Library Cluster Meeting
January 20, 2012 1:30 p.m.
Dale Mabry

Attending:  Jeneice Sorrentino (Vice-Chair), Jacquelyn Cress, Alicia Ellison, Wendy Foley, Vic Harke, and Kristin Heathcock

Absent:  Jeremy Bullian (on leave)

Guests:  Jackie del Val, Karen Griffin

Technical Services Report:  Jackie del Val

DLTS new employee, Boyd Brown, has started and will do much of the DLTS budget work.  Jackie reported on available funds for collection purchases, by campus.  She reported that the LRC coordinators reviewed the draft Policy Manual.  Jackie will retype the draft to reflect changes that the coordinators would like to recommend to the library Cluster.  In addition, DLTS is working with the coordinators to establish uniform procedures and forms throughout the campus libraries.

Jackie said that Andrea mentioned that she is waiting for the 100 Dell computers to arrive.  She's completed the computer imaging and is waiting on IT to put the image on their servers.  The Cluster requested that Firefox be loaded onto the new computers since it is recommended as the software to use in MyHCC courses.

Administrative Report:  Craig has committed to restoring the book budget for 2012/13 to 2010/11 levels.  (The budget took a $70,000 loss this year.)

Library Master Plan:  Karen created a draft Master Plan by combining the Program Review with the Unified Library Services Business Plan (ULSBP) produced by the State of Florida Task Force on the Future of Academic Libraries in Florida.  The master plan must coordinate with the campus plans, along with the state plans and visions, as well as addressing student needs.  Karen asked for Cluster input.  Wendy will post the plan on GoogleDocs to make the process more stream lined.  Wendy also recommended that the ACRL “Standards for Libraries in Higher Education” be incorporated into the Master Plan.

Karen discussed the updated Program Review and the libraries’ Tactical Plan.  Karen explained the review process.  In the past, there have been problems where the approved Program Review recommendations have not been communicated to the campus president for implementation.

Professional Development Guidelines:  Jeneice circulated the list of guidelines that was created on the Cluster GoogleDocs site and requested that everyone review the list by 2/1/12.

Committee Reports:

Information Literacy:  Jacquelyn requested updates from the Cluster so that there will be a 2012 edition on our website.

Policy Manual:  Jeneice sent the draft manuals to the LRC coordinators and is awaiting their comments.

Roundtable:

Vic:  further discussed the librarian adjunct’s pay increase mistake and its implications on our adjuncts.
Kristin: reviewed the library technicians job descriptions and noted that 40-60% of these duties are doing reference work. Karen recommended that all library job descriptions be reviewed. Her library is in the process of getting a new roof.

Wendy: The library was painted over the holiday break. Ilene Frank is working M-Thurs. 3-8 p.m. to partly cover for Jeremy’s paternity leave. The Cluster indicated that they would be interested in hearing Ilene present at the next Cluster meeting on open access publishing and what we might do here at HCC to implement it.

Jacquelyn: discussed her ideas for coordinating and preparing the DM PREP Writing LibGuide.

Jeneice: YBOR is still closed. The reopening has yet to be scheduled.

The meeting was adjourned at 3:18 p.m.

Submitted by,

Wendy Foley, Secretary
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