

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

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

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

**Web & Virtual Library:** To promote the Libraries' web presence with the RSS technology, Haiwang has added buttons to the UL home page to facilitate users' subscription to the RSS feeds of our UL Blog so that they can access them on their favorite AJAX-driven, personalized web interfaces like My Google, My Yahoo, and My MSN. He has also added an iTunes subscription button to make it easier for our users to access our UL podcasts. Thanks go to Amy Binder, who brought to Haiwang's attention the availability of iTunes as an arena for promoting UL podcasts.

-With the Dean's approval, Haiwang is going to purchase two digital sound recorders for the UL podcasts. The purchase is prompted by a lesson learned from our last Faraway Places lecture series, when the recording of Dr. Keeling's talk about the Antarctic was cut short due to the malfunction of a digital sound recorder.

**Community Outreach:** Cindy reported for Jayne in her absence a list of upcoming events:

- Books & Baskets - Tuesday, Nov. 7 at 6:00 p.m.
- Christopher Canyon in area schools for On the Same Page - November 15 - 17.
- Centennial Mosaic Dedication at 2:00 p.m. Refreshments following in Java City - November 16
- Centennial Concert-Van Meter at 7:30 p.m. free admission - November 17

**Marketing:** With much help from Jan and Mary, membership renewal letters for Friends of Libraries & Museum went out last week.

-Reminder: James Klotter on Political Scandals in KY, B&N, 7:00 p.m., Thursday. Nancy Baird's review of Klotter's Book, *Portraits in Paradox*, was in the Sunday paper.

-Christmas in Kentucky is on December 2 from 11:00 a.m.-3:00p.m. at The Kentucky Building. There will be: pictures with Santa and Mrs. Claus, ornament making, magic shows, dramatic performances and live music. The Holiday Ornament Exhibit opens that day as well. The exhibit includes over 1,200 ornaments created by fourth grade classes in Warren County. WNKY is producing a TV commercial. They have agreed to air the commercial for two weeks leading up to the event. Insight will also air the commercial for a two week period. WKYU FM will be running a paid spot through the month of November, beginning this week.

The event was included in the newsletter and a save-the-date email was sent out to about 260 people (Library donors) through the Alumni Office. Cindy also included it in the Amplifier and Bowling Green Calendar of events, as well as the Kentucky Monthly calendar of events.

-Duncan Hines Exhibit opening in August '07. Cindy is starting to make initial contacts with larger magazines. The Alumni Magazine has agreed

to do an article in their college issue, Aug. '07. Kentucky Monthly has agreed to a feature article and possible cover. Southern Living is interested in doing a story. BG Area Convention & Visitors Bureau will promote the event too including to the NBTA (National Bus Tour Association).

-Cindy has received suggestions from the Department Heads for inclusion in the new Annual Report. Proposed Categories for the Annual Report are:

- \*Engaging for Success - focusing primarily on student and faculty engagement
- \*Thinking Global, Acting Locally - to include outreach activities, partnerships
- \*Letter from the Dean
- \*Mission, values, vision
- \*Initiatives, Strategies - Library activities that support the strategic plan (learning, scholarship)
- \*Collections
- \*Trends and challenges
- \*Gifts and pledges
- \*Scholarly work of library faculty and staff
- \*Vital statistics (use of libraries, library collections, expenditures, staff)

Michael and Cindy will meet to discuss the contents of the annual report.

-Skip Bethune will be at Java City on Wednesday at Noon.

-Updates on projects: Personal Librarian - Nancy continues to get calls and emails. She said people seem to be hanging on to the info until they run into a problem and need help, instead of signing up beforehand.

**Dean's Report:** Michael and Connie reported on their attendance at the Institutional Repository Workshop last Wednesday along with Associate VP Sadiq Shah and Nelda Sims.

Connie provided a summary of key points she gained from the LITA Institute on Institutional Repositories as the following:

\*Don't name the "space" institutional repository (IR), whatever you do.  
\*Change/expand collection development role of librarians to seek deposits to the IR from faculty working papers, gray literature, pre-prints, technical reports, conference proceedings, etc.

\*Stick with standard, non-proprietary file formats such as PDF, .tif, .jpeg, .rtf, and not MSWord as it is proprietary and may not exist 25 years from now.

\*Promote the value of scholarly exchange through IRs and the opportunity for faculty to expand "hits" to their work through Google crawlers, so in addition to faculty web sites, which Google does not crawl, the faculty can increase and showcase work with the Google search engine.

