

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

**MINUTES**

**May 11, 2020 – Meeting Location: Zoom Video Communicaitons**

**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 (proxy), St. Petersburg
- 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. **Acceptance of Minutes: March 9, 2020 Minutes:** Jen motioned to approve and Lisa seconded.

**3. SIG Meeting Reports:**

Youth SIG:

Lois said that judging by the emails that she's received from John Russel, that they are doing a phenomenal job in light of the Covid situation. This includes planning virtual programming, Take and Makes, and all types of things to offset the lack of in-person programs for the summer.

**4. Old Business:**

Fine Free - Earlier implementation than previously discussed: Susan reiterated that LDAC had decided earlier that the group was going to vote in October of this year for going fine free. If passed, this policy would be implemented on October 1st of 2021/2022 fiscal year. It was brought up that LDAC may want to revisit this and vote earlier and perhaps even implementing at an earlier date also. Cassie thought this should be revised in light of the Covid-19 crisis and financial struggles its caused for people. She said that a question about the library fines came up at a recent commission meeting and it's becoming a prevalent theme with counties and cities and that it may

have actually passed at the commission meeting if she had done a presentation on it. She wanted to ask the group if they had heard similar sentiments about the policy in their cities or an interest in moving up the time for implementing it to help out the system's patrons.

Susan asked the group if the date of the vote should be moved up, perhaps over the summer and if that could possibly make it more likely or less likely to be passed given so many unknowns concerning the cities' financial situations. Lois said that she has heard from county officials preparing next fiscal year's budgets that there is going to be a loss in revenue. She thought it is premature at this time to consider implementing a permanent policy change for the entire county without having a really strong understanding going down the road what the financial impact of the pandemic is going to be at local, state and federal levels. Cheryl said that she had spoke to Bill Burger and there will be no change in FY 2021 because the property tax rate has already been set. It will actually be a slight increase of FY 2020.

Gene mentioned that LDAC had agreed informally that it would be fair to East Lake and Palm Harbor libraries to wait at least one year so they can get their budgets in line because they are going to take a loss. Gene said they did not plan for the financial loss for the coming fiscal year and that although it would make sense to implement the policy earlier, that it would certainly hurt them this coming year. Gene requested that the group reconsider and stay with the informal agreement to not proceed until October 1, 2021. Casey said that if we could vote sooner she could at least be able to say that the fine free policy will be implemented in FY 2021-2022. Most of the directors wanted to have an opportunity to run it by their city officials and/or boards before a vote is taken. The group decided to put a vote for a fine-free policy on the July agenda.

Gene asked if the group was going to consider moving current short-term forgiveness of fines beyond June 1st for the time being because of the pandemic. Cheryl said that the due dates being pushed out will affect fines. The settings in the ILS right now have nothing to do with fines accruing or not accruing. It's indirectly affected because as due dates keep getting pushed out that means fines are not being accrued. Anything due from March 1st through June 1st is not accruing any fines and this can be pushed out to July 1st. The group agreed that they did not want patrons returning on June 1st and having to worry about fines. PPLC staff proposed a due date of July 1st. Everyone agreed. Lisa made a motion that we extend the current no fines being accrued through July 1, 2020. Gene seconded.

## **5. New Business**

Resuming library operations - discussion: Lois asked if there was a standardized amount of time among the libraries for quarantining returned items. East Lake is taking books left in the book drop and quarantining for 48 hours in the community room. Gene said that they are quarantining materials for 72 hours and not cleaning. Lori said Seminole is doing the same thing. Jen said Clearwater bought ozone generators to

disinfect materials and depending up to the room size it can be up to four hours. Pinellas Park is doing 24 hours with extensive wiping or sanitizing. Safety Harbor is doing 24 hours. Largo is doing 24 hours.

