

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
OCTOBER 15, 2007**

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

Minutes: The September 17, 2007, minutes were approved as submitted.

Web & Virtual Library: Haiwang and the WST have made changes to the Libraries' home page to give more prominence to featured events. Tracy and Haiwang have redesigned the 2008 SOKY Book Fest web site to feature headliner authors such as Mitch Albom and Harlan Coben.

-The YouTube and Flickr services have been employed to present video clips and photos of Libraries' events. Purchasing of the paid Flickr service (47.99/two years) is under way. The dean has approved Haiwang's request for the purchase of a video camera to make video taping more professional for YouTube.

-At its last meeting on October 9, WST set up the Task Force for Libraries' Application of Second Life. Its members consist of Haiwang Yuan, Sandy Staebell, Beth Knight, Sean Kinder, Uma Doraiswamy, Rob Harbison, and Diana McQuady.

Development: Carrie reported that she has several new assignments in the Chicago area and will be traveling there in November.

-She is working on grants with the Housing Authority of Bowling Green and the Literacy Center on campus. She has written a preliminary to WT Grant Foundation for \$1,200,000 and is working on a \$350,000 request for Jessie Ball DuPont Fund.

-Carrie is raising funds for Christmas in Kentucky at the Kentucky Building. She currently has gotten two sponsors: \$1,000 from Citizen's First and \$1,000 from Ford's Furniture. She is looking for \$3,000 more by promoting sponsorships of each "station" at the event. Connie recommended she contact the local Talbot's for possible support. Carrie also talked about the Tommy Hilfiger Foundation and their support of reading programs that might fit into something with WKU libraries.

-Carrie is writing a grant to the AT&T Foundation for support of technology-related materials for the Civil War Exhibit.

-The Library Advisory Council meets tonight, October 15 at the Kentucky Building. Their next meeting is Monday, January 7 with the location to possibly be the Educational Resource Center. The Museum Advisory Council meets on October 29th.

-Carrie is working on three proposals to be delivered in October. The first is a confidential request for \$25,000 with \$10,000 of that being for libraries and museum. The second is for Beulah Campbell to take possession of her children's literature illustrations. Her niece is involved and is interested in hearing how we will incorporate the artwork into the Education Resource Center in the new College of Education Building. The final proposal will be to Forest Borders the II. Timothy and Carrie had an interesting meeting with Mr. Borders and it appears he will give the Kentucky Library and Museum a large collection of music memorabilia. He might also be a cash donor in the future.

-Carrie has currently raised \$23,000 for the Book Fest and will be sending follow up letters and make phone calls this week and next to recruit the balance of the funds.

-Carrie was asked about the alumni borrowing privilege and said she was still researching what was happening so she could figure out what would work best going forward. She will follow up with Haiwang when she gets more information.

Community Outreach: The children's One Book programs started today. There was an article in the BG Daily News last Saturday about the event with an inaccurate headline. Tracy spoke to writer Jim Gaines about it. Young adult author Kirby Larson from Seattle is currently in town visiting area schools and discussing her book *Hattie Big Sky*.

-Tracy is having discussions this week with WKYU on producing a Chapter a Day type radio program to promote the main One Book program in February *Days of the Endless Corvette*. She has received permission from the author and publisher to broadcast.

-Books and Baskets will be November 5 with the WKU vs. KY State game. Tracy will probably place an ad in the BG Daily News to promote.

-There are about 140 authors signed up for Book Fest so far. The notice about the headliners has gone out and was highlighted on the WKU web site. Haiwang has also updated the SOKY Book Fest web site with the new headliner information.

Marketing: Wednesday at Noon, Scott Helland concert, Java City

-Thursday, October 18 Far Away Places presents South India with Uma Doraiswamy, 7 p.m. at Barnes & Noble.

-The *Collections & Connections* newsletter will be distributed today.

-The US Bank Exhibit's call to artists will go out this week.

Dean's Report: Mike has yet to meet with Dr. Burch regarding staffing plans.

