

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
FEBRUARY 20, 2006**

Present: Dean Michael Binder, Timothy Mullin, Connie Foster, Brian Coutts, Carrie Barnette, Jayne Pelaski, Haiwang Yuan and Jan Renusch

Minutes: The minutes of the January 30, 2006 meeting were approved as corrected.

Development Report: Carrie reported that \$2000 has been raised for the US Bank Art Show for awards sponsorships.

-Potential donations from Ray Garrison for Civil War Collections, KY Federation for Women for Black History Month and a grant for the Lost River Cave Papers Collection in manuscripts are pending.

-Cora Jane Spiller is following up on the Park Foundation request that is also pending.

-Carrie will be traveling to Evansville and Louisville in the next week then she is bound to the BG area until she has the baby. She will be working on an extensive travel schedule for when she returns from maternity leave including a trip to Pennsylvania and New Jersey for Dorothy Grider and John Helm respectively.

Community Outreach Report: Jayne reminded everyone of the showing of the movie IN COUNTRY at the Knicely Center on Tuesday, Feb. 21 at 7:00.

She also reminded the group of Bobbie Ann Mason's visit on March 2 & 3.

-Jayne passed around an article from ARTS ACROSS KENTUCKY magazine on Pat Conroy, which also mentions the Book Fest.

Web & Virtual Library Report: Haiwang has hired his student assistant. Her name is Kaylee Holloway. She has helped Haiwang identify the broken links in TIP, Kentucky Information in Cyberspace, and she is currently working on the KERA web site.

-Haiwang has published five podcasts so far and redesigned the Libraries' Podcast page (<http://www.wku.edu/Library/podcast/index.html>) to make it more attractive and friendly to users.

Dean's Report: Michael announced that next week's CLDH meeting is cancelled and that the next meeting would be Monday, March 6.

-Michael reported that at his recent meeting with Dr. Burch that funds for the VPAL were approved. An estimate of needs has been requested. Brian said that tear down will begin the last two weeks of May and the completion date is January of 2007. Funds for the museum storage are still unavailable.

-Michael attended a "Development for Deans Workshop" in San Diego. He learned what the dean's role is in cultivation, actually asking, stewardship, and motivation for philanthropy. The workshop had 250 registrants and it was fully subscribed two months ago. Of the 250 ten were from libraries, 8 of the 10 were Library deans and 2 were Fund Development Directors or assistants from libraries.

DLSC Report: Timothy said that President Ransdell's EQB Literary Club held their meeting in the "Western 100" Centennial exhibit. He was very pleased with the surroundings and would like to do it again.

-A Lincoln Bicentennial Commission is being formed. Michael asked the department heads to ask any of their faculty/staff who might be interested and let Timothy know.

-Entries for the US Bank show will be received on Friday, February 24. Volunteers are needed to help receive and carry the artwork. There is a Preview Party for members on March 4, 3-4:30 p.m. and the opening reception and awards ceremony are 5:00 p.m. - 7:00 p.m. The exhibit runs March 5 - April 9.

DLPS Report: Brian reported that the libraries have partnered with several other departments on campus to host the *Living On: Tennessee Holocaust Survivors and Liberators* exhibit for a two-month stay in Helm 100, the new Fine Arts Gallery and the MMTG Gallery. Bryan Carson played a key role in arranging for the exhibit, planned several related displays in Helm 100 and helped to arrange for speakers. Gayle Novick hung the exhibit in Helm 100 with help from Bryan and Timothy.

-Charles Booe, President of the Rebecca Ruth Candy Company was February's featured speaker in the Kentucky Live! Series. He told an enthusiastic crowd the history of the company started by his grandmother, Ruth Hanly Booe in 1919. Samples of bourbon balls and other chocolates drew a large crowd at the end of his presentation. Haiwang recorded the event for a future podcast.

-John Dizgun from the Dept. of History spoke to a capacity crowd about the pre-Columbian and colonial history of the Yucatan Peninsula on February 16 as part of the Far Away Places Series. John and a faculty member from Sociology took 23 WKU students there over the January term. The Talisman covered the event and Haiwang recorded it for a new podcast.

-New tile has replaced old carpet at the entrance and circulation areas of the ERC with carry forward funds. New flat screens and state of the art 3M Security Gates have been installed. The circulation counter will be painted Monday and Tuesday and the final phase of improvements will involve purchasing new furnishings for the area.

-The VPAL Task Force chaired by Terri Baker met with project engineer Annie Angueira and architect John Williams to discuss plans for the new library. The tear down is tentatively scheduled for the May interim with construction to follow this summer and fall. The earliest possible occupancy is January 2007.

-Bryan Carson is serving as this year's faculty advisor for the WKU's Mock Trial Team. Bryan has accompanied the team on several trips and will be attending the regional finals on Friday.

-The Department has been asked to develop a display on *Banned Books* for a national conference on first amendment rights sponsored by the School of Journalism and Broadcasting. Brian and the displays committee (Nancy Marshall and Paula Bowles) will meet with journalism staff this Thursday.

-The Helm service elevator will be shut off for repairs on February 27. They are expected to take several weeks. Matt Bogard will coordinate alternative access for vendors and others.

***Library Technology Team Report:** The team has dealt with various computer problems in several areas including Reference, Document Delivery, DLTS, Cravens Circulation, DLPS, Infolab and Extended Campus. They set up a computer in Helm 100 for the "Living On" exhibit,

installed flat screen monitors in ERC and provided tech support for the "Kentucky Live" and "Far Away Places" programs.

DLTS Report: Connie reported that the MARCIVE project to review government documents loaded into TOPCAT officially began February 1. Everyone in Government Documents is involved in some aspect of the project to add barcodes, item records, holdings, etc. to thousands of records. Because of these records loaded, we have over 125,000 Authority records, 823,581 holdings and over 788,000 bibliographic records, so we are showing dramatic increases in resources.

-Rose Davis and Jack Montgomery met with someone willing to translate and assist in cataloging the Japanese materials in WKU Libraries. We are excited about moving forward with this important aspect of enhancing our OPAC to reflect Japanese language materials, gifts from Kawanishi and other sources.

-Rose will serve as a volunteer adjunct reader for EDUCAUSE 2006 program proposals for a month in Feb./March.

-The search committee for the Social Sciences Cataloger has selected candidates for interviews, hopefully in February and early March, pending final approval.

-Nelda Sims scheduled an upgrade to the EXProxy software for this morning. Greg Hackbarth in the IT Division is handling the process. The upgrade will help to avoid problems with access to databases that might occur otherwise. Vendors constantly change the way we access information and we have to modify software also. Administrative Systems and Applications are now taking care of all server services that we rely on.

New Faculty Start Dates/Summer Months: Connie posed the topic for discussion so each department will be consistent. Blocks of time off for the first year and pro rating time off from the time worked were discussed.

Adjournment: There being no further business before the Council the meeting was adjourned at 11:45. After the adjournment the search committee for the Marketing Coordinator position met to review the 38 applications that have been received.

For the Council,

Jan Renusch