

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
DECEMBER 4, 2006**

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

**Minutes:** The minutes of the November 6, 2006 meeting were approved as submitted.

**Web & Virtual Library:** Haiwang has revised the University Libraries' home page to make it less cluttered: The Libraries' Blog subscription buttons have been moved to a separate page he created ( <http://www.wku.edu/Library/subblog.html>). The page offers users several options to facilitate their subscription to our blog using their favorite blog readers.

-Haiwang has updated Libraries' and SOKY Book Fest's web sites, as he does routinely. He has fixed the broken links found in the Kentucky Information in Cyberspace portal.

-On a personal note: Haiwang has just received the 2007 Summer Faculty Scholarship.

**Development:** Carrie is working on final fundraising for the Book Fest with \$31,800 raised to date and another \$21,000 pending including gifts from Dollar General, Franklin Bank and Trust and Greenwood Properties. She's also sending letters of request for support to the Library Advisory Council for the Meet the Authors reception. Jayne sent renewal letters for the MTA event last week.

-Carrie is working on a gift of artwork donation from a confidential source as well as a gift of a collection of books from Dr. Helstrom. She will be closing a scholarship endowment from Don Porter for use as a fellowship type scholarship for a WKU student from history or consumer and family sciences to do research at the Kentucky Library and Museum.

-Robert Wright recently made a gift of \$10,000 to \$11,000 in stock to the Duncan Hines Exhibit. The final value will be determined once accounts are set up, and stocks cashed in. Money is for the construction of the exhibition with any left over forming an exhibits endowment.

-A concept paper about the VPAL has been developed and given to a prospect. It is very preliminary. No value has been assigned and an actual request for money has not been made to date.

-Carrie is working with Cora Jane Spiller on the purchase of a painting of Judge Asher Graham.

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

-January 25 & 26 - One Campus-One Community-One Book Kick-off

Kim Edwards - *The Memory Keeper's Daughter*

-Thursday, January 25 at 2:00 p.m. in Helm Library

at 6:00 p.m. BG Public Library

-Thursday, January 26 at 7:00 p.m. Barnes & Noble

Kim Edwards will be at Helm Library and the BG Public Library on March 1<sup>st</sup> and at Barnes & Noble on March 2<sup>nd</sup>.

- Black History Month @your Library - Shelia Williams
- Thursday, February 1 at 2:00 p.m. WKU Glasgow Campus  
at 6:00 p.m. BG Public Library
- Friday, February 2 at 10:00 a.m. Helm Library
- February 9-11 - Macy's Used Book Sale - Depot Branch BG Public Library

**Marketing:** The Christmas in Kentucky event was a huge success! Over 400 people attended. Everyone was very complimentary of the event. We had a lot of support from area radio and TV stations and BG Daily News.

-Wine & Roses event for members only is coming up on January 11 from 5:00-7:00.

-January issue of the newsletter will be finished by the end of next week.

-The Friends brochure is finished pending final review from the dean. Liberty will be printing some samples before we move forward with the larger quantity. If you would like to see the design, you're welcome to come by Cindy's office.

**Dean's Report:** Michael reported that the Classroom Improvement Projects and the College Instructional Equipment allocations have been made and sent out. Also the tenure and promotion recommendations have been forwarded to Dr. Burch.

-Michael, Connie, Brian and Matt Bogard will plan on making a site visit to MTSU in January.

-Michael requested that the Department Heads' recommendations for the Sabbatical Committee be submitted as soon as possible.

-Michael will email Dick Kirchmeyer requesting the Talisman project be moved from the library server to another server.

**DLTS Report:** Big news: Francisco Systems has purchased Ex Libris and Endeavor Systems. For the time being, they will support both integrated library systems. We have no idea what the implications for the long term will be but there surely will be some!

-Nelda Sims has loaded about 10,000 of the 36,306 MARC records from the Evans *Early American Imprints series relating to America* microfiche. These records cover historical and literary value in American life from 1639-1820. She hopes to complete the load before the holidays in order to be ready for the Voyager upgrade. Once the records are loaded, Bibliographic Access will remove old Information Card records from the database that migrated from previous systems for microform collections.

-Connie Foster is chair of a library Institutional Repository Task Force. Other members are Rose Davis (metadata), Jack Montgomery (collections/liaisons), and Nelda Sims (systems). A report is due to the dean on December 12.

