

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
MARCH 6, 2006**

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

**Minutes:** The minutes of the February 20, 2006, meeting were approved as submitted.

**Development Report:** Carrie reported that she has worked on two grants over the past two weeks. The first was with Diana McQuady to the Kentucky Foundation for Women for Black History Month Author presentations in 2007. We will be featuring Sheila Williams and focus on projects specifically relating to African-American women. The other grant was to the Kentucky Oral History Commission. She acted as consultant on the creation of a grant by Whit Crawford to support garnering an oral history of Lost River Cave to be housed in the Kentucky Library's Lost River Collection. The money, if received, will go to the university then paid to Whit for her time/work on the project. Sue Lynn McDaniel was the liaison at the KY Building for the project.  
-Carrie is creating a stewardship model for those giving more than the minimum to the Libraries and Museum Associates group so as to develop a pool of potential major gift donors from the ranks of the annual giving society.

-Carrie has given all those connected to her development work, a listing of projects that she has going on that will need attention during her maternity leave. Talk to Rick DuBose in the development office at 5-5405 if any questions arise.

-Carrie is finishing up on the stewardship portion of the U.S. Bank Celebration of the Arts award donors. \$2075 was raised this year in awards for the event.

**Community Outreach Report:** Jayne reported on the One Book final discussions with Bobbie Ann Mason. Close to 300 people attended the final discussions at Helm 100, BG Public Library and Barnes and Noble. The committee to select the 2007 One Book title will meet on April 18.

-She showed recent articles in the DAILY NEWS (Bobbie Ann Mason visit to BG), KENTUCKY MONTHLY (Book Fest and Kentucky Literary Awards) and KENTUCKY LIVING (Book Fest).

-Jayne asked for volunteers for the Book Fest. She also reported that the opening ceremony of the Book Fest Children's Day (April 7) would include a balloon launch in front of the convention center.

-It was decided that a printed sheet listing all nominees of the Kentucky Literary Awards would be at each place setting at the luncheon on April 7. This will keep us from having to verbally list them during the program. Brian and Haiwang will work with Jonathan Jeffrey on a Power Point presentation to run during the announcement of the finalists and winners. The presentation will include the author's book cover and/or photo.

**Web & Virtual Library Report:** Haiwang has published the podcast of Bobbie Ann Mason's speech in Helm 100 as part of the One Book project. He has also redesigned the Libraries' Podcasts web page at <http://www.wku.edu/library/podcast/>.

-With the help of his student Kaylee, Haiwang has updated such web sites as TIP and KERA and is currently updating Kentucky Information in Cyberspace (KIIC).

-The Libraries' blog and podcast are catching regional and national attention. Apart from Haiwang's invitation to conduct a workshop on blogging and podcasting at the Kentucky Public Library Association's annual conference in April, Haiwang will give a workshop on the same topic to the Chinese Librarian Association Midwest Chapter's annual conference in May. With Rosemary, he will also give similar presentations at KLA Academic Section's joint conference at the end of March as well as at the LITA Forum 2006 in October.

**DLTS Report:** Deana Groves reports that the first phase of the KERA law scan project has been completed. The raw document, saved as a rich text file, will be formatted into PDF and Word documents for availability this fall.

-Nelda Sims has loaded 10 test records for the ACLS History E-Book collection. Connie and Rose Davis will do a quick review to ensure consistency in wording and tags before Nelda loads a total of 1,171 records. This will be quite an exciting addition to our OPAC.

-The first planning meeting for the 2007 OVGTSL Conference was March 2, with Rose Davis as chair. We had a very good turn out with people from all three library departments and the Bowling Green Public Library. Dates, theme, and location to be announced soon.

**DLSC Report:** The US Bank Art Show was a great success with close to 500 people attending the opening reception, 18 pieces of art sold for a total of \$3,400.

-A CAP grant for Conservation Assessment Program from IMLS in the amount of \$6,3809 has been received. It is to support the conservation team to look at collections, storage and historic buildings and make recommendations for improvement.

-Timothy cooked on the open hearth in the log house for over 100 school children on Thursday and Friday. The teachers were thrilled and the students had a great experience. He hopes to train others and have this program available all the time.

-Timothy introduced a landscape design class to the collections on Thursday and discussed the possibility of a class project or special project of designs for the courtyard.

-There is a quilt club meeting scheduled for tonight, a silk painting workshop this weekend along with VSA's art classes. Next week begins the spring break art camps.

-The department is having a mini retreat on Thursday. The museum will be open regular hours, but the library and archives will be closed until 1 p.m.

-A traveling Cave Exhibit from the Smithsonian is being scheduled for the fall of 2007 or spring of 2008.

-The Libraries Advisory Council will meet on April 3 and the Museum Advisory Council will meet on May 17.

-The weekend manager is leaving his position at the end of March.

**DLPS Report:** The VPAL planning committee chaired by Terri Baker has completed preliminary estimates for costs involved for furnishing and equipping the new library.

-Roxanne Spencer, ERC Coordinator has worked with Paula Sadler from Cardinal Furniture to finalize plans for refurbishing the entrance and offices at the ERC. New furnishings should arrive before the end of the semester. The circulation desk has been painted and the new security gates and terminals are installed.

-Brian and Matt Bogard will meet with Paula Sadler Tuesday to finalize plans for replacement furniture for the Cravens fourth floor entrance.

-Brian and Connie have picked up some framed prints and are arranging to have them hung. Several of these are targeted for the fourth floor entrance.

-This week's speaker in the Kentucky Live series is Paul Wells, Director of the Center for Popular Music at Middle Tennessee State University. The talk will be held on Thursday, March 9 at 7:00 p.m. at Barnes & Noble.

-University Libraries hosted "Three Phases of the Holocaust" a talk by Professor Jack Thacker of the WKU History Department this past Thursday in Helm 100 to a near capacity crowd. The next talk in the series is this Tuesday, March 7 at 7:00 p.m. when Professor Carleton Jackson will talk on "Joseph Gavi: Hero of the Minsk Ghetto."

-Nancy Marshall and Paula Bowles will be developing a display on "Banned Books" to be exhibited in the MMTH Gallery, April 17-20 as part of the School of Journalism's "First Amendment Rights" Conference. Jack Montgomery has assisted in obtaining copies of the books for display.

-The Search Committee for the Coordinator of Marketing position has completed a preliminary screening of candidates and has recommended three applicants for interviews.

**\*Library Facilities Specialist Report:** Matt Bogard reported that unexpectedly, a part was found for the Helm Elevator enabling the use of it until the renovation begins. He has requested Annie to let him know when the elevator will actually be taken out of service.

-Matt has met with Tonya Archey, Student Technology Center Coordinator, regarding the power needs for Helm and the service disruption and has sent information to Ben Johnson who is working with him on a revised estimate.

-Last week it was found that a motor responsible for air circulation needed replacement in Cravens. It may take a few days before the replacement is received and the new parts installed. This is a small motor and totally unrelated to the major problems experienced last year with the chiller.

**\*Library Technology Team Report:** The team has been working on the usual multitude of problems including browser problems in several areas, e-mail problems for DLPS staff, equipment failure that prevented WKU academic cable signal in Helm, and a problem printing pdf files from TDNet on Helm Electronic Reference computers.

**Temporary Mail Room:** Due to the need for an office for the new Marketing Coordinator position in the Dean's suite the mailroom will temporarily be located on the sixth floor of Cravens in room 601.

**Adjournment:** There being no further business before the Council the meeting was adjourned at 12:10 p.m.

For the Council,

Jan Renusch