

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
JANUARY 7, 2008**

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

Minutes: The minutes of the December 17, 2008 meeting were approved as corrected.

Web & Virtual Library: Haiwang reported that the Web Site Team had its last meeting for the fall semester and decided to look into the feasibility of implementing FaceBook or MySpace for library application. The Task Force on Second Life's Application in WKU Libraries met the first time after the WST meeting, requiring its members to each get an avatar. Dean Binder addressed the meeting and asked that a report be delivered soon. The second meeting is being scheduled.

-Haiwang has let his student assistant go so that he can hire another one that can be of more help with the above-mentioned projects.

Development: Carrie is working on the final book fest sponsorships with about \$20,000 still being recruited.

-The Library Advisory Council meeting is tonight at the ERC. Fifteen members are scheduled to attend and will discuss the book fest special events, including an upgraded Meet the Authors reception, and the new ERC in the College of Education Building. The Museum Advisory council meets on Jan. 28th.

-Carrie commented on the passing of Joe Downing over the holiday break. He was a tremendous asset to our community and his art has impacted the world. The Kentucky Museum is helping Jerry Baker with the Baker Museum now that Mr. Downing will not be able to curate the space. It will be a challenge to get this done with other responsibilities but Carrie and Timothy are working to find the best solution to get the exhibit open while also getting KL&M business done.

Community Outreach: Tracy reported on the upcoming One Book events and passed out the bookmarks designed in the shape of a Corvette. Author Man Martin will be coming to Bowling Green January 23 to do interviews in advance of the January 24 kick-off events. Diana McQuady has organized a Writer-in-Residence Writing Workshop series which will be open to the public. Four sessions will be held on the main campus with one on South Campus and one at the Glasgow location. They will take place Tuesday evenings in February. Diana also recently received two grants to further her writing. The Evelyn Thurman award events will take place February 16. Sean Kinder is continuing to organize those and will contact staff as needed.

Marketing: Cindy distributed copies of the Annual Report for review, and asked that all changes from Department Heads be turned in by Friday, January 11.

-The Hand Building with Clay workshop with Davie Reneau is a 2 part workshop that will take place on January 19 and 26 from 9 a.m.-1p.m. at KYLM. Registration fee of \$75 covers both days.

-Evelyn Thurman award luncheon will be held on February 16 at 12:15 p.m. at the Kentucky Building. Award recipient, Albert Bell, Jr. will do a presentation for the Super Saturday group at 11a.m. on February 16.

Dean's Report: Michael announced that the 3% budget return is to be discussed at the Dean's Retreat. He will meet with the Department Heads after the retreat.

Department Reports:

DLSC: Timothy reported that the replacement of the roof is underway. A dead coffee tree in the courtyard has been removed. A compressor in the heating system broke over the holiday break and the new section of the building heated up to over 100 degrees. While the damage to the collections is not fully known at this time, one very important object, a large drum, carried in parades in Warren County, blew out its bands and popped its surface.

-A small exhibit on the Little Colonel is in the upper lobby, which is part of a larger exhibit curated by Sue Lynn McDaniel for the Oldham County Historical Society.

-The Filson Club is using one of our paintings, a self portrait of Clement Edwards in a publication, Lessons in Likeness by Estill Pennington, due out sometime this year.

-The Park Foundation is creating a documentary on the life of Duncan Hines and they will use about 15 images from our collection.

-Dale Covington presented the museum with a collection of glass-plate negatives taken by his father of the Park City area, generally between 1890 and 1910. There are about 50 images, not all in the best condition, and are accompanied by a gift to cover the processing of the collection.

-The Landmark Association received a grant to fund a project of collecting images and film and/or video footage of Warren County. These images will be transferred to CD or DVD and placed on deposit with the KYLM. Also an exhibit of many of these images will be partially funded by the Landmark Association and be on display in the Garden Gallery from late May through December.

DLTS: On January 3, a technical services consultant Diane Brown spent the day in the department meeting with groups and every individual (with the exception of Student Personnel) to study workflow and positions. She will prepare a report and made some significant suggestions that we are excited about implementing. The consultant was impressed with the OPAC authority records and had suggestion for position descriptions. The visit was very focused, thorough, stayed on schedule, and ended with ideas for future planning which Connie looks forward to sharing in the near future.

-In the Acquisitions area, regarding the repairs program fall semester 2007:

Titles retrieved from the shelves or received from Circulation; 1,279

Titles repaired and returned: 1,074

Titles sent to Bindery: 91

Titles withdrawn: 51

-TopSCHOLAR will be upgraded, along with all bepress repositories, to have a slightly different look and feel, mainly in the search boxes and links, but no major changes otherwise. Connie spoke with bepress support to clarify a few points before approving the upgrade.

DLPS: WKU has awarded the new copier contract to IKON. Matt Bogard is working with Marshall Gray to coordinate installation. The libraries may receive fewer copiers than in the past. Presently the libraries are making do with only two public copiers installed on Helm 2 and Cravens 2. Copiers are currently being provided at no cost until the new machines arrive.

-The libraries concluded another successful extended hours program during fall final exams. Thanks to Dan Forrest for coordinating the program, to the SGA for funding it and to all faculty and staff volunteers.

-We are waiting for permission to interview for the 3rd position for VPAL part-time assistant. Also we are awaiting the packet of applications from HR for the Evening Supervisor position.

Revision of Faculty Activities Report and Appraisal Forms (to include components about TopSCHOLAR): Connie presented a draft copy for review, corrections and editing. The Department Heads recommended the changes for the revisions of the Faculty Activities Report for approval. Dr. Binder approved the changes be made and to note the revision date on the document. The changes to the Performance Appraisal are to be incorporated and brought to the next meeting for review.

Adjournment: With no further business before the Council the meeting was adjourned. The next meeting will be January 28, 2008.

For the Council,

Jan Rensch