

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MAY 7, 2007**

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

Minutes: The minutes of the April 23, 2007, meeting were approved as submitted.

Web & Virtual Library: The Community Outreach Manager Search Committee has received numerous applications and is working hard to narrow down to a few that it is going to invite for an interview. Many thanks go to Carrie, who has been instrumental in getting things done timely and efficiently.

-Thanks to Connie and other members of the Task Force on Google Scholar Library Links, the Tour (TDNet Open URL Resolver) is in the process of activating Google links.

-Haiwang has created the Sara Tyler Merit Award page with the help of Connie Foster, who provided the text and Lynn Niedermeier, who found the photos. Photos and a Podcast of the event where Nancy Baird received the award are up on the Libraries' web site.

Development: Carrie reported that Don Porter and his son Kevin visited campus, completing paperwork to create an endowment for \$10,000 for scholarships in Consumer and Family Sciences. While here, Mr. Porter brought a large collection of letters he and his wife wrote to each other while she was a student at WKU and he was in the armed forces in the mid-1950s. There are many letters and Jonathan was pleased to receive them. He will be making copies and sending those to Mr. Porter, retaining the originals in manuscripts and archives.

-Charlotte Forsythe, daughter of the late Belmont Forsythe, has created an endowment in memory of her grandmother, Ethel Mallory Forsythe, to benefit the Kentucky Museum and Library. She will have \$10,000 in the account by year's end with the initial payment of \$5000 made last week.

-Carrie will be visiting Dorothy Grider regarding creating a fund for the Kentucky Building. She will be discussing the concept of naming the Kentucky Room the Grider Room in honor of Dorothy.

Community Outreach: The Book Fest was a huge success - close to \$10,000 netted for Book Fest. The Book Fest bills are either paid or in the process.

-Haiwang sold 36 books and was ranked 10th in sales for the Book Fest.

-Jayne asked that everyone be thinking about potential One Book titles.

-The Kentucky Writers Conference will now stay with the Book Fest, since Children's Day is not in April anymore.

-Jayne is working on children's author, Mo Willems for On the Same Page and Robin Roberts for Women's History Month.

-Cokie Roberts is confirmed for 2008 Book Fest.

-Ashley Fowlkes is working on a new Book Fest logo to commemorate the 10th year.

Marketing: Cindy reported that the TopSCHOLAR brochures are now out and being distributed to each of the colleges and various other sites.

-The BG Area Attraction Association coupons are ready for distribution. 150,000 were printed.

-There will be a Canadian writer on campus in June

-Cindy requested information from the Department Heads for the Annual Report which will be based on the fiscal year. - July 1 - June 30.

Digital Measures Implementation: Michael distributed packets of information regarding faculty activity reports going online to the Department Heads for the meeting on May 10. If they are unable to attend the meeting they need to send a replacement to attend and gather the information for them.

Dean's Report: Michael said that he is working with Connie on inflation funds.

-TopSCHOLAR was launched on May 1. A news release on TopSCHOLAR has been sent and brochures have been distributed. Michael is giving a TopSCHOLAR presentation to the Council of Academic Deans on Tuesday.

-Nancy Baird, Kentucky History Specialist in the Department of Special Collections was the recipient of the Sara Tyler Merit Award at a reception given in her honor at the Kentucky Library on May 3.

DLPS Report: Congratulations to Rosemary Meszaros who was elected as Chair-Elect of the Machine-Assisted Reference Section (MARS) of the Reference and User Services Association (RUSA), a division of ALA; and to Brian Coutts, elected to the Executive Board of the Law and Political Science Section (LPSS) of the Association of College and Research Libraries (ACRL), a division of ALA.

-Roxanne Spencer advises that the editor of the Southeastern Librarian is reviewing two photographs from WKU for a forthcoming front cover.

-Circulation Search - Sunday was the final day for applications. Terri Baker and Brian will be interviewing candidates next week.

-Part-Time Reference/ILL Assistant - Approval has been received to advertise this position.

-VPAL Update - The final walk through will take place this Thursday afternoon. We are still waiting for the purchase order for the shelving to be issued. If it is not issued within the next two weeks we will miss our moving date in late June. Carpet is scheduled for installation on May 15. Matt Bogard is finalizing orders for remaining equipment.

-Walking Tour - Peggy Wright is coordinating the revision of the popular Walking Tour of the Library.

-Roxanne Spencer's Catalonian project is featured in the latest issue of Western Scholar.

*The Library Technology Team provided setups for a visiting architect, a database vendor, and TopSCHOLAR implementation meeting, dealt with a non functioning computer in the Dean's office, dealt with problems on a Reference Desk computer, dealt with a problem with a non functioning anti virus program on a DLPS computer, updated and installed software on DLTS faculty member's laptop, dealt with the usual problems of network printing and various adware/spyware incidents.

DLSC Report: The search for the University archivist has been extended until June 15, to draw more applications.

-Timothy is attending AAM in Chicago Sunday through Wednesday

-The Western Room is coming along nicely, they are right in the middle

of putting up the wainscoting.

-The Kentucky Building is having lots of events this coming weekend.

-Craig Heckman from Graves Gilbert Clinic has offered us as many shelving units as we can use. We are planning on picking them up on Monday the 14th.

-We are getting down to the final drafts of a brochure for the Kentucky Library & Museum.

DLTS Report: Nelda Sims and Rose Davis attended the End-user meeting for Voyager in Illinois in late April. There will be several changes as Ex Libris and Voyager combine. The regional and annual meetings will become known as ELUNA, ExLibris User Groups of North America. A paid membership entitles libraries to voting privileges and service on committees. Connie has recommended that WKU Libraries join ELUNA and also the international group.

-The OVGTSL registration is 104 as of Monday morning. We are calling for volunteers for registration, session facilitation and note taking and many other roles. This is an excellent opportunity for professional/public service.

-Nelda Sims loaded the basic library records for the Bowker Book Analysis. She could only load 500,000 so she had to exclude some locations like Gov Docs, ERC, Periodicals, Glasgow, Kentucky Library, in order to get the file at or under 500,000. The general report gives some interesting statistics; primarily we are at 32% of recommended core titles overall.

-Uma Doriaswamy will be the library senate representative on the Executive Committee and Faculty Welfare.

-TopSCHOLAR™ successfully launched May 1 and we have developed a batch upload schema for Honors Theses, received several inquiries from interested faculty and other libraries. The management and advisory committees continue to meet to discuss details and next steps, which involve informational sessions for librarians and any other interested parties.

Adjournment: With no further business before the Council the meeting was adjourned at 11:10 a.m.

For the Council,

Jan Renusch