Library Cluster Meeting Minutes  
September 19, 2014  1:30 p.m.  
Collaboration Studio- Room 220

Attending:  Wendy Foley - Chair, Alicia Ellison Vice- Chair, Adonis Amparo, Tollie Banker, Jacquelyn Cress, Kristin Heathcock, and Vic Harke

Guests: Karen Griffin, Andrea Dufault, Jackie del Val

Meeting called to order at 1:26PM.

Administrative Report (Karen Griffin) – Learning Resources Standing Committee (part of the Council of Instructional Affairs) is developing projects. They would like to develop a mentorship program for library administrators. This committee will be meeting in October.

Alicia asked if FLVC employees are moving from Tallahassee to west Florida. Currently no one is being required to move.

Wendy asked if there were any other changes at FLVC that might impact HCC. Karen said at this time she did not think so. FLVC is still planning to move to Mango but it is not a priority at this time.

Wendy asked if all schools in Florida would have to use the same databases. Karen said no. FLVC is currently trying different scenarios. One would include FLVC locating common databases and then dividing the remainder of the funding.

The results of round one database choices is over budget. A matter of concern to the Cluster is that the Libraries have been paying for College Source which is mainly used by Student Services staff (Advisers, AR&R staff). Initially costs were not too high, but this year they exceed $6000 for a year’s subscription. The Cluster asked the Cluster Chair to send a message to Karen Griffin requesting that she or Craig Johnson contact Ken Ray asking Student Services to take over funding the College Source database. This is additionally important since, with the Legislatively-mandated changes, we probably will be in the position of not being able to fund other important databases.

DLTS Update (Andrea Dufault, Jackie del Val) - Andrea has contacted IT and Card Services about Pay for Print. This project is still around but it is on the back burner. There are some questions about which HCC department is supposed to be overseeing this project and whether Pay for Print should only take Credit Cards.

Wendy asked if the $2.50 a day is actually real or play money. Andrea concurred it was simply play money.

Database Update (Andrea Dufault) - The National Geographic renewal is almost up. Please keep this on your calendar. The total last year was $1,072. It should be about the same price. Andrea will see the invoice in November. Wendy asked for usage data on this resource. Alicia asked Andrea to provide usage statistics for all of the databases that are up for renewal.

The director of development for the Foundation contacted Karen for information on library resource availability to Alumni. The Alumni will no longer be charged for a new Alumni Card. Currently it is
unclear if the Foundation will create these cards or if they will be made in Card Services. If they are made through Card Services they will naturally integrate into the system. If they are made by the Foundation, Alumni will need to be added manually to the library system. Alumni can use community patron computers. They will not have remote individual access to the library databases.

The DLTS fiscal calendar and subscription files are on the shared drive.

Old Business

E-Books on Demand (Wendy Foley) – Last semester Cluster authorized $5,000 for a PDA pilot program. Wendy asked Karen to contact E-book providers and for DLTS to recommend options for cluster to vote on.

Jackie is working on this project. She feels that $5,000 is too much. Wendy asked that when Jackie has a recommendation, to please send it to Cluster.

Procedures Manual (Tollie Banker) – The subcommittee has a meeting scheduled for October. Andrea has asked to attend to discuss Alumni use of the library.

Wendy asked to clarify that the manual on which the librarians are working is a Policy Manual (as opposed to a Procedures Manual), which Karen confirmed. Alicia asked to have a reserve textbook policy added. Wendy asked for a policy for e-reserves.

Adonis agreed to join the committee.

New Business

Library Survey (Kristin Heathcock) – It is time for another library survey, which is normally done every two years. Kristin asked if Cluster wanted to continue with this survey. She will email out survey questions for Cluster members to review.

Create/Revise Library Instructional Videos (Adonis Amparo) – Adonis would like to create a basic introductory video for the libraries. These videos would provide a walk through tour of the library. Adonis is currently working on an Ybor video and is more than willing to travel to other campus libraries. He would like to create other general or HCC specific videos. Adonis has a friend who has graciously offered to make videos for free.

Wendy asked if the videos will be ADHD compliant which Adonis confirmed.

Library Outcomes for Library Cluster (Wendy Foley) – The library cluster currently has no student learning outcomes. Karen suggested to Wendy that cluster work towards this goal. The problem is how to create measurable goals. Karen suggested that we contact other institutions to see what they are doing. Wendy suggested refereeing the old ACRL learning outcomes or looking at QEP. Kristin, Tollie and Wendy will form a Cluster subcommittee to work on this issue.

LibGuide Migration (Alicia Ellison) – Jeremy is currently working on migrating to LibGuides 2. Once a guide is moved over to the new system it will exist in both LibGuides 1 and LibGuides 2. However, changes made to the old system will not be reflected in the newer system.

Jeremy would like to migrate sooner than later. There are some potential problems to the upcoming migration. These include FLVC’s choice to move to Mango and/or HCC’s pending web redesign. Kristin suggested a mid-November migration after which we can decide when we want to make the final
switch. With cluster approval, Alicia passed along this suggestion to Jeremy. Jeremy is amenable to this choice, but re-emphasized the caveat that once the migration takes place, the two systems will coexist, but changes to the current system will not automatically appear in the new system.

**Practice Issues (Alicia Ellison)** – Because Library Cluster meetings are taken up so much by administrative issues, Alicia suggests that a standing agenda item be established for “professional sharing.” This could be a time when we can share practice issues with each other, brief summaries of conference presentations, etc. - Wendy suggested that we share our Instructional handouts.

**DM Video Sign (Vic Harke)**- Vic would like to have an HCC library announcement on the main Video Sign. He proposed that each library could have their own announcement on their own campus signs.

**Meeting adjourned at 3:29.**

**Round Table:**
Wendy Foley is part of the hiring committee to replace Dr. Soto, President of the Brandon Campus. Dr. Soto is retiring in June. The SGA awarded Brandon funding to continue purchasing best sellers, paperbacks, DVDs and CDs for the coming year. Thanks to the Brandon SGA, the Brandon Campus Library has a mini popular library for students, staff and faculty.