

**Library Cluster Minutes  
Faculty In-Service Dale Mabry Campus  
January 8, 2004**

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

Visiting: Karen Griffin and Pat Manack

The meeting was called to order at 10:43 a.m.

The Minutes from the previous meeting were approved as read.

**Schedule Virtual Reference Coverage Dates for Spring 2004: Jacquelyn Cress**

Jacquelyn Cress provided Cluster members with a handout listing the Virtual Reference Service 2004 Spring term dates needing coverage. As previously agreed upon, HCC librarians are responsible for covering the service Thursdays from 2:00 p.m. until 4:00 p.m. and Fridays from 10:00 a.m. until noon. The Spring 2004 schedule is as follows:

Thursday, 1/15/04 Vic Harke	Thursday, 3/18/04 Carlene Reeves
Friday, 1/16/04 Jeneice Sorrentino	Friday, 3/19/04 Carlene Reeves
Thursday, 1/22/04 Jacquelyn Cress	Thursday, 3/25/04 Wendy Foley
Friday, 1/23/04 Vic Harke	Friday, 3/26/04 Jeremy Bullian
Thursday, 1/29/04 Jacquelyn Cress	Thursday, 4/1/04 Wendy Foley
Friday, 1/30/04 Alicia Ellison	Friday, 4/2/04 Jeneice Sorrentino
Thursday, 2/5/04 Alicia Ellison	Thursday, 4/8/04 Jacquelyn Cress
Friday, 2/6/04 Jeneice Sorrentino	Friday, 4/9/04 (GOOD FRIDAY – NO CLASS)
Thursday, 2/12/04 Carlene Reeves	Thursday, 4/15/04 Wendy Foley
Friday, 2/13/04 Jeremy Bullian	Friday, 4/16/04 Jeremy Bullian
Thursday, 2/20/04 Wendy Foley	Thursday, 4/22/04 Jacquelyn Cress
Friday, 2/21/04 Jeremy Bullian	Friday, 4/23/04 Vic Harke
Thursday, 2/26/04 Jeremy Bullian	Thursday, 4/29/04 Alicia Ellison
Friday, 2/27/04 Carlene Reeves	Friday, 4/30/04 Carlene Reeves
Thursday, 3/4/04 Alicia Ellison	Thursday, 5/6/04 Alicia Ellison
Friday, 3/5/04 Vic Harke	Friday, 5/7/04 Jeneice Sorrentino
Thursday, 3/11/04 (SPRING BREAK – NO CLASS)	
Friday, 3/12/04 (SPRING BREAK - NO CLASS)	

**NovusEdu – Results of Meeting with M. Reeves: Jeremy Bullian**

In November, Jeremy Bullian met with Marshall Reeves, Web Services Manager, to further discuss the possibility of converting the current library Web pages into NovusEdu. Jeremy reported that the Brandon Campus is in the process of converting its Web pages into NovusEdu. He is planning on monitoring the campus-wide conversion to see how it progresses. If the conversion seems to go well, the Cluster may want to consider a library-wide conversion. He also reported that unlike previously thought, there is flexibility in the style of the pages created in NovusEdu.

**Library Book Fund: Jeneice Sorrentino**

Jeneice Sorrentino met with Adrienne Garcia in early December. Jeneice reported that Ms. Garcia and the Foundation will handle most of the setup regarding the Library Book Fund. There are only a few issues that require Cluster assistance. Jeneice provided Cluster members with a list of "Questions for Cluster Consideration". Discussion of some of the questions for consideration followed. Pat Manack also reported that she met with Ms. Garcia. Pat suggested to Ms. Garcia that the act of putting bookplates in materials purchased with donations would require a large amount of work to keep an accurate account of exactly what was purchased with specific donations from specific individuals. Ms. Garcia made the suggestion of perhaps keeping a list of donors at each campus to publicly acknowledge their support. Jeneice and Pat will contact Ms. Garcia to gather more information about the proposed donor list. Ms. Garcia requested the Cluster's assistance with organizing a list of names and addresses of possible donors, including vendor representatives, community partners, retired librarians, and other faculty with an interest in libraries. The deadline for contributions to this list is January 23, 2004. Jeneice will email a reminder to Cluster members.

