

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
OCTOBER 9, 2006**

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

Minutes: The minutes of the September 18, 2006 meeting were approved as submitted.

Development: \$19,000 has been raised to date for the book fest with three \$5000 sponsorships on the progress list. We will be receiving a stock transfer this week for the Duncan Hines exhibit with the value pending at this time.

-The Library Advisory Council met on October 2. Membership was specifically discussed. The council recommends the levels proposed in the handout as well as further review and acceptance of a lifetime membership option. The Museum Advisory Council will meet on October 23. Carrie is waiting to hear about two requests that are pending for the Christmas Event at the Kentucky Building.

Community Outreach: Cindy reported in Jayne's absence the following events schedule:

-October 11 - Exhibit set-up in Helm 100 (Lynne Ferguson's oil paintings and collages). The exhibit will run through January 8.

-October 12 - Kentucky Live presents Larry Kass from Heaven Hill Distilleries, 7:00 p.m. at Barnes & Noble.

-October 19 - 1Read Kickoff, Bowling Green Public Library
Far Away Places presents David Keeling, 7:00 p.m., Barnes & Noble

-October 20 - Sigma Epsilon Book Drive ends.

-October 27 - University Libraries Homecoming Grandstand starting at 4:30 p.m.

-October 28 - Sue Lynn McDaniel will have a book signing in DUC from 10 a.m. - 12:00 p.m.

-October 28 - Food Tasting at the Kentucky Bldg. From 12:00-4:00 p.m.

Marketing: Collections and Connections - The newsletter proof will be distributed on Tuesday morning. This will be a quarterly publication.

-Programs and Special Events Committee - Committee members appointed by Michael are: Jayne Pelaski, Cindy Troutman, Carrie Barnette, Timothy Mullin and Brian Coutts.

-A committee was formed to streamline programming by requiring a proposal be submitted for programs and events. This will:

- better organize our events around other things on campus and in the community
- promote events more effectively
- focus our energy on events that have the biggest draw to our community and region
- allow Carrie to have an event listing for the coming year so she can approach donors well in advance of the events
- give us a much more organized approach that will lend itself well to the image we present to the community

Web & Virtual Library: Haiwang will work closely with Cindy on the web version of the Libraries' newsletter Collections & Connections. It will cover the contents of the print version in addition to contents concerning the Libraries' faculty and staff, such as the Kentucky Academic Librarian awards won by Rosemary Meszaros and several of her predecessors in the coming issue. At the Dean's suggestion, Brian, Connie, Timothy and Haiwang will form the web version's Editorial Committee.

-With Jayne, Haiwang has redesigned and updated the Southern Kentucky Book Fest's home page and authors' pages.

-Holly Hedden, a former Law Librarian Assistant of the WKU Libraries and now Reference and Technical Services Manager of the Bowling Green Public Library, has resigned from the team that manages the Kentucky Information in Cyberspace (KIIC) web site. Brian suggested that Debbie LaMastus be added to the team in her place in response to the recommendation by Rosemary Meszaros.

Dean's Report: Michael reported that inflation will be covered by one time money this year and hopefully next year it will be a fixed cost and covered in the University's budget. He will be sending a follow up report. After some discussion Mike asked Connie to pull together a report on online versus print costs and how much will be saved if print was cancelled.

-Michael is continuing work with Dr. Burch and Timothy on the Plan for Change at the Kentucky Building.

-Michael is exploring a new program, Institutional Research Repositories, with Connie and Nelda Sims. He attended a SAALCK workshop last Friday regarding Institutional Repositories and another one is scheduled for November 1.

-Michael recommended Connie to serve on the SAALCK Next Generation Library System Committee.

DLTS Report: Nelda Sims has been testing the new version of EZProxy that will provide better use of server space and will ease some of the user issues with personal and corporate firewalls. Security will require the user to accept and certificate that will then encrypt usernames and passwords. People will have to change bookmarks and the actual configuration will look different without a port number. She will send a library-wide email when it is in place.

-The department has been working on United Way, assessment, and faculty evaluations.

DLPS Report: The Government Information and Law Unit will hold an open house complete with demonstrations and a reception this Thursday, October 12 starting at 10:00 a.m.

-DLPS has submitted a series of requests for 2006/07 Classroom Improvement Project Funds and Teaching/Research Equipment Funds.

