

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
JANUARY 28, 2008**

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

**Minutes:** The minutes of the January 7, 2008, were approved as submitted.

**Web & Virtual Library:** Members of the Task Force on Second Life's Application in WKU Libraries worked hard during the winter, with Rob Harbison in particular. He has agreed to give a presentation on the basics of Second Life during the next task force meeting in a week.

- Haiwang is hiring a new student assistant hopefully with the expertise to help with virtual library projects.
- On a personal note, Haiwang has been hired as a consultant for a children's book on Chinese New Year to be published by National Geography. He has also been selected as leader of a delegation of Chinese and American Librarians from the States to attend a forum co-sponsored by Chinese American Librarians Association and Kunming University of Science and Technology in Kunming, Yunnan Province, China this coming summer. Among the delegation is Jim Retting, President of ALA (08-09).

**Development:** Carrie reported that Mike is presenting at the Institutional Advancement Strategy meeting on February 5. Carrie and he are working on that presentation, focusing on campaign priorities based on earlier determinations as well as updates on TOPScholar, the Civil War exhibition and other new library developments.

- Timothy and Carrie will be meeting with Jerry Baker on Wednesday to provide advice relating to his Downing Museum at the Baker House and Arboretum.
- Carrie is also meeting with Jim Johnson this week to finalize support of the 2008 book fest. To date, \$38,500 has been raised with an additional \$5,000 still pending. Carrie is working on a Book Fest budget along with budgets for each of the other book fest events. This will help to better identify sponsorship levels needed and provide a framework for determining how much should be spent in the future.
- Carrie is working on two grants relating to the Kentucky Museum, one with the Andy Warhol Foundation for the Arts to create a catalog of Downing artwork and one with Mellon Foundation for a visiting curator position.
- Carrie is traveling to Chicago in February.

**Community Outreach:** The Book Fest partnership is pursuing a national Big Read grant for the One Book program next year. If awarded the book selected would be "To Kill a Mockingbird" which is on the Big Read list. Carrie will be writing the grant. Tracy will be involved in meetings this week regarding organizing the Book Fest author presentations, the Evelyn Thurman Award presentations, and the Meet the Authors event at Olde Stone.

**Marketing:** Tracy reported for Cindy Troutman in her absence. She distributed draft copies of the Annual Report for review and the Department Heads input. She will work with Cindy regarding the changes.

**Dean's Report:** Mike has been concentrating mostly on the 3% and 6% budget cuts. He is also working on the ½ year results on the Strategic Plan enhancing University Libraries. After a lengthy discussion on what remains to be done Mike asked the Department Heads to summarize their reports and meet with him Wednesday, January 30 at noon.

**Department Reports:**

**DLPS:** Andrea Skaggs has been hired as our third part-time Library Assistant. She starts work on February 1. Starting on February 4 we will extend hours in the VPAL to mirror those in Helm-Cravens.

-Two candidates have been interviewed for the position of Senior Circulation Assistant-Evenings.

-Peggy Wright has developed a proposal for a new library video. If funded, this would be produced by WKU Public Broadcasting. It will replace the VHS video produced in 2000-01.

-An article on Albert Bell Jr., the first winner of the Evelyn Thurman Award appears in the January edition of ECHO Magazine. His book is entitled: *The Secret of the Lonely Grave*. It's a mystery in which two children uncover secrets about their small Kentucky town which take them back to the Civil War and the Underground Railroad. Bell will visit WKU February 16 to receive his award and discuss writing with the participants of the Super Saturday's program sponsored by The Center for Gifted Studies.

**\*Library Facilities Specialist Report:** Dirty smoke detectors have caused most of the recent fire alarms. To help mitigate this problem WKU dispatch has been asked to contact maintenance as soon as they receive a dirty smoke detector trouble code so they can clean or replace bad detectors.

