

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
SEPTEMBER 11, 2006**

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

Minutes: The minutes of the May 8, 2006 meeting were approved in May by email.

Development: Carrie updated CLDH members on the status of fundraising for university libraries. A letter had been sent to the family of Duncan Hines with more than \$3000 raised in response. More will be coming in as well. She stated to be sure to consider putting an amount on any request for funds made because people tend to give to pre-determined levels more than if you ask them to write in an amount. Carrie has been raising funds for Book Fest with more than \$18,000 confirmed to date and three \$5000 sponsors to finalize that have already shown interest in renewing.

-Carrie discussed the options of a memorial gift for Brooks Mitchell. The three suggestions made were to name a carrel, place a book plate or plant a tree. CLDH members agreed that the tree was the best choice. Jayne asked about doing something similar for Ferris Van Meter and Carrie stated she would take that up with the LAC and MAC and try to do the same things as will be done for Brooks.

-Carrie is working with the library advisory council and the museum advisory council. She is planning committee meetings and the quarterly council meetings for October. Membership will be discussed at these meetings with the membership renewal piece going out the day after the Museum Advisory Council meeting on October 25th. Brian suggested and Carrie agreed that the January Library Advisory Council meeting should be held at Cravens with a tour as part of the meeting. She and Brian will coordinate.

Community Outreach: Jayne reported on the following events and projects:

-Sept. 14: Ed Hamilton event at Kentucky Building from 4:30 – 6:30

Sept. 14: Lynn Hightower at B & N at 7:00

Sept. 15: Quilt Exhibit opening at KY Bldg. from 5 – 7

Sept. 18: Constitution Week Exhibit opens in Helm 100 runs through September 29.

Sept. 21: Haiwang Yuan at B & N at 7:00

-Traverse Award entries:

SoKy Book Fest Marketing Campaign

Kentucky Library and Museum – destination web site

Appraisal Day – TV commercial

-SoKy Book Fest bookmarks will be distributed at the National Book Festival in D. C.

-Working on adding former student assistants to our mailing list.

Marketing: Cindy Troutman gave a comprehensive report on the marketing activities since beginning in the position in June.

-Working with Williams Skaggs in the Alumni Office to develop a master mailing list. 1,250 people are currently listed.

-Effective Mail Marketing now handles all of the event mailings over 500 pieces.

-Personal Librarian program targeting students not enrolled in University Experience classes, English 100 students and Communication 145 students.

-Printed materials mailings including Appraisal Day postcards, University Libraries annual calendar of events, Far Away Places postcards, Quilt Exhibit postcards, and Personal Librarians postcards have all been mailed. Posters for events have been distributed on campus, downtown area and Barnes & Noble.

-PSAs, press releases and campus-wide emails will be sent out to regional media before each event.

-Met with Friends of Libraries and Museum Committee which has made recommendations to Mike regarding new membership levels and minor changes in benefits.

-Working with Haiwang to coordinate on-line and print newsletters. Collections and Connections newsletter print version will come out in October.

-Cindy was appointed by Mike to serve on a team that is developing documentation for two significant projects (1) "Community Engagement" and (2) the Regional Stewardship Program (CPE) Infrastructure Plan.

Web & Virtual Library: Working together with Jayne, Haiwang has updated the Southern Kentucky Book Fest web site to gear up for the 2007 event. They also updated the One Book-One Campus-One Community event page to include the 1Read program, a similar program adapted to teens.

-Thanks to Deana and her student, the Kentucky Educational Reform Act of 1990 is up on the web.

-Thanks to Bryan, the Libraries have continued its e-Reference known as WILLS using the free Instant Messaging technology to replace the e-reference software to which the Libraries used to subscribe.

-Cindy and Haiwang have discussed the print and web versions of the Collections & Connections and proposed to reorganize the Editorial Committee so that the committee is streamlined and its members represent every department and locations of the Libraries.

-Haiwang proposed that members of the CLDH start blogging along with the members of the University Blog Task Force. He will give individual training sessions to those who need it.

-Haiwang has been invited to serve on the University's Technology Advisory Committee to the Vice President of Information Technology.

Dean's Report: Mike is meeting with Dr. Burch on Tuesday regarding inflation and the "Plan for Change" for the Kentucky Building.

DLSC Report: The Quilt Exhibit opens this Friday, September 15 at 5:00 p.m.

-Staff is working on a quick, easy and low cost solution to provide all the library services in one reading room for the convenience of our guests. All their back packs/purses go in one locker to remain the entire time they are in the library. They can get books, maps, manuscripts or UA materials brought to them in one spot.

-Jonathan Jeffrey has had a new book, *Images of Warren County*, published.

-A book on Perry Snell, *C. Perry Snell; his Place in St. Petersburg, Florida History*, which has many images from our collection has just come out.

-Betty Yambrech has resigned her position to move to Memphis. Also, a new weekend manager is being sought.

