Library Cluster Meeting Minutes
August 15, 2013
Dale Mabry LRC 317- 1:30PM

Attending: Wendy Foley, Chair, Jeremy Bullian, Tollie Banker, Jacquelyn Cress, Alicia Ellison, Vic Harke, and Jeneice Sorrentino

Guest: Karen Griffin, Jackie del Val, Andrea Dufault

**Administrative Update** - (Karen Griffin) : Karen requested the FLVC Library Survey to be sent to her by Monday, August 19, 2013 so that she can compile campus responses. Karen is the official contact for Group licensing as well as the upcoming LRSC chair. **As in previous years, Jeremy and Alicia will coordinate the group licensing process.** Faculty Planning system is now online and available. Karen discussed Andrea’s new title – Business Information Analysts- and explained that the title change was recommended by OIT and HR to more accurately fit Andrea’s job duties. Cluster reorganization will continue to be discussed.

**DLTS Update** – (Jackie del Val) Jackie handed out summary totals for FY 2013. She also emailed new campus budgets and said that they are ready to start ordering. There were two database changes including Literary Criticism Online’s switch to the Artemis platform and Alexander St Press- switch search method. FLVC will run serials title which will overlay (matching online titles) analysis with print titles with SFX.

P4P, Statistics, etc. Update – (Andrea Dufault) Office 2013 will be in every library by August 19, 2013. This will make all office programs available to students using office 360 (access to all programs through email). If faculty and staff do not already have it on their office machines they can put in an HCC Live ticket and request it. More training sessions will be offered. P4P pilot is still on-going with the system being rolled out to the Labs starting on the first day of classes. The lab portion of the Pilot will run for two months with the whole system going live on Oct. 1st. There will be seven Guest Card Machines with one on each campus and two at DM. The location of these machines has so far been undetermined. Guest Cards will cost $5 with a $2 value. The cards will be reloadable. If there is a problem with the guest cards it will be addressed by card services. If there are issues let Andrea know so she can keep card services aware of potential problems.

**Ask a Librarian** – (Alicia Ellison) Alicia reminded everyone of their scheduled chat sessions.

**Fall Cluster meetings** – (Wendy Foley) Proposed the following meeting dates which were accepted: 9/27, 10/25, 12/6. Meetings will take place at the Collaboration Studio.

**Administrative Procedures** – (Wendy Foley) Administrative procedures in question sent to Jeneice for the operations manual.

**New Items** – (Jeremy Bullian) Question of whether or not to keep online library request form- decided there is no need.

Meeting Adjourned at 4:31.

Respectfully submitted,

Tollie Banker, Secretary
Library Cluster