\*IRs offer permanent URLs (called handles) so the link is NEVER broken even if servers or other factors change—no HTTP 404 errors ever.

\*After brainstorming they came up with the name "Top Scholars".

-The deadline for submission of nominations for the faculty, staff and student awards is Noon, December 1. Michael will send an email to include the online nomination forms.

-CLDH meetings have been cancelled for the next three weeks.

**DLSC:** Timothy reported that the computers ordered for the Kentucky Library last February have still not been installed. He understands

that there is a great deal of work to do on many computers throughout University Libraries. He's not sure why the installation of these computers continually gets bumped to lowest priority.

-Today, there is a lunch time lecture by Colleen Hathaway on her quilts and her process of creating them.

-Sue Lynn McDaniel attended Kentucky Archives Week coordinating committee and State Historical Records and Archives Board meetings in Frankfort on November 1.

-The DLSC holiday party is November 27, 11:00 a.m. - 1:00 p.m.

-Timothy has sent through the form 3 on the weekend manager position.

-Timothy reminded everyone of the UL annual holiday celebration that will take place December 12 at Noon at the KYLM Building. Announcements will be going out soon.

**DLTS:** Connie has been appointed by the dean to the statewide SAALCK Next Generation Library Systems Committee to prepare a general and visionary report for the legislature in the spring.

-DLTS received a \$2500 exemplary achievement award for 2005-06 for developing a FISHosophy and building upon it throughout the year and continuing into 2006-07 by engaging student assistants in the philosophy in the workplace.

- Thanks to David Runner for installing Voyager clients on Connie's and Deana's new computers received as part of the faculty replacement pool

-Connie asked if there is a way to include part-time faculty in computer replacements just like full-time faculty since Nancy Steen and Nada Durham are both working with old technology. Nancy has no way to play media with which she is working.

**DLPS:** The VPAL planning committee met to select carpeting, color and finishes for the built in circulation desk. Approval was given for a light blue pattern mix for the carpet tile, light blue paint and two matching tones for the circulation desk. Additional samples were requested for the carpet tiles for the stacks areas. Additional meetings are scheduled next week to select furnishings and approve final plans.

-Roxanne Spencer, ERC Coordinator has invited her counterparts in the other SAALCK institutions for a get-together in mid-November at WKU. Plans and possible tours and a lunch are in the planning stages.

-DLPS faculty annual reviews were completed and sent to the Dean's office.

-The DLPS Promotion/Tenure Committee chaired by Beth Knight met October 26 and sent recommendations to the department head for four DLPS faculty.

-MARCIVE update: 2,568 documents were added to TOPCAT in October bringing the total since February, 2006 to 17,119.

-This month's Kentucky Live Series speaker, James C. Klotter, the Kentucky State Historian, will speak on "Political Scandals in Kentucky" this Thursday, November 9.

-The Evelyn Thurman Award Committee chaired by Sean Kinder reported that the first award will be presented during Children's Book Week in November of 2007.

\*Library Facilities Specialist Update: The VPAL committee met with the project designers to finalize the electrical and HVAC plans and review the approvals made on the layout and shelving. It also discussed the color and finish options. Selections will be presented this Thursday in a final full VPAL committee meeting.

-Warmer temperatures this week indicate that we should hold off on starting the heating phase in Cravens.

-Over the Christmas break time frame, the Helm computer lab will be renovated by academic computing. The lab will close down on Dec. 15. The power will be removed from the existing desks and wiring of the new desks will begin. The project should be completed by Jan. 16<sup>th</sup>.

-Please notify the Library Facilities Specialist before relocating anything to the subbasement.

- 1) Items taken without prior documentation cause confusion with regards to inventory control #s, as a result things are not properly taken off the inventory list.
- 2) The subbasement is currently near capacity. Taking more items to the subbasement can be hazardous to UL faculty and staff that must navigate these areas.
- 3) If anyone has a large amount of furniture or equipment that must be surplus in an emergency situation please let Matt know ahead of time and he will try to arrange something with the movers.

**Strategic Plan:** Michael brought to the Council the need to update the plan. It does not necessarily need to be a 5 year plan. It can be a vision or a concept. The Department Heads will take the update need to their faculty/staff and report back to the Council their ideas, visions and concepts for "2010 and Beyond."

**Adjournment:** The meeting was adjourned at 11:15 a.m.

For the Council,

Jan Renusch