-Faculty Scholarship Awards: Gay Perkins has received a \$2,000 award for her continuing research on the utility of research methods classes in Library Information programs. Charles Smith has received a \$1,500 award to support expansion and enhancements to his several web sites.

-Haiwang Yuan drew a large crowd to hear a presentation on Han Chinese Folktales based on his new book *The Magic Lotus Lantern* at Barnes & Noble Thursday, October 9, as part of the Kentucky Live! Series.

-David Keeling, Head of the Geography and Geology Department, will speak on contemporary Turkey, Thursday, October 19 at 7:00 p.m. at Barnes & Noble as part of the Far Away Places Series.

-Planning continues for VPAL. Matt and Brian have met with a shelving vendor to review revised plans for shelving that incorporates space for the Leila Green Listening Area and flat shelving for oversize folios. They have also sent a revised estimate for equipment/furniture needed for the new library. Brian has sent a revised request for VPAL part-time staff and a prioritized list of staffing needs for 2007 to Michael. Top priorities are for VPAL part-time staff and additional part-time staff for the Library Technology Office.

Library Facilities Specialist Update: Matt will be contacting Debbie Pace from Facilities who is also the project manager for VPAL, to find out the results of the weekend work in Helm and on testing the expanded power capacity along the north wall where the INFOLAB is located.

-The VPAL committee has given Debbie Pace approval on the following:

- *The general layout

- *The shelving vendor and layout

- *Ceiling plans without a specific visual image based on pictures that Debbie presented this spring.

- *Lighting which includes recessed can lights and rows of lights perpendicular to the stacks.

Debbie is in the process of getting estimates and bids for the actual construction of the VPAL. The Central Business Group would like to have a final meeting regarding their shelving estimate. They will present a contract outlining all their commitments and our expectations. It is important that all VPAL committee members be present for questions and concerns. All members are asked to submit their preference for electrical outlets and thermostats ASAP.

-Although 30 workstations were planned for the INFOLAB the actual scaled drawing reveals that there will be room for only 20 workstations.

-The carpenter shop is supposed to be in touch with Matt soon regarding the condition of the two sets of double doors on the ground floor of Cravens.

Library Technology Team Report: The team provided technical support for Far Away Places at Barnes & Noble. They downloaded and installed the new OCLC Connexion on 17 Infolab computers for training and on 40 library employee computers for daily use, dealt with keyboard and mouse problems, Internet Explorer and Mozilla browser problems, prepared two new computers for public use at the Kentucky Building, and began installing OCLC ILLiad software for training and live sessions.

DLSC Report: Nancy Baird is requesting a sabbatical.

-Jonathan Jeffery and Nancy Baird both gave presentations at Riverview's Antiques Show.

-Sue Lynn McDaniel taught four Records Management classes over the fall break. She is also working on a review for an article on Funeral Festivals in America: Rituals for the Living published in KHS Register.

-Kentucky's Civil War Magazine Vol. IV 2006-2007 includes an article on Kentucky Library and Museum.

-SAA is declaring October Archives Month.

-Getaways Fall Guide Magazine includes a small notice of KL&M

-Waterway's Journal included image from KL&M.

-A Christmas event will take place after the Christmas parade, December 2 at the KL&M. It includes Santa for pictures, story telling, inside and outdoor ornament making, carolers, Kentucky Christmas trees on exhibit, book signings and cook book sale.

-DLSC is the host of the UL Holiday party this year. The date is December 12 @ the Kentucky Building in the Kentucky Room. Aramark is catering.

-The Wine and Roses event has been moved to January 11, 2007.

-Timothy is working on faculty evaluations.

Faculty on Optional Retirement: Michael has met and discussed with Richard C. Miller, Mike Dale, Tony Glisson and Barbara Burch the University Libraries options. More information will be forthcoming.

Sara Tyler Award: Brian reported that funds are available for scholarships and awards. He proposed giving a meritorious achievement award this year. The last one was given in 2004. He will be contacting co-chair, Bob Smith and committee members to schedule a meeting.

25th Anniversary Recognitions: Discussion led to a consensus that the recognition awards could be included in the UL Holiday Party each year. Brian will contact Tom Meacham regarding a new certificate design.

New Book Location: Connie, Brian, and Dan Forrest are going to meet to discuss a location for new books. Connie will discuss the issue of book covers on or off at the DLTS coordinators meeting.

Adjournment: With no further business before the Council the meeting was adjourned at 11:50 a.m.

For the Council,

Jan Renusch