

**Library Cluster Meeting Minutes**  
**Friday, August 29, 2008**  
**Brandon Campus**

**Members Attending:** Jeremy Bullian, Jacquelyn Cress, Alicia Ellison, Wendy Foley, Vic Harke, Jeneice Sorrentino (vice-chair)

**Guests:** Karen Griffin, Jackie del Val, Viveca Yoshikawa  
Jeneice called the meeting to order at 1:30 p.m.

Before going into the agenda, Jeneice called attention to the libraries' high rating in the recent employee survey on Official College Communication. From the survey results emailed by Paul Nagy on 08/14/08: **"The ratings ranged from a high of 96.8% being Satisfied or Very Satisfied with Library Services to a low of 59.2% for Parking."**

**Approval of Agenda:**

There were no changes to the agenda.

**Approval of Minutes :**

A motion was made by Alicia and seconded by Vic to approve the minutes of the April 10 meeting. The motion passed unanimously.

**Administrative Update : (Karen Griffin)**

As a member of the CCLA Advisory Board's Executive Committee, Karen is the administrative liaison to the Technical Services Standing Committee (TSSC). This is one example of the visibility HCC currently enjoys in the CCLA advisory process. Other HCC personnel in advisory capacities to CCLA are: Jackie del Val in TSSC; Jeremy Bullian in the Cooperation and Development Standing Committee; and Alicia Ellison, 2008-09 chair of the Information Resources Standing Committee.

Vic brought up concerns about PRIMO, the next-generation library information system under beta-release by CCLA this term, with final roll-out scheduled for January. Alicia recommended that any critiques of the new system be posted to LINCCForum, CCLA's discussion list for library staff.

Brief discussion of C-Labs concluded that the libraries will not require the services of this company that digitizes analog video. Libraries are replacing videos with DVDs. Information about the company had been passed to Karen by Chad Hyatt, Director of Instructional Technology.

Processes in DLTS are on-track and functioning smoothly – however don't wait until the last minute to bring up any concerns. DLTS would like to make sure that problems are

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addressed as they occur. Additional news is that DLTS has been recovering from a July flood.

Printing in the libraries will be discussed in an upcoming meeting with the AA deans. Request will be made for deans to instruct faculty to provide packets and printed syllabi – rather than direct students to do their own printing off the Web. Viveca described an initiative at SouthShore campus to provide flash drives to students so that they could turn in assignments electronically.

**DLTS Update : (Jackie del Val, Viveca Yoshikawa)**

WT Cox renewals are coming due – Jackie will email the deadline date.

End-of-year budget summaries revealed that we had \$15K unspent from 2007-08. Actual figures to be emailed after Labor Day break. We no longer have a rolling budget.

Flooding aftermath and ongoing repairs in DLTS are affecting how fast the staff can work, so patience is appreciated. Report any rush orders to Jackie.

Viveca brought up the ongoing work as a test site for overdue email notices via HawkMail. After December, no print notices will be sent via US mail, per discussion by cluster members. Various measures to get the word out about this were discussed, including a bookmark. Jackie will email the library technicians to ask for ideas about the design and wording. Jackie will obtain a quote for the design and printing.

SouthShore LRC will be allocated monies per FTE out of the cluster's next fiscal year book budget. There are no plans to increase the budget next year and in fact there will likely be a budget reduction.

**Checkout Guide: (Wendy Foley)**

Wendy will forward her document so that, if we so choose, we can adjust the file and send to Jeremy to post on our campus library web site

**Ask-A-Librarian Scheduling: (All)**

We are back to our major-term commitment of Thursdays, 3-4pm.

Aug. 21 and Aug. 28 were already covered by Alicia.

The remaining assignments are as follows:

Sept. 4 – Jeremy

Sept. 11 – Jeremy

Sept. 18 – Vic

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Sept. 25 – Jacquelyn  
Oct. 2 – Alicia  
Oct. 9 – Wendy  
Oct. 16 – Wendy  
Oct. 23 – Jeneice  
Oct. 30 – Jeneice  
Nov. 6 – Kristin  
Nov. 13 – Kristin  
Nov. 20 – Kristin  
Dec. 4 – Jacquelyn  
Dec. 11 – Vic

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

As of Oct. 01, 2008, Ask-A-Librarian (AAL) is switching to new software, “Instant Service.” Alicia reported that per the preview to site coordinators, this is a much more user-friendly, flexible and intuitive environment for chat reference than the current software. This is a program used in corporate environments, so the language is not library-speak – e.g. librarians are referred to as “agents.” It is much easier to type URLs – the address bar works! Toggling among functions is easy. Joint viewing of web pages is done via screen-sharing, not co-browsing – no more “configuring”! The customer clicks a button and sees what the “agent” sees. The lay-out is horizontal and consists of boxes and tabs – very similar to the Web2.0-type web sites we are becoming accustomed to seeing. New customer notification rings like a telephone – and won’t interrupt you while you’re in a session! Live spell-check and e-mail are provided. Widgets will be available for library web sites that will allow customers to go right into the system with one click.

