Collection Development Meeting Minutes

 January 4, 2012 - Meeting commenced at 3pm

Attendees: Dr. Pendleton-V.P. Strategic Initiatives, Peggy Phetterplace-Circulation Coordinator, Tim Bishop-Research Librarian, Cindy Campbell-Research Librarian, Frank Dowd-Research Librarian, Bill Shuluk- Head Librarian, Arenthia Herren-Hendry-Glades Librarian, Tony Valenti- Collier Librarian, Mary Walton- Charlotte Librarian

1. Unit Planning- Bill

\*District meetings to be more relevant, should be scheduled at least once a semester

 -1/2 day in February at the Collier campus to discuss unit planning and budget

 -Peggy will be included in future meetings

 -Tim to send email notifications of meeting date

\*Updated version of the Unit Plan due January 17th

\*District Plan

\*Surveys to be embedded into unit plan for data collection and analysis

\*as requested by Frank: information literacy instruction focus; use within 3-5 years

 2. Website- Jane

\*Arenthia to take over maintenance during Jane’s leave

\*Policy Update and Revision to be done by Peggy and Jane. Steven will assist in making the document a working file.

3. District Libraries budget update by Cindy

\*$25,000 remains for books

\*database purchasing done

\*changes with purchasing; eventually “online banner” will be implemented for easier execution of purchasing

\***JUNE 1st IS THE DEADLINE PURCHASE**

\*Ebrary and Ebsco—create account, Cindy does final purchases

 4. Bill distributed talking points and business plan

 5. E-Books—include Charlotte and Collier campuses, surveys for students

 6. Tim and Jane—working on drafts (text based)

 \*eventually incorporate video tutorials (summer project)

 7. Connect Card Issues:

\*adjuncts and contracts: must be verified through HR (make sure students and staff are aware of this policy)

\*in cases where unsure of the adjunct’s status, issue a standard library card

\*Dual Enrollment instructors are NOT employees of the college and will NOT be issued connect cards (give regular library card)

\*to prove dual enrollment status consult Peggy

\*VERIFY identification

 8. Board Meeting Minutes

\*Lee campuses copies of minutes are in storage—tentative plans to hire an archivist to process the documents and make available online in addition to having ONE hard copy available in the library