-New coin operated copy machines were replaced by purchasing in a joint project with IKON. As a result the libraries have several outstanding service issues. Areas such as VPAL/Reserves and ERC will only have 1 machine and no capability for bill changing. Service is another issue. There are no after hours (4:30 p.m. or week-end service). "Spare" machines were available in these areas before. Matt has requested an after hours and weekend service provision, or extra machines in these areas. Bill Changers have been requested for Helm, VPAL and ERC.

-Matt has completed the spreadsheet required for determining totals for inter-account transfers necessary to correct procard transactions that had not been reconciled in Banner since September.

-VPAL update: Chairs and carrels for Lila Greene have been ordered and a cabinet to house remaining videos has been ordered. Desks and chairs have been ordered for the listening rooms and the flat screens will be installed. Furniture for the break room/conference room will be ordered thanks to Classroom Improvement funds.

-The process of renovation of Helm 5 and 108 has begun. It was recommended that the layout of room 108 be changed due to window issues and lighting. New price quotes have been requested. The KIC II scanner for VPAL has been ordered.

**DLTS:** Most attention in the department goes to budget matters, reports, and statistics as we respond to University requests to assess the overall status of the budget, progress, and plans.

-Mak, Rose Davis and Connie Foster will meet with Sue Lynn McDaniel and Nancy Baird about identifying better the exact holdings of the retail catalogs in special collections.

-Connie Foster, Brian Coutts, and Gay Perkins met with the Elsevier account manager and the regional sales manager during the recent American Library Association conference.

-Connie, Dan Forrest, and Jack Montgomery will discuss activation of the ILL Fee Management System, since we currently subscribe to OCLC's ILL Service and this option is available at no additional cost.

-Connie said they are very excited about the order for new chairs for DLTS and look forward to this aspect of renovation and upgrades.

-Cindy Troutman has prepared a press release to be sent Wednesday or Thursday about TopSCHOLAR's first electronic journal - The International Journal of Exercise Science - edited by James Nawalta and Scott Lyons.

**DLSC:** Work on the roof continues.

-VSA exhibit opened on Sunday with about 120 people in attendance. The US Bank art show is ramping up with artists returning their entry forms. Arrangements are being made for three poster exhibits from the Kentucky Historical Society dealing with the Civil War and Lincoln to fill the Kentucky Room for next October. We will also have the KHS History Mobile in the parking lot for the week of October 20-24. Christy is lining up several school groups to visit each day.

-Sue Lynn McDaniel will be at a two day event in Pee Wee Valley for the Little Colonel exhibit which has a small part in the Kentucky Building February 8.

-Suelllyn is working on a Records Management manual for the university.

-Jonathan Jeffrey is leading a Kentucky Folklore Workshop on using primary resources in Paducah.

-Victor is giving a talk at Natural Bridge State Park.

-Nancy Baird is teaching third grade at St. Joseph school about Kentucky history.

-Lynn Neidermeier has been asked to write an article for the Kentucky Humanities magazine about Eliza Calvert Hall, and a British author is including ECH in a book on motherhood.

-Donna Parker is leading a special tour of the Duncan Hines Exhibit for a group of Home Economics alumni on February 2.

-Christy Spurlock is working on the history mobile as noted above and attending a Camp Fair in Nashville to raise awareness of our summer camps which Lynn Ferguson is working on. She is also working with the Rail Park on a partnership for working with schools on tours.

-WDRB out of Louisville is doing a piece on "Eating Kentucky" and is using a number of our images of Duncan Hines in the piece.

-Currently the museum collection is being inventoried in preparation of moving into the remote storage.

#### **Revised Documents of Activities Report and Faculty Performance**

**Appraisal:** Connie distributed copies and took the council through the revisions to the documents for their final approval. They recommended approval and that they are to be adopted for this year. Haiwang is to replace the online forms and make the forms interactive.

**Revised Collaborative Award:** Connie distributed a draft copy of the Margie Helm Award for Outstanding Team for review of the revisions. It is to be brought back to the next meeting.

**Adjournment:** There being no further business before the Council the meeting was adjourned at 12:20 p.m. The Council will meet again next week.

For the Council,

Jan Rensch