

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

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

Minutes: The minutes of the March 5, 2007, meeting were approved as submitted.

Development: Carrie is working on researching some foundations relating to literary and literacy programs that we present.

-Carrie is helping the College of Education and Behavior Sciences with grant research for a literacy center. The research will also help identify possible donors for the libraries.

-Carrie is going to Chicago, specifically to meet with Ray Garrison about making a gift to the Civil War Center at the Museum.

-Carrie had an excellent meeting with the new Service One Credit Union representative. She's quite interested in sponsorship opportunities and she will be following up later this week.

-Photos of the artwork in the U.S. Bank art show will be taken this week to send to the sponsors of the awards. More money was made this year than in the last three years and all seemed to go well with the process this year.

Web & Virtual Library: The Web Site Team had its meeting on March 6. The technology of Second Life was introduced to team members. The team also decided that content of the Libraries' Web Site be updated. Each member will take care of a certain number of units in collaboration with librarians related to those units. Libraries' Web Sites, including the Podcast and Blog, have been used by other departments on campus and other libraries as models.

-The Search Committee for Libraries' Community Outreach Manager had its first meeting. They worked on a draft of the position's advertisement. The next meeting has been scheduled to finalize the ad before sending it out for publicity.

Community Outreach: Jayne mentioned that the Kentucky Writers Conference will be moving to the fall in 2008. Diana McQuady is working on the expansion of KWC and will report to the council in May.

Marketing: Newsletter - The April edition of *Collections & Connections* is finished. It will be delivered this week and will be mailed to members on March 28.

-Honor with Books - Cindy distributed copies of the Honor with Books draft brochure for the Council's review, comments and discussion. The draft was referred back to Cindy and Nancy Heathman, her student assistant, for further updating.

-Finalizing text for TopSCHOLAR press release and brochure this week.

-Far Away Places presents Ireland with Jim Flynn at Barnes & Noble this Thursday at 7:00 p.m.

Dean's Report: Michael asked for the input of the Department Heads on a "Concept Paper" for Dr. Burch regarding enhancing collections and

facilities and furnishings and developing a spending plan for the next five years. The paper is due next Monday, March 26. He would like their input by Wednesday, March 21.

DLSC Report: Timothy said that sales for the US Bank exhibit now stands at \$5,000.

-The search for a University Archivist is underway.

-The canvas for the Duncan Hines exhibit has arrived. Plans are to recruit students to paint the canvas.

DLTS Report: Uma Doraiswamy has two book reviews now available in *Library Journal* and accessible through EBSCOHost. She reviewed *Taj Mahal: Passion and Genius at the Heart of the Moghul Empire* and *In Spite of the Gods: The Rise of Modern India*.

-Connie will serve as a journal editor panelist at the annual meeting of the American Library Association for a program "Why Can't Johnnie and Jane Get Published? Part 3, Research Survey Methods."

-Jeannie Butler and Uma Doraiswamy prepared guidelines for orientation for new faculty and staff in the department. The coordinators approved the guidelines on March 8, 2007, and they will be used as a checklist should vacancies occur.

-Crystal Bowling represented Paula Owens at a recent Student Financial Aid meeting. Since July 12, background checks for students have cost the university \$40,000. They are trying, therefore, to exempt students from this process and should have information by mid-April.

-Paula Owens estimated that if the minimum wage is increased and we raise students who are currently below \$5.85 it will cost an additional \$639 per week. Of our 85 student employees, we currently have 12 students above the minimum; 17 students at \$5.65 and 56 students at \$5.15.

DLPS Report: Roxanne Spencer coordinated the visit of Sharon Weiner, Director of the Peabody Library at Vanderbilt on March 13. She met with Brian, Connie and the ERC staff, Michael and Dr. Evans, CEBS Dean, and toured the Helm-Cravens Library and the ERC. Sharon's been asked to draft a report on her observations and make recommendations about collection development needs for a proposed EdD in Educational Leadership.

-Eileen Armour from BWI was here on March 7 to demonstrate the new playaway digital audiobooks. The library is investigating adding this new format. 300 titles are currently available including adult and children, front list and classics. The titles average \$40 and BWI will be adding 25 new titles per month. The audiobooks are self-contained and play on MP3 players.

-Jue Wang has completed arrangements to add the new Resources for College Libraries Electronic Edition and the Bowker's Books Analysis System. Online training is available from Bowker. RCL Web which will be updated quarterly allows you to create lists in 58 curriculum subject areas, to search by a variety criteria database of 62,000 titles recommended for college libraries. It also provides links to full-text choice reviews. The Bowker Book Analysis System allows you to analyze your collections by subject in an efficient, cost-effective, time-saving manner. It electronically compares your collection to the RCL database and can provide reports for use to identify gaps and duplicates within your collection.

-This month's Far Away Places program features James Flynn from the Department of English. The focus is Irish Literature: Poetry, Politics

and Protest. Flynn hosted a study abroad program in Dublin and Galway last summer.

-Brian is drafting a revised version of the entry on University Libraries in the Student Handbook 2007.

-Masako Barnaby contacted Brian about the availability of 10-15 additional public services computers.

*Library Facilities Specialist Update: Since the last update on VPAL the electrical wiring is being finished and the drywall is being installed. The painting will begin once the drywall and wiring are done sometime in April. The construction of the circulation desk will begin soon. The shelving has been ordered.

Requests for turning off the heat and starting the air conditioning can now be submitted. Once the request is made lead time is required for preparatory work and trouble shooting.

*Library Technology Team Update: The team has continued tech support for the Far Away Places and Kentucky Live! Series at Barnes & Noble. 12 computers (supplied by Student Technology) have been installed in Helm Electronic Reference Area. The team has been kept busy replacing computers and dealing with various software and hardware problems throughout the libraries.

Adjournment: Items #8 & 9 on the agenda were tabled until the next meeting. The meeting was adjourned at 12:30 p.m.

For the Council,

Jan Renusch