-The April 4, 2008, SAALCK meeting is scheduled to be at WKU. Mike would like to combine it with the grand opening of VPAL which is tentative at this point.

-The CLDH will not meet on October 29.

-Mike distributed and reviewed copies of the Bomb Threat Checklist and advised Department Heads to do the same at their faculty/staff meetings.

DLPS Report: New staff members include Morgan Moran, VPAL part-time Library Assistant, Amy Wilk, part-time Extended Campus Library Assistant, and Robbie Van Valin, part-time ERC Library Assistant. Two additional interviews are scheduled this week for vacancies in VPAL.

-Two new High Definition TV's and sound systems have been purchased with funds from the Lila Green Fund and will be installed in the new listening rooms.

-Historian Brian Dirck gave an animated presentation on "Lincoln as Lawyer" Thursday, October 11 as part of the Kentucky Live series.

-Far Away Places this week features Uma Doraiswamy from DLTS on October 18 at 7:00 p.m. at Barnes & Noble. Uma will be talking on "South India."

-The 4th Annual Government Documents & Law Open House is Monday, October 22 at 10:00 a.m. in Helm 5. Refreshments will be served.

-Matt Bogard has entered DLPS Action Plans for 2008-09 and Performance Appraisals for 2007 and forwarded these to the Dean's office.

*Library Facilities Specialist Update - New doors have been installed at the Cravens 4th floor entrance.

*David Blankenship is the new zone technician.

*The mailroom will be moved Tuesday or Thursday this week.

*A new Mac computer for VPAL has arrived.

-The Library Technology Team's report included problems with several networked laser printers being resolved, updating five public use wireless laptops, support for workshops in Second Life, TopScholar, LexisNexis, technical support for Far Away Places and Kentucky Live! and numerous other problems replacing, installing, and updating computers, scanners and software in various areas of the libraries and the Glasgow campus.

DLTS Report: The Task Force on Barcoding Bound Periodicals had its organizational meeting on Oct. 10. Chair is Nelda Sims; members are Susan Todd, Ann Brown, Alan Logsdon, Nancy Marshall, Janice Haley, and Dewayne Stovall.

-Nelda Sims created a new location designation VPAL ref for those titles that are not music and critical editions of music that are still designated and best known as Humanities Ref. The two reference collections are shelved separately.

-DLTS is experiencing a substantial increase in binding requests and in-house repairs. Connie requested that items to be repaired or bound from VPAL be sent to Jack Montgomery first for the appropriate decision on preservation. Those titles from Reference that appear not to have had high use, but are paperbound, have been returned to Reference to allow more worn or damaged titles the opportunity for rebinding, or to allow for the binding of University documents, such as the operating budgets.

-The request for inflationary funds which has been part of DLPS Action Planning has been transferred to DLTS for 2008-09 in light of the new budget code for DLTS and Library Materials. Connie created a new objective under Goal 1 to accommodate this request.

-Paula Owens is participating in a 3-class series on Sign Language Instruction, offered by Human Resources, to promote awareness and provide assistance. We have had several students come to our department in search of information or people and any basic level of communication will be appreciated and increase our understanding of the best ways to respond.

DLSC Report: The Kentucky Museum was selected by the Daily News as the "Best Museum in Bowling Green."

-Timothy will meet with Debbie Pace Tuesday to go over plans for remote storage space. Bids will be sought then scheduling work and ordering parts and six months of construction means that the new space will not be ready to move into until next year at this time.

-Timothy will meet with the Master Plan Committee to discuss plans for developing the grounds around the Log House.

-The retirement party for Connie Mills is October 30 at 10:00 a.m.

-Lynn Niedermeier's book signing is November 8 at 4:00 p.m.

-A new Weekend Manager, Don Loiacano, and Manuscripts Assistant, Donna Lile are in the process of being hired.

-Timothy will be out October 23-29 doing research in Delaware.

Adjournment: There being no further business before the Council the meeting was adjourned at 11:35 a.m.

For the Council,

Jan Rensch