**Mission Statement Committee: Wendy Foley**

Wendy Foley reported that she received a few changes to, and comments about the Library Mission Statement that was distributed to Cluster members prior to the winter break. The word "stakeholders" was viewed as too "jargonistic" by one member. It was suggested that using "college community" or "college employees" might be more suitable. Wendy will make the change and reissue a draft of the statement via email.

**Information Literacy Committee: Jacquelyn Cress**

Jacquelyn Cress reported that she was not able to get the final draft of the proposed HCC Information Literacy Mission Statement, Policy and Plan out to Cluster members prior to the meeting. She did however, report that a few statements concerning an online tutorial were added, and that once her work and that of Alicia Ellison's were merged it would be completed. Jacquelyn planned to have it out to the Cluster on Monday, January 12, 2004 with a two week deadline for review. Jacquelyn also reported that the Information Literacy Committee (Jacquelyn Cress, Jeremy Bullian, Alicia Ellison and Carlene Reeves), would be presenting a development workshop entitled "Faculty/Librarianship Collaboration for Information Literacy Success" during the afternoon of the Faculty In-service.

**Roundtable:**

**Vic Harke** reported that the Dale Mabry Campus Library would be participating in an information fair for new students. This fair will include not only the library, but all of Student Services. The library will be distributing informational handouts.

**Jeneice Sorrentino** reported that on December 11, 2003 the Ybor City campus library participated in an open house for new students. They too distributed informational handouts.

**Karen Griffin** discussed program reviews. She reported that the library program review was sent to the Deans and Campus Presidents. The next step in the process is for Dr. Carley and the Deans to meet with the librarians and the library staff to discuss the program review. There will then be a formal meeting with Dr. Stephenson to conclude the process. Karen reported that Pat Manack would like to have an in-service with the library staff. Perhaps this could be done in conjunction with Dr. Carley's meeting.

**Pat Manack** brought a "gift book" for review.

She also mentioned the library's budget. She reported that the Dale Mabry Campus Library had a sizeable amount left in their budget. She also mentioned that during the break 20+ boxes of books were delivered and need to be processed. Once this is done, she will know more about the remaining funds for each of the campuses.

Pat discussed selection lists. There are no selection lists in the Aleph system. She is working with Essie on creating a set of instructions for submitting selection lists.

The Aleph system will be going live on Monday, January 12, 2004. The 3 schools that were the prototype libraries for the new system went live in December and reported that there were some problems with the new system.

Pat has a list of serials that are ordered through Ebsco. She will distribute these to each of the campuses. She would like them returned to her with any changes before May. The sooner the list is back, the larger the discount will be from Ebsco.

Pat also mentioned that the new Learning Resources Coordinator position for the Plant City Campus Library was on the Board agenda for January. This position was formerly an assistant to the Dean position. The new position will allow the individual filling it to spend the majority his or her time in the library assisting with daily library functions and supervising staff.

Lastly, Pat reported on the Aleph serials management issue. Unlike previously thought, serials records will not have to be added for each campus. The serials records went through the conversion process. The serials technicians at each of the campuses will only need to edit the serials records. CCLA will be sending out instructions soon.

**Carlene Reeves** reported that she will be conducting a Library focus group on the Plant City campus as part of the library program review. Plans to combine the library focus group with the Student Services focus group did not work out. Carlene mentioned that she might be contacting Cluster members for assistance.

**Wendy Foley reported** that on January 28, 2004 at 11:00 a.m. there would be a Florida Humanities Council program on the Brandon campus. An individual from the Poynter Institute would be speaking on how the press and its reporting shape our views. The program is expected to last 1 ½ hours.

Wendy also reported on the search for a new Library resources Technician at the Brandon campus library. Forty-two applications were received. Eleven individuals were interviewed. Three individuals were offered the position, but all three declined based on the salary. Wendy reported that they would like to reopen the search.

The meeting adjourned at 12:00 p.m.

Respectfully submitted,

Carlene Reeves