Lois asked about the holds on the shelf that where there when the libraries closed? David said that he has suspended the report that expires them and that once everyone is open he'll go in and extend the pick-up dates. But for now its like everything is frozen in time. Cheryl said that PPLC is keeping holds turned off. There will be no new holds until the last library is open and delivery is going smoothly everybody. If books are returned to the library they should be checked in, bagged and placed in bins and sit there until delivery starts up again. Betcinda asked it it was possible to turn on local holds only so that she could pull her books off the shelf for her patrons. Cheryl said that this would have to be done manually. David said there are reports that can be run that show holds and whats at your location. Betcinda wanted to go on record saying that she would like the holds turned on and the currier turned back on as soon as possible. David said that what everyone has now was business as usual right before everything stopped. We're not going to be looking at a giant backlog of holds as soon as they are turned back on.

Lois asked how the smaller libraries are handling 25% recommend capacity. Susan said that when they do open, 25% capacity with staff, is 28 people. She feels the biggest problem is going to be the computers since using half will given them only six. To facilitate this they will be using reservations. Susan wants to not only limit number of patrons in the building, but also how long they are there. Each patron will have a name tag that has the time they are going to leave. Betcinda said that St. Pete Beach has a capacity for 30 patrons who will have 30 minutes a day in the library. They are also only using half of the computers.

Casey had a question for libraries that have proposed closing to hours to clean. She wanted to know the thought behind it and if the staff was doing the cleaning. Jen said Clearwater is doing a staggered opening. They'll open from 10am-noon, close for an hour, when staff will clean and then reopen from 1-3pm and that allows to limit and keep track of the people in the building especially at the larger locations. They will again close at 3pm and open 4-6pm.

Request for new item type: Angela had requested a new item type similar to the digital audio item but they would like to call it Media\_0 Hold, with 14 day loans and zero renewals. This would be for the preloaded software tablets and wonder books for kids. Gene made a motion to approve the request. Lois seconded.

## **6. PPLC Topics**

Covid-19 patron type report: Cheryl said that there are 312 Covid-19 patron type cards that have been issued. She thought a lot of the cards issued were issued to people who just couldn't figure out how to use their pin number and got a duplicate card in the process. She said that the date to delete the Covid cards is up to LDAC to decide. Lois

said we should temporarily set a July 1st date to delete and if at the June meeting there appears to be a need to extend then it can be done at that time. Betcinda said that they are getting a lot of these requests from St. Petersburg because they do not offer Kanopy. She can't keep providing Kanopy for other cities indefinitely. She would like to see these cards go away on July 1st and if we need to do it again then she could implement a St. Pete Beach only scenario. She didn't anticipate that most of her cards would go to St. Petersburg residents but that's what's happening. Lisa asked if a lot of them were duplicates. Cheryl said that the many of the cards were duplicates. Lisa asked is there was a way to delete the cards that are just dupes. and then have each library investigate the ones that are left. Cheryl said that keeping the July 1st delete date may be a better option. Clearwater has issued a lot of the Covid cards and the cards need to be put aside and can't be used because those numbers are in use virtually. So, to delete all of those users then all of those cards can be put back into the card stock to be used again and if we have to do this again in the fall, then it can be reimplemented. Lois agreed with Cheryl that July 1st seems fair that way we can get the system cleaned out and if we have to do it again we can reimplement the policy. Cheryl said that she would encourage people to come in and get an actual card.

Status on holds, due dates and card expiration dates: Holds and due dates were covered in the fines discussion earlier in the meeting. Card expirations dates are set for August 1st and see what happens alter that. The Covid-19 cards will expire July 1st.

Museum passes - likely suspended until all museums are fully operational: Cheryl said that these will stay suspended until further notice until all the museums are fully operational.

**7. PPLC Board Meeting - LDAC Chair Report:** Meeting cancelled, no report.

**8. Public Comment:** None

**9. Announcements from PPLC Libraries (10 minutes):**

Palm Harbor: Gene said that when they open on June 1st., they are planning it as a welcome back week. They'll be having cake, balloons, and giving out free books.

**10. Adjournment:** 3:29 p.m.

**Next LDAC meeting: Monday, June 8 at 2:00 p.m.**

**Location: PPLC**

Respectfully submitted,  
Vincent Gadrix, LDAC Secretary