-Brenda Wood and Debbie LaMastus completed a Law Tax reclassification project to update 951 items (10 titles) moved from Reference to the Law Tax area, change holdings and print labels. This project provided accurate and accessible information on TOPCAT for titles, such as *Standard Federal Tax Reporter* by Commerce Clearing House.

-Bibliographic Access is working on initiatives involving analyzed sets, changing some of the videos to Ed Center in the most expeditious and sensible way possible so as to save time and materials.

-Jack Montgomery is working on orders for the American Sign Language courses so as to provide vital materials in this growing foreign language area. He and Roxanne Spencer visited a library in Nashville to understand better what is needed for a basic collection.

**DLPS Report:** -Kentucky Live Series

State Historian Jim Klotter spoke to a large audience at Barnes & Noble on the topic: *Political Scandals in Kentucky*. He gave illustrations of five types of scandal ranging from the espionage of James Wilkinson to the Fraud of BOPTR0T.

-Far Away Places: Vanderbilt Historian/Archaeologist Ron Messier spoke on his excavations in Morocco to an overflowing crowd. He described a decade long project to uncover *Sijilmasa*, a Medieval City of Gold and his more recent work (since 2005) at Aghmat a Medieval ruin 30 km from Marrakech. Dr. Messier's appearance was sponsored by the Office of the Dean of Potter College.

-ERC: Roxanne Spencer hosted her counterparts from Murray State and EKV at a luncheon sponsored by the Dean's Office, Monday November 20. Visitors toured the ERC, DLTS, Government Services, the Felts House and our Historic Children's Literature Collection in the Kentucky Building as well as local public and school libraries.

-VPAL: Several planning meetings were held to approve final drawings, lighting, floor coverings, furniture, etc. Matt Bogard has coordinated Changes and updates with the Planning Committee, chaired by Terri Baker.

-Charles Smith has added audio visual links to his website: *The 111 Greatest (Anglo-American) Folk Music Artists*.

<http://www.wku.edu/%7Esmithch/essays/FOLK111.htm>

Many of these are from YouTube. These make it easy to sample some of the finest recorded folk music of all time.

-Brian has been appointed to the review committee for the Alibris Collection Development Award for 2007. Almost 100 applications have been received for the \$3,000 award. Brian is also serving as the New Voice Fiction judge for this year's Benjamin Franklin Awards given by the Publishers Marketing Association. 20 novels have been nominated in round one.

\*Library Facilities Specialist Update: The heat in Cravens was turned on the week of Thanksgiving. Helm will be turned on when requested. Facilities Management reserves the right to turn it on to prevent freezing if necessary.

-VPAL: Debbie has sent the final plans to the printer. Purchasing will be advertising for bids in January. Lynn has the shelving contract, but is awaiting information from purchasing. We are waiting for a final layout and price quotes on the furniture. Lynn is investigating the transfer of funding for furniture and equipment. Once funding is secured Debbie Pace will determine the optimal time for ordering relative to the progress of construction.

\*Library Technology Team Update: The Library Technology Team provided tech support @ Barnes & Noble for speakers at "Kentucky Live!" and "Far Away Places", installed all necessary software on two new computers for Library Faculty, installed Windows updates and corrected problems on one computer in DLPS that kept "locking up", dealt with problems on two computers in DLPS and one in DLTS with the OCLC Connexion client, dealt with problems with the Ariel computer in Document Delivery, ran Windows Updates on several computers in DLPS to correct problems with the operating system, continued to work on problems with the Oxford English Dictionary networked CD-ROM, dealt with various spyware adware and virus problems through out the Library.

**DLSC Report:** Plans for The University Libraries annual holiday party are proceeding well. 60 people have already responded.

- Barbara Davis, the new weekend manager started on the Thanksgiving weekend.
- Work on the "Western Room" (orientation room) is proceeding well. The room may be closed for renovation January - April 2007.
- Remote storage at the Service & Supply Building is moving ahead.
- Plans for the one reading room are proceeding. It will open in January.
- Two computers and a lap top for the Kentucky Building have still not been installed. Discussion ensued on what the problems are and how best to rectify the situation. Timothy will contact purchasing to see about getting inventory numbers which will then enable the software to be installed.

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

For the Council,

Jan Renusch