

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
DECEMBER 17, 2008**

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

Minutes: The December 10, 2007, minutes were approved as submitted.

Development: Carrie stated that the Book Fest fundraising has reached \$31,000 with the few that haven't renewed yet being contacted in January. She was pleased to announce that Christmas in Kentucky had 2 sponsors for a total of \$2000. She is selling these sponsorships for stations or projects that are presented at the event and thinks that she'll be able to get \$5000 for 2008. The three cases for the Western Room at the Kentucky Building have been delivered. They were donated by Eagle Industries. They are interested in continuing to provide in-kind gifts like this. Carrie will work with Timothy and Brian in the new year to determine what other types of cases might be needed. Additionally, she is asking Eagle to provide a locking curio for artifacts given by Miss Beulah Winchel. The case will be in the conference room of the International Center and hold a Japanese tea set. Carrie is planning trips in the new year to Boston, Chicago, Indianapolis and Louisville.

Web & Virtual Library: The Web Site Team (WST) had its last meeting for this semester on December 11. Among others, it discussed the application of FaceBook or MySpace, "social utility that connects people with friends and others who work, study and live around them" (FaceBook's definition) in our Libraries to connect to the student community, a large portion of which is using one of these currently. It decided to discuss the issue further during the next meeting slated for the first Tuesday of February, 2008. After the WST meeting, the Task Force on the Application of Second Life (SL) in WKU Libraries met. Dean Binder attended the meeting and gave opening remarks. The task force reviewed policies and practices of other institutions in Kentucky and was charged to come up with a report on researching best practice and areas of application in WKU Libraries by the beginning of February, 2008. The task force will meet in the week of January 27-31, 2008 to study the report. The task force will invite a trainer from other institutions to train the task force members. At the same time, the task force members will get their feet wet in SL by having an account and an avatar, a digital representation of a user in virtual reality site, namely, SL in this case. With the help of Tracy, a hundred eighty authors have been added to the SOKY Book Fest web site.

Marketing: Cindy is wrapping up work on the Annual Report and development of a kid friendly map for the Kentucky Museum.

Community Outreach: Tracy announced that Olde Stone has been secured for the Book Fest "Meet the Authors" event. It is hoped that more community people will attend because of the venue. The price to attend will probably be increased. The Library Advisory Council will be approached about helping with the event and invitation list.

-The Children Between Worlds International book exhibit will be brought in as part of Book Fest. It will also be on display at the ERC prior to Book Fest and after Book Fest will be exhibited at the Bowling Green Public Library. The cost is \$500 and will be paid out of the Book Fest account.

-Tracy would like to see Fall into Books expanded to more of a community event. Children's authors would still be brought in to speak to schools but have some overlap on the weekend so that local teachers, librarians and book lovers could also hear the authors speak.

TopSCHOLAR: Connie distributed and reviewed the new brochure and presented reports from the Advisory and the Management Committees. The statistics are impressive for TopSCHOLAR. As of this morning, there are 515 deposits. The most important aspect of our continuance is that each library liaison get involved in speaking at the individual and departmental level to create more awareness and ease of placing articles in TopSCHOLAR. Determining high priority journals for each discipline and copyright restrictions and presenting no more than a 5-minute talk is needed next semester to advocate and spread the word. Additionally, an article in the *Herald* would perhaps spark questions and interest among students. Basically, all of us need to get involved in this database growth.

Dean's Report: Mike announced the success in garnering approval of the requests for Classroom Improvement projects:

- Furnishing VPAL
- VPAL conference room renovation
- Renovation of Helm 108 & Helm 105

Teaching/Research Equipment requests:

- Knowledge Imaging Center
- Digital Recording Devices - 2

For a total of \$86,212.

The following were not funded:

- 20 circulating lap tops - DLPS
- 1 Proxima - DLSC
- 2 Map cases - DLSC
- 3 Storage cabinets - DLSC
- 200 Conference chairs for KY Room - DLSC

Also at the request of Leadership Studies, Cravens 111 will undergo some technological renovation to improve its classroom capabilities. Dean Binder commented that the libraries credibility is very high recognized by the success in funding of library projects.

Department Reports:

DLSC: Timothy reported on work that will be done in the upcoming year on renovation of the Kentucky Building including the roof, painting and window treatments; Gallery 200 - upstairs lobby and repairs to the bathroom in the Jackson Gallery. The remote storage center should be ready by April.

DLTS: Jo Ann Mitchell returned to work this morning for a "test run" following her surgery after Thanksgiving. Jack Montgomery is doing better also. We wish them both full and successful recoveries from their recent hospitalizations.

-For the Council to consider:

Placing ads in the May and December *Herald* congratulating our graduating library student assistants and wishing them well. It would be up to each supervisor and Paula Owens to notify Student Personnel that we do have graduates each semester and then Paula could notify Cindy Troutman when the deadline is needed.

-Request that each Department Head make available to their employees their specific sympathy guidelines by email and also a hard copy put in the employees' mailboxes. Also make them available to the Dean's office to keep on file for reference.

DLPS: The annual Holiday Party at Cambridge Market, hosted this year by DLPS, had 70 library faculty/staff including retirees in attendance. Next year DLTS will be the hosts.

-Brian announced that the cost of a new library video is about \$5,000. The libraries will apply for a \$5,000 Pie Grant for this project.

-The VPAL opening is scheduled for Friday, April 11, 2008 at 2:00 p.m. It could not be scheduled in conjunction with the SAALCK meeting as previously announced. The SAALCK meeting is now scheduled in the Kentucky Building.

Purchasing Procedures: Due to Lynn Pawley's extended medical leave purchasing procedures, payments and approvals were reviewed. Jan Renusch and Matt Bogard were thanked by the Department Heads for their willingness to take on these responsibilities and their diligent work to bring the budget accounting up to date.

Adjournment: The next CLDH meeting is Monday, January 7, 2008. With no further business before the Council the meeting was adjourned at 12:00 noon.

For the Council,

Jan Renusch