

**Library Cluster Meeting Minutes**  
**Friday, December 5, 2008**  
**Ybor City Campus**

**Members Attending:** Jeremy Bullian, Jacquelyn Cress, Alicia Ellison, Wendy Foley, Kristin Heathcock (chair), Jeneice Sorrentino.

The meeting was called to order at 1:40pm.

**Approval of Agenda:**

Jeremy moved to approve the agenda. Wendy seconded. Motion carried.

**Ask-A-Librarian (Alicia):**

A message went out from AskALibrarian (AAL) on 11/18/08 asking member libraries to consider increasing the time they contribute to the statewide virtual reference service -- particularly between the hours of 3-7pm. Cluster discussion focused on our ongoing lack of adequate librarian staffing. Individual campus libraries would find it next to impossible to staff AAL past 4pm. Dale Mabry lost a full-time librarian position several years ago and is presently trying to fill two part-time slots, the hours of which have been reduced. On a larger note, having seven full-time librarians college-wide to serve an enrollment of 43,000 students is a lean staffing model already without the addition of extraneous duties such as AAL. Furthermore, our current AAL shift of 3-4pm on Thursdays does not seem to be a very busy time. Consensus is that we will not volunteer to staff an additional hour.

**Gale Literature Criticism Online (Wendy):**

Paperwork has gone through to purchase online versions of Gale literature criticism series per individual campus requests. Viveca is working with CCLA to have our access incorporated into HCC's databases gateway on LINCCWeb by January.

**Unit Plan/Strategic Plan (Kristin):**

Individual libraries either had no changes to the previous unit plan, or otherwise submitted recommendations to Karen Griffin, the Cluster's administrative liaison, in time for the 12/01 deadline. Consensus is that no Cluster action is needed at this time.

**Approval of LRC/Library Identification Cards Operations Manual (Jeneice):**

Jeneice distributed a revised draft of this document for Cluster review. Jeremy moved to adopt the new version. Wendy seconded. Motion carried.

**Administrative Update (Kristin):**

Kristin shared an email from Karen Griffin who is in Tallahassee attending a meeting of the CCLA Executive Committee (EC). Karen provided various informational items from that meeting. She asked that Alicia, who chairs the Information Resources Standing Committee (IRSC), share details of the IRSC meeting that took place in Tallahassee on November 13-14. Alicia distributed the summary posted by CCLA. Kristin also shared Karen's summary of CCLA's Technical Services Standing Committee, to which Karen is the EC liaison.

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**Committee Reports:**

*Information Literacy (Jacquelyn).* Jacquelyn is working on tutorials for "Research Strategies" and "Plagiarism." She is also working on a revision of the Information Literacy Plan that will include Web2.0 technologies. Wendy suggested that the pre-test and final exam that she and Jeremy administer in their online LIS-2004 classes could be used as assessment tools by the Cluster.

**Roundtable:**

Jacquelyn participated in the *Great American Teach-In* at Middleton High School. Students had many questions about HCC. Jacquelyn shared this information with Dr. Kenneth Ray, VP of Student Services, and they agreed that in future sessions she will have recruitment materials to distribute to students.

Alicia and Judy Nolasco, YB-English faculty, have been accepted as presenters at the International Conference on College Teaching and Learning. They are in the process of applying for FSPD funding. The conference will take place in April in Jacksonville.

Jeneice and Judy co-presented a Student Success Seminar at YB. Topic: "What Can the Library Do For You: Research, Writing and Documentation." Attendance was excellent, with 40+ students.

Kristin is welcoming Bonnie Finsley-Satterfield, the new Dean of Academic Affairs at PC.

**Adjournment:**

Jeneice moved to adjourn. Jacquelyn seconded. Meeting adjourned at 3:05pm.

Prepared By: Alicia Ellison, Librarian –YB