

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

MINUTES

March 9, 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
- Mika Nelson, St. Petersburg (via phone)
- Lorie Tonti, Seminole
- Cari Rupkalvis, Tarpon Springs

PPLC Staff Attendance:

- Cheryl Morales, Executive Director
- David Stoner, Technology Coordinator
- Gary Earl, PPLC Countywide Services Coordinator

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1. Susan called the meeting to order at 2:05 p.m.
 2. **Brian Gilbert and Brett Ward from Bibliotheca - presentation on CloudLibrary and the Florida cloudLink group:** CloudLibrary has grown to include 23 Florida libraries. Brian said that despite the increase in Florida's population that many libraries are saying that circulation is stagnant or even decreasing. Brian and Brett said that CloudLibrary is a way for libraries to increase their electronic materials circulation. Through this service, libraries expand materials available to patrons while keeping their own holdings limited to their own patrons. Only when a library's materials are not being used are they discoverable through the app.
 3. **Acceptance of Minutes: February 2020 Minutes:** Jen motioned to approve and Lisa seconded.
 4. **SIG Meeting Reports:**

Cat SIG: Discussed number of years the system should wait before deleting lost records.

E-Content SIG: Agreed to investigate Overdrive Advantage to see what patron experience might look like. Discussed benefits of other platforms such as Bibliotheca cloudLibrary and Hoopla 2.0. Tried to encourage more participation in analyzing data trends to promote circulation.

Circ CIG: They talked about voter registration materials. PPLC has those materials to distribute. Discussion about homebound, outreach patrons. The extension of due dates is not permitted. If you're coded as an outreach patron it should be coded as local DVDs only. Big discussion on lost and missing items. They wanted the LDAC to discuss how long can lost and missing items be out there before they are removed.

Adult SIG: Met February 12. Shared program ideas and talked about outreach possibilities.

Youth SIG: Met February 14. Discussed program grant with JWB called Talk With Me Baby that is literacy outreach for children entering kindergarten. Open discussion about whether large print youth and teen materials check out. Most of the libraries said yes. Also reviewed Book Club in a Bag for Baby Time. Contains sets of 10 and 20 board books, that can be used to start a Baby Time.

5. Old Business:

Fine Free-Auto Renewals: Lisa and Casey met with the PPLC board for Fine Free presentation. The board was very interested and supportive about going fine free. They did have some logistical questions. Some of the county folks met with Gene and Lois to discuss what they had heard. St. Pete's representative said that they are on board. Casey thought it was a really good discussion. Lisa said that Pascoe County has five auto renewals and that PPLC currently has one. She proposed that PPLC increase its auto renewals from one to two beginning April 1st. David seconded the motion. Group voted unanimously in favor.

6. New Business

Circulation/Collection issues and recommendations: There were several things that Angela learned from the SIG meetings that she wanted to discuss. She was not present at a meeting but sent an email beforehand with details. The LDAC voted last year to delete missing items but never decided who was going to do it. Angela had been doing this. Besides deleting Pinellas Park records, she had also deleted some other libraries missing items. Some of the Cat SIG members were unaware that that missing items were to be deleted after a year. Angela wanted to see if the LDAC should take into consideration that these sweeps occur systematically to ensure that old records actually get cleaned out of the system regularly and that it's not the responsibility of one person to do it. The group agreed that it didn't matter who deletes the records. Cheryl said this decision needs to go beyond meeting minutes but needs to be in our policies and needs to be really clear and that each library should deal with its own item records. The group agreed to delete missing items after one year that have no patrons attached to them, but keeping the five year rule if they have a patron record attached. The lost items will have a patron record attached unless they paid for it. Angela also had proposed

creating an item type for local pick up only. David said that you wouldn't need a new item type, you just need what you don't want to be holdable, non-holdable. He said it was more of a cataloging issue. The ability to make something holdable or not is independent from all the rules, so you don't need a new item type. If Tarpon Springs didn't want its puzzles to circulate, David said he can set up a thing in the holds map to say that just at Tarpon Springs, puzzles are not holdable. Cheryl said that part of the problem is that staff is overriding the nonholdable feature and putting holds on other library's items. The item type that emulates the model that Angela is talking about are the ukuleles. There are no holds and its local pickup only. So even if the hold is overridden, you have to pick it up at the library that owns it and return it there because they don't transit. Another recommendation that Angela made is to verify that our staff perform shelf checks for items with updated statuses. There are items that have been marked in repair, on order, or in transit for several years. We need to be sure that we are cleaning up these records.

Coronavirus preparation and response: Susan said her city management had some questions and they put out some extra hand sanitizer. Susan said that her recommendation was that if school classes are canceled that they would cancel their library programming. Casey said that her foundation board was meeting that evening and are considering canceling their big fundraiser, Art Hops on that was planned for April 18. She also said that some of her staff was expressing concerns about the virus. Phyllis said that they have had groups scheduled to your their meeting rooms but have canceled. They have an author scheduled for that evening but are planning to have reduced attendance. Lisa said she saw a nearly 70% decrease in Baby and Me attendance. Susan went back to Lois' email asking if anyone was updating policies or procedures. The group said no and that everyone was going to follow what the county and/or city's told them to do. Lori said that they had told staff that if they come in sick that they will be sent home. Betcinda said that she had definitely seen a drop in door count. She said that she was also encouraging staff not to come in if they are sick.

7. PPLC Topics

3 for me FY '20 data: Cheryl distributed a 3 for Me Status Report that shows who is participating in the program and at what level. She brought up the email that said someone had been turned down for a 3 for Me card at a library. The library turned out to be in St. Pete system. Cheryl had asked Mika for an update on their pilot project.

The LEX: Cheryl said it looks like PPLC staff will not be involved in getting them cards. PPLC can give them a generically barcoded card with numbers on it, no barcode number that has a graphic of the Pinellas County, LEX and PPLC on the front. The LEX can track the use of their computer lab. The only things they will have access to A to Z database, pronunciator and Florida Electronic Library, no e-content. The goal is to get people to go to a library and get an actual library card so they can have full access to all the e-content and physical items as well.

Reading with the Rays/Bucs: Kickoff event will be Sunday, May 31st. The prizes will be available as they come in.

8. PPLC Board Meeting - LDAC Chair Report: Susan updated them on topics at last LDAC meeting.

9. Public Comment: None

10. Announcements from PPLC Libraries (10 minutes)

Clearwater: Division manager David Stoner, was awarded a NASA ambassador. April 24th will be the unveiling of the Hubble Banner.

Dunedin: Phyllis said that the library has been enjoying having the Bluejays' spring training next door. There's a newly renovated stadium. She said that they have a Bluejays display in the library that includes seats from the old stadium among other things that attracts a lot of attention.

Largo: Casey said that they will have new management in the IT department. They ordered more self checkout machines from Bibliotecha.

Oldsmar: The Space Craft program will begin on Saturday.

Safety Harbor: Lisa said they held a kick-off meeting with the architect who will be doing the library's second floor design. They have two fundraising events coming up.

Seminole: Fandom Festival coming up on March 28 that replaced Comicon.

St. Pete Beach: Betcinda thanked Clearwater Library for its hand-me-down shelving. St Pete still doesn't have a move date and will likely have both locations open during the transition to the temporary location.

Tarpon Springs: Art of Health program will be held in Craig Park. The theme will be how art has an impact on physical well-being.

11. Adjournment: 4:00 p.m.

**Next LDAC meeting: Monday, April 13 at 2:00 p.m.
Location: PPLC**

Respectfully submitted,
Vincent Gadrix, LDAC Secretary