-Timothy will be attending the AASLH (American Association for State and Local History) annual conference in Phoenix later this week and will give a talk at Riverview on historic landscape next week.

-A piece of Victorian furniture was purchased for the collection at an antique show this weekend. "The Improved Ottoman Lounge-Bed" with patent dates of 1881-1883, manufactured for "Fred Kiesker in Louisville, KY".

-The Museum Gift Shop's woodwork has been painted.

-The Appraisal Day had a great turnout. About 300 people were in attendance.

DLTS Report: Summer highlights include the following:

-Jeannie Butler attended Computer Boot Camp in May and will benefit from the intense three-day training.

-Deana Groves added translator feature to DLTS pages that allows translations into French, Spanish, German and Chinese. We look forward to seeing responses/hits from this international access and encourage the UL web pages to add a translator.

-The OCLC e-serials holdings pilot project is now in production as a service, making electronic content more visible through FirstSearch, Open WorldCat and WorldCat. We will be able to keep the bibliographic records in the catalog and add new ones at no cost over the next year since we were partners in the beta testing.

-Uma Doraiswamy will assume OVGTSL web site maintenance, a responsibility previously held by Deana Groves and hosted by WKU Libraries.

-Brent Fisk has cataloged over 700 videos acquired from the Academic Technology Center (formerly known as the Third District Film Library in Tate Page Hall). He has made significant progress in a huge collection that faculty use regularly in their classes.

-DLTS had a department-wide meeting on Wed., Aug. 23, followed by a faculty planning retreat at Connie Foster's house on Friday, August 25.

-David Runner began and completed installation of new staff computers in August and traded out other computers with the older but faster staff computers. Thanks!

-Linda Davis and Sheila Hause finished the spine label replacement project, which involved creating new labels for those that had faded beyond readability in the stacks areas. Hopefully, tinted windows or some other proactive treatment will prevent additional fading in the future.

-With the approval of the Challenged Materials policy in May, Jack and Connie feel that training would be judicious for those workers who might receive inquiries from patrons and also for all library personnel to be aware of this policy.

-Nelda Sims created enhanced Internet locations to specify resources as e-books, serials, web sites or databases (pending). Connie Foster made the changes to the locations on TOPCAT for 228 records. We feel that this additional information will be helpful to patrons and further distinguish types of Internet resources for reporting purposes also.

DLPS Report: Rosemary Meszaros has been selected by the Kentucky Library Association as this year's Academic Librarian of the Year. The award will be made at a luncheon in Louisville this September 28. She is the fourth member of University Libraries to receive this prestigious honor.

-Charles Smith was recently quoted in an article "Theory of Evolution: Did Darwin Get Scooped" which appears in combined August 14-21 issue of U.S. **News & World Report**. His article "Reflections on Wallace" in which he discusses his discovery of an unpublished paper of Wallace's is a lead article in the September 7 issue of **Nature**, one of the nation's premiere science journals.

-Dan Forrest has begun plans for the implementation of the Illiad management software in Interlibrary Loan. When installed and staff have been trained, this will enhance ILL's ability to receive ILL documents as PDF files and to attach these to e-mails for electronic delivery to patrons.

-Jason Hatman has been hired as Library Technology Assistant, part-time. He replaces Eric Fisher who is absent on National Guard duty in Iraq.

-DLPS faculty voted to approve their revised Tenure and Promotion Guidelines at their fall retreat in Auburn. These were drafted by a committee chaired by Beth Knight.

-Rosemary Meszaros is a candidate for Chair-elect of **MARS**, the Machine Assisted Reference Services section of RUSA, the Reference and User Services division of the American Library

Association (ALA). Brian Coutts is a candidate for the board of the Law and Political Science Section (**LPSS**) of ACRL, the Association of College and Research Libraries division of ALA. -Brian has also been appointed as the new Chair of the **Marta Lange-CQ Award Committee**, which selects the outstanding documents/law librarian of the year; and to the editorial board of **Resources in College Libraries**, a new print and electronic successor of Books for College Libraries.

-VPAL—planning continues apace and Matt has been working with shelving suppliers to develop bids for shelving for the floor. Matt will be attending a conference on “Allocating Space in Your Library to Meet Changing Needs” at the University of Kentucky on September 13.

*Library Technology Team Report: Since the last update in May the team has dealt with networking printing problems in several areas. They have installed computer, scanner and printer for new Marketing Director, updated the student assistant computer in DLPS office, installed 6 “email/kiosk” computers in Cravens 4-9, obtained replacement computers for old public workstations in Helm and Cravens, replaced 12 staff computers in DLTS, in the process of replacing 6 computers for student assistants in DLTS, provided tech support for guest speaker for the Library Kickoff plus numerous other problems. Work has begun with Dan Forrest on the move to OCLC’s ILLiad software for ILL office.

Adjournment: After putting off numbers 8 and 9 on the agenda until next week the meeting was adjourned at 12:00 p.m.

For the Council,

Jan Renusch