

Library Cluster Meeting Minutes
Monday, August 20, 2007
Dale Mabry Campus

Attending: Jeremy Bullian, Jacquelyn Cress, Wendy Foley, Alicia Ellison, Jeneice Sorrentino, Kristin Heathcock, Vic Harke (chair), Karen Griffin, Jim Shimkus, Jackie del Val

The meeting was called to order at 11:00 a.m.

Administrative Update: (Karen)

Budget cuts should not affect the library book budget.

DLTS will be providing monthly book order status reports to librarians.

DLTS Update: (Jackie)

EDI training with library technicians on July 26th went very well. Technicians have begun placing EDI orders already. Alicia noted that technicians at Ybor were appreciative of the EDI training and now feel much more confident placing book orders.

Distributed budget and list of DNB (delayed no budget) titles. Librarians will review the lists and let Jackie know which items to pursue ordering.

A streamlined cataloging process is now in effect at DLTS.

Spreadsheets have been created to track expenditures of each campus budget. Jackie will maintain the spreadsheet to allow for quick access of remaining budget amounts.

New Business:

Election of Officers for 2007/2008 :

Alicia nominated and Jeneice seconded the nomination for Vic to serve as chair. Vic was elected by unanimous vote.

Jeremy nominated and Wendy seconded the nomination for Jeneice to serve as vice-chair. Jeneice was elected by unanimous vote.

Jeneice nominated and Wendy and Alicia seconded the nomination for Kristin to serve as secretary. Kristin was elected by unanimous vote. Cluster members thanked Kristin for her past performance as Secretary, and for her willingness to continue on as Secretary for another year.

Wendy will take over Vic's spot on the General Education Assessment Committee.

Ask A Librarian Schedule : (Alicia)

Alicia shared information she received from Jennifer Sullivan, TBLC Ask-A-Librarian, about scheduling possibilities for the fall. Jennifer asked HCC to cover another hour, in addition to the Thursday 3:00-4:00 shift.

Wendy moved, and Alicia seconded, that HCC serve an additional hour on the Ask-A-Librarian desk. The motion was not carried. It was decided that HCC will only cover the desk on Thursdays 3:00-4:00.

Fall AAL Schedule:

8/23	Alicia	10/18	Kristin
8/30	Alicia	10/25	Kristin
9/6	Wendy	11/1	Vic
9/13	Wendy	11/8	Vic
9/20	Jeremy	11/15	Jacquelyn
9/27	Jeremy	11/29	Jacquelyn
10/4	Jeneice	12/6	Kristin
10/11	Jeneice		

Cluster Meeting Schedule: (Vic)

Cluster meetings will take place on the 3rd Friday of the month at 1:30.

Cluster meetings for fall term will be:

August 20 th	Dale Mabry
September 21 st	Brandon
November 16 th	Plant City

Courses Not Taught in Five Years: (All)

Alicia motioned and Jeneice seconded to delete the six courses from the list that were part of the Library Technician Program: LIS 1032, LIS 2011, LIS 2018, LIS 2033, LIS 2034, LIS 2946. The motion passed unanimously. Vic will notify Academic Affairs.

Committee Reports:

Information Literacy: (Jacquelyn)

Jacquelyn provided update on the Library Virtual Tour Videos. Ybor and Brandon videos are complete. Dale Mabry's template is complete and shots have been taken. Plant City needs to correct audio. The goal is to have all videos completed by September 30th. Margarita Ponce would like for the librarians and PDS to present the videos at All College Day.

Alicia motioned and Jeremy seconded for a meeting of the information literacy subcommittee. The committee members will discuss what's next and the All College Day presentation. The meeting date will be determined by email.

Roundtable:

Jeremy reported that the library's webpage will migrate to the new Novus system. He needs help changing the library webpage, one librarian from each campus. Additional information about the change will come later.

Jeneice shared the success of the reception held at the Ybor City Campus Library for the board of Tampa Hispanic Heritage, Inc. The reception is hosted annually to

showcase the organization's documents and memorabilia that are housed in the library's Special Collections room.

Kristin attended ALA this summer and will provide copies of interesting information to librarians soon.

Alicia invited librarians to visit the new display case in the library that is filled with realia from different Latin American countries.

Meeting adjourned at 12:25 p.m.