

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
APRIL 16, 2007**

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

**Minutes:** The minutes of the April 9, 2007, meeting were approved as submitted.

**Web & Virtual Library:** The third meeting of the Search Committee for Community Outreach Manager was convened, and it discussed the procedures that applicants for interview need to go through. A training session for the committee members will be given by the Human Resources in early May.

-The Task Force on Google Scholar Library Links also met to discuss issues of its implementation. Nelda Sims will contact the resolver vendor tour and will also work with Connie on its solution. She will also work on the EzProxy so that users can access our Libraries' e-resources via Google Scholar Library Links off campus.

**Development:** Carrie reported that she's working on thanking book fest sponsors this week and helping with book fest logistics. She's also preparing for the Museum Advisory Council meeting on Monday which will include a presentation of the Lewis and Clark Portfolio by Mitch McConnell's field representative.

-Carrie is on the planning team for the Academic Librarians and Development Network conference that will be in Banff, Alberta, Canada in May. She's chairing the pre-conference for new development personnel.

-Carrie will be traveling to Chicago to visit Anne Roosevelt in June and will make a trip to Pennsylvania to see Dorothy Grider in the summer as well. She's also working on travel plans for a few trips to Lexington, Louisville and Indianapolis.

**Marketing:** April 17 - Tony Oswald with Vile Jive at Java City

April 17&18- Hanging of Student Art Exhibit

April 19 - WKU Jazz Band at Java City

April 19 - Student Art Show opens

-Working on Duncan Hines printed materials and Appraisal Day postcard

-Cindy distributed TopSCHOLAR brochure draft for the Council's review.

**Dean's Report:** Michael gave the Department Heads an outline of his meeting with Dr. Burch regarding collection enhancements. He thanked Connie and Brian for the diligent work on the 5 year plan. Connie, Brian and Michael will meet today after the regular CLDH meeting to update the performance indicators to 5 years out.

**DLTS Report:** Jue Wang and Connie Foster participated separately in a "walk through" for ScholarlyStats. They shared favorable impressions at the EIRC on Tuesday morning. The system provides statistics from platforms (entire databases like EBSCOhost, ProQuest) and then break-outs for various searches, titles, turnaways, etc. plus charts are automatically generated.

The price for 10-24 platforms is \$7095. EKU just recently purchased a subscription.

Jue and Connie, and EIRC, highly recommend purchasing as funds permit. -Nelda Sims shared her experience with the Bowker Book Analysis webinar and encouraged a similar "walk through" with all DLPS librarians. Jue has arranged for a web training session on April 25, so that librarians can be familiar with the LC classifications and subject areas used by the system and better know what to request from Nelda, who will then upload relevant topcat records for the analysis. Results indicate what we have, do not have, and what we have that is classified differently. The system is based on LC Call Numbers. She already has uploaded files for Roxanne as part of the education proposal needs.

-Connie, Brian Coutts, Jack Montgomery, and Jue Wang worked diligently on library strategic plan information for a dean's report and a five-year projection of desired resources and inflationary needs.

-The TopSCHOLAR Management Committee participated in a half-day training session with Laura Janover, followed by a general session on Thursday, April 12.

**DLPS Report:** DLPS will hold its April Faculty meeting on the Glasgow Campus this Wednesday, April 18. Lunch at the new Bolton's Landing will precede the meeting and the annual National Library Week celebrations will follow at 3:00 p.m. Kath Pennavaria is handling the arrangements.

-The last event in the Far Away Places series April 12 was Professor Shannon Schaffer. Her visual tour of ancient and modern Israel captivated a large audience.

-Brian, Matt Bogard and David Runner toured existing class and conference rooms with IT staff Chris Roberts, Ricardo Ortolani, Justin Rexing and Masako Barnaby. IT will send estimates of the costs involved in modernizing these spaces. Funding will be requested through the Classroom Improvements Fund.

\*Library Facilities Specialist Update: Brian and Matt met Rob Edwards of Central Business Group to review final specs and select laminates for endcaps on shelving for VPAL. According to Debbie VPAL should be finished during the first two weeks of May. The shelving should be installed the following week. The movers should start moving the books to the second floor the last week of May.

-The specs for the computer furniture for the new infolab are being finalized. It has been a tedious task because the IT department is going to do the installation and we want to make sure what is ordered integrates well with their requirements.

-Doors and some of the glass for the offices have been installed. The new exterior glass door was installed, as well as the one-way mirror at the side entrance.

-The CLDH toured the VPAL last Monday with Matt and the Project Engineer.

-Natasha should be submitting the signage order soon and begin making plans for the contractors to remove the old signage and refurbish damaged areas.

-The flat screen preliminary installation began last Thursday on the 4<sup>th</sup> floor of Cravens. The screen will be installed upon arrival.

\*The Library Technology team provided support for "Far Away Places" lecture @ Barnes & Noble, provided technical support for a vendor demo, provided assistance for UK's use of our InfoLab for two day workshop, completed installations of the new OCLC Connexion client, dealt with network access problems on several computers, installed patches and updates for the Microsoft Office 2003 software suite on the laptops

used for presentations so that they would be able to read files produced using Office 2007, dealt with the usual rounds of network printing problems and adware and spyware problems.

**DLSC Report:** Timothy reminded everyone of Opal's retirement reception on Wednesday, April 18 from 2-4 p.m. in the Kentucky Room.

-The Duncan Hines Exhibit is continuing to bump along. The funding has been straightened out and the next step is having two student artists create the painted backdrops for the exhibit. Timothy passed around a copy of an article on the Duncan Hines Exhibit and events in *The Lane Report's 2007 Kentucky Tourism Guide*.

-The Museum Advisory Committee is organizing a fund raiser as the opening of the exhibit.

-Preparations for the authors' reception on Friday evening are in progress.

-Timothy will host a luncheon with the Board of Regents and the University Senate next Friday afternoon.

-The new WKU logo will be used in the Western Room

-Timothy is working on AAM Conference arrangements - May 13-16 in Chicago.

**Adjournment:** Agenda Item #8 was tabled until the next CLDH meeting. The meeting was adjourned at 11:25 a.m.

For the Council,

Jan Renusch