Library Cluster Meeting Minutes  
February 27, 2015- 1:30PM  
Collaboration Studio- Room 220

Attending: Ilene Frank, Alicia Ellison, Adonis Amparo, Tollie Banker, Vic Harke, Jacquelyn Cress, Wendy Foley, and Kristin Heathcock

Guests: Karen Griffin, Andrea Dufault, and Jackie del Val.

Meeting called to order at 1:30PM.

**Administrative Report** (Karen Griffin) – Karen is concerned that the library does not have discernable outcomes listed in the library SACS report. She suggested as cluster works on these outcomes we keep this in mind.

FLVC’s Member’s Council of Library Services met in February. The meeting mainly focused on updates. The Learning Resources Standing Committee had its meeting the following day. It also focused on mainly updates. The Council of College Affairs met the following day. Karen joined a Competency Based Learning Subcommittee.

The College Wide Tenure Committee met this morning.

Karen would like to set up an ad hoc Meta Major Committee. She would like a librarian on this committee.

**DLTS Update**

**Database Discussion and Update** (Andrea Dufault) - The “other services” money has been spent and that account is now empty. If cluster wants to keep both LexisNexis ($6,378) and Ambrose Streaming Video it is best to keep our Lyrisis subscription. This subscription will also secure a 20% discount for Oxford Reference Online Premium. The annual cost with the discount will be $ 2,280. OED will be $3,973. Alicia would like to know if we can also get a discount for Oxford Music.

Alicia moves that cluster renew Lyrasis in order to keep our current discounts for LexisNexis and Ambrose Streaming Video. Ilene seconds the motion. Cluster approves the motion.

Cluster also voted to renew LexisNexis and Ambrose Streaming Video.
Cluster discussed using the campus book budgets to purchase Oxford Reference Online Premium.


Old Business

E-books Purchase on Demand (Jackie del Val) - Jackie provided a handout of the titles purchased. There was a slight problem with the ordering (PDL7), but it has since been corrected and we are going to be refunded. Jackie asked if cluster wanted to deactivate the list during spring break. Cluster decided that this was not needed. Adonis will track when these titles become available in ALEPH.

Kristin brought up a concern regarding the list of Art books on the PDA list. The art books on the list are published by businesses with questionable practices. Kristin questioned whether we would want to purchase these titles. Cluster decided to only address this issue if it becomes an ongoing problem.

Vic is considering purchasing MedCom. Jackie will email cluster an informational link. She will also send out an email if a trial becomes available.

Procedures Manual (Tollie Banker) – The committee has completed the manual and submitted to cluster for review. Cluster suggested a few minor changes. Andrea is going to email updates on IB students and Alumni Borrowers. Once these changes are made the policy will be emailed to cluster for final approval.

Funding of College Source (Karen Griffin) - No update provided.

New Business

SACS Document 3.8.1 Review/ Approval (Wendy Foley) Andrea has already updated the usage charts. Every campus has either emailed Wendy or Karen with their equipment updates. Cluster still needs to review pages 1 & 2 and 10 & 11. Tollie volunteered to head a subcommittee to update these pages. Kristin and Adonis volunteered to also join the committee.

Meta Majors and LibGuide Coordination (Ilene Frank/ Alicia Ellison) Karen would like the subject directory of LibGuides to correspond with the Meta Majors. Wendy suggested we put in tags for the meta majors. Kristin suggested we create LibGuides for each Meta Major. Subject tabled.
Statistics (Adonis Amparo) After reviewing last month’s statistics, he questioned how each campus reports their information. It came to light that each campus reports differently. Wendy asked what from the reporting list is irrelevant. Cluster agreed to remove VHS from the reporting statistics. Kristin suggested that a manual be created defining what each category is and how it should be recorded. Adonis is going to email Andrea inquiring about the cost of Desk Tracker.

Committee Reports

FITC (Kristin Heathcock, Ilene Frank) – HCC is moving to Canvas. Kristin is contacting other libraries to see how they have integrated with Canvas.

Student Success (Jacquelyn Cress) Dr. Karen Griffin led a lively discussion that included the following agenda topics/reports: Make-up Tests: Pros and Cons; SACS -- data related to the compliance reports and data needs; Subcommittee Reports. Minute drafts for this meeting are anticipated soon.

Practice Issues (Alicia Ellison) Today’s question was: How do cluster members teach the discovery tool vs. databases? From comments by those who participated in the discussion, it was evident that there is diversity in approaches.

Meeting adjourned at 4:30PM.

Roundtable:

Kristin Heathcock - Kristin has been selected to serve as one of the Faculty Canvas Champions. Michelle Joy, the part-time librarian at Plant City, has accepted a full-time position at Polk State College - Winter Haven campus as a librarian. A new part-time librarian will be starting at Plant City in March.