“Instant Service” will also change the way the reference email accounts. The whole service - virtual chat and email - will require JAVA Runtime 1.5 to be installed on all computers that will be used for AAL.

TBLC is scheduling F2F and online training sessions. Librarians should sign up for a workshop ASAP at [http://tblc.org/ws\\_classes.php](http://tblc.org/ws_classes.php)

**Cluster Meeting Schedule for Fall Term: (Jeneice)**

Members determined the fourth Fridays of September and October – and the first Friday of December. Remaining days in the Fall term are:

Sept. 26 (DM)  
Oct. 24 (BR)  
Dec. 5 (YB) – Lunch at Noon, meeting at 1:30; locations TBA.

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**Revision of “LRC/Library ID Cards” Operations Manual: (Jeneice)**

Jeneice worked on this during the summer and will provide a copy for cluster approval.

**Inviting LRC Coordinators and Adjunct Librarians to Cluster Meetings: (All)**

Vic will get clarity from Academic Affairs, FUSA and Administration on the question of adjuncts attending cluster meetings. Questions emerged in the group discussion about coverage at campus libraries; mileage; time (i.e. would the time to attend meetings be taken from the individual’s regular schedule?); voting vs. non-voting; etc.

Other questions emerged about the purpose of clusters, e.g. Are they not intended to be for f/t (and f/t temp) faculty – with others who are not in this category attending cluster meetings by invitation only (i.e. as “guests”)? The point was made that cluster members (f/t librarians) are thrust into many administrative functions, more so than librarians in organizations headed by a library dean or director. Therefore broadening the “audience” at cluster meetings – even if it were confirmed that non-f/t faculty personnel have no vote – would bog down our processes even further. In addition it would dilute the distinctions between the different classes of personnel being discussed. The duties of each are multi-faceted and not totally known to the others – not a negative thing – but the point being that each peer group has its own unique concerns.

Regarding LRC coordinators specifically, the general agreement was that they should have their own meetings, at least two meetings per major term. This might include one with the LRC technicians on the same day as Fall and Spring District Faculty In-Service days (this would have to be worked out – some campus libraries are open on those days). Or the technicians might meet amongst themselves. Jackie del Val volunteered to facilitate or help both groups. It was generally agreed that such meetings of peer groups are highly beneficial, promoting cohesion, collaboration and information sharing.

**Adding Adjunct Librarians as LibGuides Creators: (Alicia)**

Decision was made to add Carlene Reeves and Christa Fowler to the list of LibGuides creators. This means that they will have their own LibGuides profiles (which therefore will rotate into the “Featured Librarian” spot on the HCC LibGuides home page (<http://libguides.hccfl.edu>) and they will be able to create and edit guides. Jeremy will handle the technicalities.

**Committee Reports:**

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Web Pages (Jeremy). Jeremy, Jacquelyn and Alicia met earlier that day to discuss the college web site's migration to Novus 4.5 and the impact on the libraries' pages. Jeremy will be involved in converting the library pages with Bala Kappagantula. The group (minus Kristin who is on leave) decided it will start creating a new library web presence in the new environment, while maintaining the current pages. Regarding PRIMO, the new library catalog and information system from CCLA, Jeremy will send out an email to the cluster to gather input and submit customization preferences to CCLA by Noon, Sept. 9. This is the deadline for preferences to appear as of September 11, which is when each institution's beta page will be turned on "live" for student access. The beta page will be a banner link on the current LINCCWeb page. **However**, CCLA will be accepting customization preferences throughout the beta-review period, which is basically all of Fall term.

Information Literacy (Jacquelyn). Most planned tutorials are underway or have been completed and posted on the libraries' web page. Jacquelyn is working on "Research Strategies" and "Plagiarism." Wendy has completed "Evaluating Web Sites" and a Libguide for ENC 1101. Updating the Information Literacy Plan (to include Web2.0 and new library technologies, among other things) will become a project of the committee.

**Roundtable:**

Jeremy enquired whether or not the results were in from the Spring student survey. Vic said he would contact Liza Stewart concerning the results.

Vic reported that the DM Learning Center is now the Tutoring Center. The Writing Center is upstairs. Marcella Sherman is in charge of both. The whole set-up complements the library very well, as a sort of information commons.

Alicia prepared and conducted a live webcast for CCLA in July, on LibGuides. The Libguide she created for the webcast is at [http://libguides.hccfl.edu/ccla\\_webcast](http://libguides.hccfl.edu/ccla_webcast) . Alicia is the 2008-09 chair of CCLA's Information Resource Standing Committee.

Jeneice reported that the Ybor Campus Library successfully hosted another reception for Tampa Hispanic Heritage, on Aug. 14. YB will host a book discussion on Sept. 15 for the Hillsborough County Public Library Cooperative's "Big Read" Project. The book is Zora Neale Hurston's *Their Eyes Were Watching God*.

**Adjournment:**

Vic moved to adjourn. Jeremy seconded. Meeting adjourned at 3:55pm.

Prepared By: Alicia Ellison, Librarian -YB