Library Cluster Meeting Minutes
January 24, 2014
Collaboration Studio – Room 218

Attending: Alicia Ellison Vice- Chair, Jeremy Bullian, Tollie Banker, Jacquelyn Cress, Kristin Heathcock, and Vic Harke

Absent: Wendy Foley- Chair

Guests: Jackie del Val, Andrea Dufault

Meeting Called to order at 1:35PM.

Meeting Minutes Approved for December 3, 2013 Online.

Administrative Report (Karen Griffin) - Learning Resources Standing Committee is compiling a response to the State’s suggestion to remove the Ask-a-Librarian program. Karen will contact Wendy for the Cluster’s response for retaining the service. HCC librarians are also welcome to respond individually.

Karen provided an update on the current state of developmental education. HCC has NROC and SmartThinking but she feels like the library’s resources are underutilized. What can we, as librarians, do to help professors help their students? What sort of tools can we suggest?

The QEP is coming again and Karen suggested that Information Literacy be a component.

DLTS Update (Jackie del Val) – Jackie provided an update on the book budget. She is working to set up an account with ebary. DM’s credit for FMG of $7680.00 is still pending. Jeremy brought up the question of where cluster stands on PDA?

Automation Update (Andrea Dufault) – Andrea provided an update on the database budget. She is currently waiting on a refund from Oxford Reference Online for $2,048, which leaves a combined total of $2,948 currently left in the budget. (Note: If the credit arrives too close to the end of the fiscal year Andrea will hold on to the check until the beginning of the next fiscal year.) It was agreed that the surplus funds would be used to fund the Veterinary in Video database recommended by Kristin. Andrea has renewed both National Geographic databases. The price for each of the two databases has remained $518, for a total cost of $1036. Both are renewed from April 2014-May 2015.

Pay for print is on hold with no foreseeable rollout date set.
Andrea has also put in tickets to update the ADA computers with ADA software. There is some question about the availability of JAWS and she is working on addressing the issue. Rich Sinker wants the Cluster to create a policy regarding ADA compliant materials.

Andrea addressed the operations manual in regards to Karen’s suggestion that the Cluster reword the former administrative procedures to turn them into less detailed operations procedures. Jackie will be sending out emails to continue work on addressing updating the operations manual.

**ADA Accessibility** (Jeremy Bullian) – Jeremy is updating the ADA equipment list for each library. Until the list is updated he is going to remove it from the webpage. Alicia suggested that the lists reside under each campus’s description tab. Linda Ours, the DM Disabilities Coordinator, is working with Jeremy to help decide what each library will need to meet compliancy codes. Alicia suggested that we establish a baseline for what each library needs to do to meet compliancy. The ADA taskforce, among other things, is trying to determine what constitutes- “reasonable accommodation” for online courses.

**Operations Manual Committee** (Alicia Ellison) – Tollie named the new chair for the operations manual committee.

**Website Updates** (Jeremy Bullian) – SpringShare announced that they have rolled out Version 2.0 of LibGuides. It is a substantial upgrade but the cost remains the same. If the Cluster does decide to change, SpringShare - will provide a beta site to allow us to view updated pages. For those who are interested, there is an hour long video on the new features such as responsive design, which allows guides to be viewable on many different types of devices. The Cluster will revisit this topic in the future.

**New Items**

Kristin has been experiencing errors with the single sign on link in blackboard.

**Round Table**

Kristin is the co-author of a chapter (Sustainable Embedded Librarianship to Foster Research Skills in an Online Graduate Program) in the book *Virtually Embedded: The Librarian in an Online Environment*, edited by Elizabeth Leonard and Erin McCaffrey, published by ALA/ACRL. The book was released in January.

Meeting Adjourned at 3:34PM.