.

New SPC printing System-Lorie: Lori explained that St. Pete College has a new contract for a printing system. She said that many of the colleges are going with the Wepa printing system that is geared to students and facilitates the use of St. Pete College email address to create an account. If you don't have an account you can pay separately, where only credit cards are accepted. Patrons must pay a \$.40 service charge for every print job. Lori said the library is trying to find a way to work around that issue. She intends to discuss with Jen since Clearwater campus has been piloting it. This system is not very user friendly for non-students. Lori said they had considered workarounds such as prepaid cards, but these also have issues.

5. PPLC Topics

Countywide Services Coordinator: Cheryl said there is an offer out there with a possible start date.

ILS Update Status: David said this is biggest update since July of 2018. There are a lot of new things for both circulation and cataloging modules. He said the updated needs to be added to every machine that is running Workflows. To do this, you have to be logged in as the local administrator of the computer that it's on. David said if there are issues to get in touch with him. The update does not have to be handled immediately, its just that the new features won't be there. David said he will be sending out date for the update to take place.

RBDigital updates: Cheryl said RBDigital is willing to give us all the magazine titles at a slight extra cost, approximately \$2000 total countywide. This includes unlimited use. Cheryl was concerned that going from 200 titles to 3400 may be a little overwhelming for patrons. The RBD rep, Paula Roman said that we would be able to display the top fifty titles first and then after that they can set up an alphabetical search. Susan brought up the fact that older titles that aren't being published any more are not being updated in the RBDigital catalog. Cheryl will add up the additional cost for each library. The item will be placed on the February agenda to be voted on at that time.

6. PPLC Board Meeting - LDAC Chair Report

No report this month.

7. Announcements from PPLC Libraries (10 minutes)

Largo: Today is the one year anniversary of the Largo bookmobile. Between January and October, the bookmobile had 12,000 circs and about 500 card registrations.

Pinellas Park: Angela said they've meet with city's contracted architect about future renovations.

St. Pete Beach: Betcinda doesn't have a date for the library's temporary move.

Seminole: The City of Seminole is celebrating its fiftieth anniversary this year. They are working to plan something with the library. It's also the sixtieth anniversary of the library in July.

Tarpon Springs: Cari said that hopefully the roof project is in its final stages. Afterwards, they plan to work on the interior. This week the Tampa Bay History Center is doing a program on the history of Gasparilla.

East Lake: Lois said the Murder Mystery Weekend was a success. Everyone involved had a lot of fun. East Lake is having it's Staff Development Day on MLK Day since it's closed. Training volunteers and staff on RFID system. They have a new collection with a Rotary Club grant and purchased pre-literacy kits.

Safety Harbor: The city commission approved the funding for the architectural design for the second story about 4900 sq. feet. Should have plans in about seven months.

Oldsmar: The library is having its roof repaired. Susan hopes it will fix all the leaking problems they've had in certain areas.

8. Adjournment: 4:32 p.m.

**Next LDAC meeting: Monday, February 10th at 2:00 p.m.
Location: PPLC**

Respectfully submitted,
Vincent Gadrix, LDAC Secretary