

Library Cluster Meeting Minutes
Friday, Mar. 19, 2010
Ybor City Campus

Members Attending: Jacquelyn Cress (chair), Alicia Ellison, Wendy Foley, Vic Harke, Kristin Heathcock, Jeneice Sorrentino, Jeremy Bullian

Guests Attending: Dr. Karen Griffin, Jackie del Val

The meeting was called to order at 1:53. The Feb. 19th meeting minutes were approved electronically and posted to the [Cluster website](#).

District Library Technical Services Update (Jackie dV):

- Distributed the TBLC courier survey and asked each library to return to DLTS. She questioned whether SouthShore is using their courier service as it only shows them having sent 3 bags all year. The cost of the service is \$600. Kristin reports from experience that they are not following ILL procedures. Karen will follow up with Dean Nolasco on this matter.
- Handed out a CCLA orders report (through Feb.). It shows ordering totals by month and by vendor for each campus.
- Jackie informed that it may be possible to do orders from the periodicals budget if needed.
- There is money in the DLTS budget for equipment purchases. Prioritize your lists and send to DLTS for consideration.
- Jacquelyn asked when DLTS projects that ordering will resume again. Jackie dV responded the Aleph queue contains more orders the budget can allow (for DM). As we arrive orders and get actual totals, DLTS will let you know if more funds are available.
- Alicia commented on how smooth DLTS ordering has been and also asked if Jackie had sent out budget totals yet? Jackie informed she did send them out the previous week but will be sending out an update.
- Alicia asked if there was a way to get in on consortia pricing for ebooks other than through CCLA, for instance through Lyasis. Jackie will forward information on ebook aggregators and other resources. It was mentioned that better marketing was needed for ebooks.
- Jacquelyn mentioned on a different note that after researching audiobook options for the visually impaired, she learned HCC is a member of Princeton-based Recording for the Blind and Dyslexic. Their ebook CDs require a special Daisy CD player. (JC)

Administrative Update (Karen):

- Karen has money in the prep strategic planning fund. So if there are any requests for prep related resources for the libraries send them her way.
- Michelle Montelleon is fleshing out the master plan. During the Library Program Review report President Stephenson questioned why a consultant hadn't been hired. Karen noted there was an apparent communication breakdown and the President wasn't notified of Michelle's involvement. It also may be smart to wait until a new president is hired before a hiring a consultant to ensure resources aren't wasted if the president's ideas differ from the consultant's findings.
- Vic asked if the budget is going to take a hit. Karen said likely not this year, but next year. She also noted that at a cabinet meeting Barbara Larson suggested using book budget money to fund the the SouthShore library. The cluster did not like the sound of that and discussion ensued. It was noted that the cabinet has misconceptions of the collection and our book budget purchases. Wendy offered the words of support of a faculty member: "Libraries are to the arts and humanities what laboratories are to the sciences."

Pay per Print (Alicia):

- Alicia wants to avoid requesting a specific dollar amount on any bypass card for PPP. Either a card or key bypass mechanism would be preferred. Patrons run into too many printing and photocopying technical difficulties that are no fault of their own. In addition, instructors (at least at YB) often request that a portion of the library session be devoted to students actually completing and printing-out an exercise in which they apply the skills learned during the lecture. Students should not have to pay for printing in such instances.
- Alicia moved to that the cluster present to Steve Shields (at the next cluster meeting) a unified front for achieving in requesting unlimited bypass capability in order to intervene in student network printing, and photocopying.
- Jacquelyn will send out the agenda a little sooner as a reminder for Steve Shields.

Program Review Recommendations (Jeneice):

- Jeneice led a discussion on implementation of the Cabinet-approved recommendations. There is a followup report in the Fall.
- Key aspects of the cohort institution comparison data were reported. Among the findings, the HCC libraries are "underlibrarianized" with only one librarian per 1690 FTE students.
- Suggestions for marketing: Perhaps being a part of the new student orientation each semester would be good for marketing. IT was noted that the students are inundated during orientation. Working with Ashley Carl. Creating fliers for faculty to hand out to students.
- Recommendation 4 concerns evaluating staff composition at each campus. Make sure job descriptions are up-to-date and relevant to actual roles. Cross-training employees. Jeneice stated that per the modification to this recommendation, the staffing evaluation must be completed before recommendation 5 can be addressed. Recommendation 5 concerns the creation of a librarian position at SouthShore and restoration of a third librarian position at Dale Mabry.
- Better survey response is needed from the student and faculty surveys. Focus groups could be another option for data collection.
- While the task force mentioned the information literacy plan is well articulated, it needs to be updated.
- Jeremy will contact CITT about help with a usability study of the eventual library website redesign.

Committee Reports:

- eResources: Jeremy has incorporated the HCC banner into LibGuides and has requested the same of CCLA for LINCCWeb. This will create uniformity with HCC's web pages. He is working on the redesign with assistance from Alicia. Jeremy has converted some key parts of the website to LibGuides and will slowly replace the older pages if not too disruptive. The cluster determined switching to the new site for Fall semester would be best. In the meantime, Jeremy will provide a link on the current site for users to preview the changes ahead of time.
- Information Literacy: Jacquelyn will continue to work on the plan as it is noted for updating in the Program Review recommendations. Jeneice reminded that there is nothing wrong with the content, it doesn't need revision merely updating of links, etc.

Roundtable:

- Kristin: the student survey hasn't been forgotten. She is waiting for word to go live with the survey.
- Karen: mentioned another good marketing opportunity would be to participate in the college's Community College & Higher Education seminar (see appendix), an alternative option for tenure candidates.
- Wendy: thanked the other libraries for hosting Derrick Dunbar, BR's USF field study student.
- Alicia: won the award for "best detailed chat" for the month of December '09

Jeneice moved to adjourn the meeting. Jacquelyn seconded. Meeting adjourned at 4:38pm.

Prepared By: Jeremy Bullian, Librarian – BR

Appendix

KG - As an FYI, the Community College in Higher Ed seminar runs Friday afternoons 5/21 - 7/23 - the module on faculty and instruction is on 6/11, but I can try to fit any interested librarian in on an alternate Friday if you'd like to talk up the libraries! Below is the tentative schedule - 6/25, 7/9, and 7/16 would likely have the most room for additional speakers (as an alternative to 6/11).

5/21 One hour orientation, 1:30 to 2:30

5/28 Module 1 – Chapters 1, 13, 14 (Historical Overview/ Current and Future Challenges)

Presenters: Mary Bendickson and Karen Griffin

6/4 Module 2 – Chapters 2, 7 (Students and Student Services)

Guest Presenters: Kenneth Ray and Joe Benvolato

6/11 Module 3 – Chapters 3, 6 (Faculty and Instruction)

Guest Presenters: Chad Hyatt and Maribeth Mobley

6/18 Module 4 – Chapters 4, 5 (Governance, Finance & Administration)

Guest Presenters: Barbara Larson and Robert Wolf

6/25 Module 5 – Chapter 8 (Vocational Education)

Guest Presenters: Sabrina Peacock and Jack Evans

7/9 Module 6 – Chapter 9 (Developmental Education)

Presenters: Mary Bendickson and Karen Griffin

7/16 Module 7 – Chapter 10 (Community Education)

Guest Presenters: Ginger Clark and Elizabeth Johnson

7/23 Module 8 – Chapter 11 (Transfer Education)

Guest Presenters: Craig Johnson and Felix Haynes