

**Pinellas Public Library Cooperative
Library Directors Advisory Council
Regular Monthly Meeting
OFFICIAL MINUTES
August 9, 2021– Meeting Location: Zoom Virtual Meeting**

LDAC Member Attendance:

- ✓ Jen Obermaier, Clearwater
- ✓ Phyllis Gorshe, Dunedin
- ✓ Susan Schuler, East Lake
- ✓ Vince Gadrix, Gulf Beaches (Chair)
Dave Mather, Gulfport
Casey McPhee, Largo
- ✓ Susan Hurley, Oldsmar
- ✓ Casey Brant, Palm Harbor
- ✓ Angela Pietras, Pinellas Park
- ✓ Lisa Kothe, Safety Harbor
- ✓ Betcinda Kettells, St. Pete Beach
- ✓ Mika Nelson, St. Petersburg
- ✓ Lorie Tonti, Seminole
- ✓ Cari Rupkalvis, Tarpon Springs

PPLC Staff Attendance:

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

Other Guests:

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1. Vince called the meeting to order at 1:08 p.m.
 2. **Roll Call** – Members present to create a quorum at the time of roll call included Jen Obermaier, Phyllis Gorshe, Vince Gadrix, (Chair), Susan Hurley, Lisa Kothe, Betcinda Kettells, Mika Nelson, Lorie Tonti, and Cari Rupkalvis. Susan Schuler was the proxy representative for East Lake Library, and Casey Brant was the proxy representative for Palm Harbor. Libraries not represented by voting members at the time of roll call were Gulfport, Largo, and Pinellas Park. Angela Pietras logged in at 1:24 and Casey McPhee logged in at 1:50. Mika Nelson logged off early at 1:45 pm. PPLC staff members in attendance were Cheryl Morales, Gary Earl, and David Stoner.
 3. **Approval of June 2021 Minutes** – Motion made by Betcinda to approve; seconded by Lorie. Minutes approved.
 4. **SIG Reports** – David Stoner went over details of Circ SIG’s meeting that included details of fine free configurations and questions about courier items arriving wet. No other significant news coming from other SIGs, little activity and few agenda items for most.
 5. **Old Business**
 - A. **Revisited discussion** about hours, mask requirements, in-person programming, etc. similar to previous months. Gary Earl created an excel spreadsheet to keep track of evolving details. Document will be sent out with minutes.
 - B. **Fine-Free** – Consensus for an October 1 roll out. Cheryl, Gary, and Lisa will coordinate and send libraries recommended graphics, post text, etc. Lisa will send out the updated circulation policy file as well as the Fine-Free FAQ flyer.
 6. **New Business – FY 2022 LDAC Officers**

Betcinda Kettels agreed to serve as Chair and Lisa Kothe agreed to serve as vice-chair. Lorie Tonti agreed to serve as secretary. Vince motioned acceptance of the new officers, seconded by Jen. Motion carried.

7. PPLC Topics

- A. In Transit Report** – In response to Betcinda’s June inquiry if the holds system could be configured differently to minimize the number of items in transit and utilize as many on site materials as possible, David presented a report of average time of materials in transit. His conclusion was that the system was running pretty efficiently. There were no questions or comments from LDAC about the report.
- B. Courier Update** – Cheryl reminded LDAC that PPLC could no longer piggyback on the statewide courier contract and that PPLC would be issuing an RFP for in-county courier service soon. She updated LDAC that orange bags for materials traveling elsewhere in Florida would now be handled by UPS and that there were some details still be hashed out regarding frequency of pick-up, cost per mailing, UPS log-in, etc. Cheryl shared that TBLC and state-level parties ask libraries to assist with a smoother transition by avoiding daily pick-up requests and to rein in ILL lending for a month or so in late September-October. Longer ILL loan periods might also be considered to compensate for any delays in transport. While not all PPLC libraries use the same software to facilitate ILL loans, all that participate in ILL lending use the same courier service for in-state deliveries. Cheryl asked that libraries send her any known numbers for quantity of items/orange bags typically sent per month from each member library to help her put together a cost estimate.
- C. Career Online High School** – Cheryl reports that Lisa applied for American Rescue Plan Act (ARPA) grant funds to sponsor 200 scholarships. Not all member libraries are interested in participating, but if the grant is received, the scholarships will be made available to anyone in the county. Award announcements are expected in October. No other ARPA grant ideas were proposed by LDAC.

8. PPLC Board Meeting - LDAC Chair Report – Vince reported that there was discussion of an ILS policy as well as the proposed “PPLC Data Integrity” position.

9. Public Comment: none

10. Announcements from PPLC Libraries –

Gulf Beaches has extra hurricane guides if anyone needs more. Safety Harbor is getting a “book bike” (think ice cream cart but for books). Phyllis shared that the executive director for the Florida Library Association is resigning on September 1, so the search for her replacement is active.

11. Having reached the end of the agenda, Vince **adjourned the meeting at 2:21p.m.**

**Next LDAC meeting: Monday, September 13, 2021 at 1:00 p.m.
Location: Zoom**

Respectfully submitted,
Angela Pietras, LDAC Secretary