

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
FEBRUARY 19, 2007**

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

Minutes: The minutes of the February 12, 2007 meeting were approved as submitted.

Web & Virtual Library: As a member of the Technology Advisory committee to the Vice President of Information Technology, Haiwang attended its February meeting last Friday. The University's IT division demonstrated the prototype of the university's web portal, which can be linked to Blackboard and Banner. Haiwang has signed up for a portal pilot program.

Community Outreach: One Book Discussion -
Feb. 22 - BGPL at 6:00 p.m.
-Kim Edwards will be here March 1 & 2
March 1 - Helm 100 at 2:00
March 1 - Bowling Green Public Library at 6:00
March 2 - Barnes and Noble at 10:00

Marketing: Cindy distributed copies of the new Friends' brochure.
-US Bank Art Show - 322 pieces were entered as of 3:00 Friday. Cindy should have final numbers by the middle of the week.
-The US Bank Art Show postcards are finished. They will be mailed tomorrow.
-University Libraries is participating in the Bowling Green Area Attraction Assoc. room key folders and coupons which are distributed to all hotels in Bowling Green.
-Joel at Pinnacle Foods has offered to send out a promotional email on the Duncan Hines Exhibit to his database of 100,000 people.
-The BG CVB is purchasing the Duncan Hines Museum domain name to prevent misuse of the website as the word about the exhibit spreads. This new domain www.duncanhinesmuseum.com will redirect folks to the museum website.
-Jason Eller will be in concert at Java City on Wednesday, February 21.
-The Focus on Western event is Saturday. The academic portion is from 12-2 - UL will be participating with Cindy as our representative.

Development: Carrie has been traveling since a week ago Monday. She was at CASEIII Advancement conference two weeks ago then was in Louisville to meet with Brown Forman on Thursday, Feb.8. We will be receiving wine for the Meet the Authors Reception as well as wine for the WKU Gala. B-F will also provide bourbon for a wine tasting at the museum in 2008. Timothy and Carrie will be meeting with Henry Hardin this week to discuss his antiquities. She is following up with Pinnacle foods regarding product boxes for the exhibition. She will also be finishing up recruitment of funds for the U.S. Bank Art Show. Mike K. Bishop and Associates, PSC has become a new \$1000 sponsor of the Book Fest and she renewed a \$2500 confidential gift for the event.

Dean's Report: Michael thanked the Department Heads for their quick response to his request for information for the University Libraries Capital Campaign "Wish List".

-Appointments to the TopSCHOLAR Advisory and Management committees are being made. Connie will convene these committees once the appointments are finalized.

-Jack Montgomery and Roxanne Spencer are analyzing the library resources in conjunction with the Education doctorate proposal.

DLPS Report: Jack Montgomery advises that the deadline for submitting orders is March 19.

-Roxanne reports that the ERC has been busy and that she has been working with the College of Education faculty to complete course proposals for the proposed EdD. She is also serving on the planning committee for the new education building.

-Electronic Information: Jue Wang notes that access is now available to the following databases: Play Index (Wilson), ACM Digital, IEEE and Springer Journals (we now have consortial access to 1200 journals). Jue is also working to set up trials for education databases: ProQuest General, ProQuest Professional and Wilson's Education Full Text. Lynda O'Connor from Wilson will be here to demo Education Full Text on Wednesday, February 28 at 9:00 a.m. in Helm 201. Other trials ongoing include Mergent (online version of Moody's) which is updated quarterly and provides 15 years of archival information plus data on 15,000 international companies.

Extended Campus: Beth Knight reports a very busy opening. 3,000 flyers were mailed to extended campus students. Beth's office assisted 34 students during the Winter Term. Kim Harbison has resigned her position as part-time library assistant.

-Government Information/Law: Rosemary Meszaros notes that adding all Education materials both print and microfiche to TOPCAT as part of the MARCIVE conversion has been completed. She is developing some initiatives to assist Upward Bound students. Rosemary is writing the government documents section for the latest edition of *Magazines for Libraries*.

-Reference: A new micro-opaque reader printer has been ordered. Shelving has been installed in Helm 109 to house Biological and Physical Abstracts. Roaming reference is now available Monday thru Thursday for 1-4 p.m. The cell phone number is 535-5866.

-Health: Carol Watwood has been working on a task force to develop online courses for the five core online courses in Public Health.

-At last week's DLPS faculty meeting, Michael announced that he will be scheduling College Library Meetings in March and will invite appropriate library liaisons to attend. Outside consultants may also be invited to campus in April to review collections and draft reports.

-Access Services: Dan reported that training continues on Ill's new Illiad. They are working with OCLC to develop the appropriate pages so the service can go public in March.

-Michael Trapasso from the Department of Geography was the featured speaker on February 15 as part of the Far Away Places series. He gave a very humorous presentation on Antarctica to a large enthusiastic crowd. Photos and podcast are available at the libraries' website.

-Brian has completed a 6500 word article on Belize for the forthcoming *Encyclopedia of Latin American History and Culture 2nd Ed* to be published by Scribner's in 2008. He has also written a shorter article on former Prime Minister George Price and current Prime Minister Said Musa.

DLTS Report: DLTS has been working with Matt Bogard and David Runner to comply with the OSHA safety codes after a walk-through by members of the safety committee early last week. John Sarkozi also helped in rearranging desks and file cabinets. We believe we are in compliance now.

-Connie has accepted a second two-year appointment as a member of the ALCTS Publications Committee (Association for Library Collections and Technical Services), a division of the American Library Association.

DLSC Report: Timothy received a Project Initiation Notice to remodel the orientation room to create a presentation room (Western Room) to be utilized for Admissions' campus tours and other functions.

-The Southern Kentucky Geneological Society is meeting tonight. Timothy will be attending.

-Timothy will attend a meeting with the KMAC exhibits committee on Thursday. He also will attend a meeting with DELO regarding partnering on the Summer Camps on Thursday.

-Timothy will be meeting with Eagle Industries on Friday regarding display cases for the Western Room.

-As of last Friday 322 pieces of artwork have been entered for the US Bank exhibit.

-DLSC will also be working on compliance with the OSHA report.

Approval of Vacation and Sick/Medical Leave: Hard copies are no longer required to be filed in the Dean's office because of the move to online reporting and approval. However, hard copies of evaluations are still to be kept on file in the Dean's office.

Adjournment: There being no further business before the Council the meeting was adjourned at 12:00 p.m.

For the Council,

Jan Renusch