Meeting called to order at 1:31PM.

**Community Workstations (Adrian McCray)** – Adrian is concerned about community computer access. He wanted to meet with the Library Cluster to understand our goals and come up with an agreement.

OIT is trying to balance convenience with security. Adrian is concerned with how to provide secure access to unknown identities. Also the network is paid through state funding and student OIT funds and there is no outside funding for community users. His primary concern is safety.

Andrea emphasized that each campus is currently handling community borrowers differently. She would like to have a campus wide HCC policy that would work for both the libraries and OIT.

Kristin provided an example of why Plant City needs a community use computer(s). At Plant City, the two community user computers are used primarily for potential students needing computer use to register for HCC or those who need to reset their passwords.

Adonis suggested a security program. OIT is willing to implement whatever the library would like to purchase; however, the library currently does not have any additional funding to support that program.

OIT can secure intranet access; however, there is difficulty in restricting Internet access. Though, if cluster is able to come up with a list of specific resources, OIT should be able to accommodate the request. Cluster decided this was a good option. Adrian will coordinate with Andrea to collect the Cluster’s recommendation.

Adrian is concerned about finding additional computers, but he is going to coordinate with Andrea.

Kristin asked Adrian if there is some way to streamline the BlackBoard Database log in process? OIT will be more than willing to set up a meeting to discuss options for this problem.

Karen asked about pay for print. Adrian is not currently aware of the pay for print’s progress.
Administrative Report (Karen Griffin) – The member’s council meeting is coming up in December. There is a concern over the changing role of FLVC. Karen has appointed Andrea as an alternate, in case Karen is not able to attend.

Academic reorganization is under discussion. Karen presented a draft last year, which was revisited last month. Karen recommended merging the library with other academic programs. Craig Johnson recommend that the academic support units appear separately. Karen would like to see all departments work together.

DLTS Update (Andrea Dufault, Jackie del Val) - Andrea has mailed the letter of intent for the group databases. They will run for the calendar year of 2015. The billing this year is going to be a bit different. Gale will bill us directly. Everything else will be billed as a whole from FLVC. Everything has to be paid for by December 17th. Next year’s total will be $35,692.48. Because of increases in database costs, we are not renewing these local subscriptions: OneClick Digital, National Geographic (additional local subscriptions will be voted-on in Spring). We are dropping group-license participation in the following: Humanities International, Communication & Mass Media Complete, Granger’s World of Poetry and American History in Video. Because of reductions in statewide database funding for colleges and universities - plus our own local budget limitations preventing us from picking up the cost of these subscriptions - we are dropping PDR (Physicians Desk Reference) and Oxford Reference Online, which had been fully funded by the state.

Karen brought up that we had overspent for WC Cox even after campuses had made cuts. This overage charge will have to be taken from another fund. There needs to be some careful consideration given to make sure that we can stay within our allocation. Karen provided a handout of budget usage stats. Karen would like cluster to decide how to pay for this overcharge. She recommends that we pay for this charge out of one or more book budgets. Jackie Cress volunteered Dale Mabry to pay this overage.

Jackie handed out the current book budget handout. She also gave an overview of EBSCO PDA, which is included in the last page of her handout along with her recommendations. Jackie has already contacted FLVC to make these items visible. These ebooks would be made discoverable through Primo and Mango. Jackie will divide up the cost evenly between the campuses. She will email a link to a self-paced video or EBSCO is willing to send out a trainer. Jackie said that if we do not like EBSCO there are other possible platforms.

Old Business

Procedures Manual (Tollie Banker) – The Procedures Manual committee met today and will email Cluster a rough draft of the new proposed manual before January’s cluster meeting.

Library Student Outcomes Statement (Kristin Heathcock) – The subcommittee presented a list of possible outcomes for the cluster to discuss. Because the library has no way of assessing outcomes, the library is limited. Karen suggested that we use other cluster outcomes that specifically deal with critical thinking skills. The cluster decided to adopt cluster specific requirements 1e (apply the principles of information literacy to include finding, evaluating, synthesizing, and documenting legitimate secondary sources) and 6e (learn how to conduct
research, cite sources, and understand plagiarism) and reserves the rights to add additional outcomes later.

Tollie Banker made a motion to adopt 1e and 6e as our official cluster outcome. Ilene Frank seconded. Cluster voted unanimously to adopt this motion.

**Create/Revise Library Instructional Videos (Adonis Amparo)** – Adonis emailed cluster his new instructional video of Ybor. If you have any suggestions or recommendations, please contact Adonis. Alicia would like to create additional videos (instructional screencasts, database guides, logging in, etc.) for the updated version of Libguide.

**New Business**

**LibGuide Migration** (Kristin Heathcock) Jeremy has been working on the HCC library homepage. Jeremy has suggested that the holiday break would be a good time to switch, but that it is a cluster decision when to do this.

Adonis Amparo made a motioned to move to the new library homepage interface during the December Break. Tollie Banker seconded. Cluster voted unanimously to adopt this motion.

**Committee Reports**

**FITC (Kristin Heathcock, Ilene Frank)** – Kristin attended a workshop at Pasco Hernando CC that explained their experience of moving from BlackBoard to Canvas. Kristin was very impressed with how Canvas integrated the library into their system.

**Student Success** – Tollie attended Student Success, which focused on the Student Orientation handout.

**Practice Issues** (Kristin Heathcock) The ACRL released their third draft of Framework for Information Literacy. ACRL is asking for comments and feedback by Dec 12th.

**Meeting adjourned at 3:14PM.**

**Roundtable:**

**Wendy Foley** will be attending the ACRL conference in March, 2015, thanks to Brandon campus FSPD funding.

**Alicia Ellison** (not present - submitted this item later) was named “AskALibrarian Superstar” for November, 2014.