

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MARCH 3, 2008**

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

Minutes: The February 18, 2008, minutes were approved as submitted.

Web & Virtual Library: In the past week, Haiwang has been involved in facilitating the visit of a delegation from the Chongqing Technology & Business University, China. It is an academic exchange program sponsored by WKU's International Program Office.

Development: Carrie submitted a grant for \$35,000 to the Andy Warhol Foundation for the Fine Arts to provide funding for the development of a catalog publication of the KL&M and Baker Collections of Joseph Dudley Downing artwork. The grant will be put with an additional gift of \$25,000 being asked of Jerry Baker to get the collections registered and published. She will know about the submission's success in July.

- Carrie recruited \$6,900 for the Meet the Authors Reception from 24 donors. This includes five new donors and three who did not renew. The event is on April 18 at the Club at Olde Stone.
- The US Bank Art Show had \$1,675 in awards sponsored by 15 donors for the opening on Saturday. Additionally, Carrie recruited a gift in kind of approximately \$750 of wine for the event. Due to the legalities in the state there was a bit of difficulty in dealing with the challenges of getting alcohol donated but all is okay now.
- Carrie has been working with both the Museum Advisory Council and the Library Advisory Council nomination committees for recruitment of new council members for 2008-2009. She is pleased with the progress and says nominations and approvals will be done on time for the first time since she's worked for the libraries.

Community Outreach: Tracy said everything was basically on track for Book Fest but she is still looking for help with author biographies for the web site and for moderators for the author panels. Connie, Timothy and Brian all offered to have their departments assist with this.

- The Meet the Authors invitations are going out this week.
- Tickets for the Book Fest American Girl Tea are also now available for sale at Barnes & Noble and the Bowling Green Public Library main branch. They are \$10 for adults and \$7 for children. Connie asked if a flyer could be made about the Tea to hand out. Cindy said she would look into it as libraries intern Amanda Hardin did the ticket design.

Marketing: Approximately 500 people attended the US Bank art show this weekend.

- Flyers for the KY Live! event March 6 on Kentucky Derby History featuring Ronnie Dreistadt were distributed.
- Wednesday's performance at Java City is singer, songwriter Irene Kelly.
- Cindy requested submissions for April's newsletter.

Dean's Report: Michael announced that the 2:00 p.m. budget meeting will now meet immediately after the CLDH meeting.

Department Reports:

DLTS: Rose Davis coordinated an OCLC Connexion web training session Feb. 26 and 27 for anyone involved in database searching for ordering and cataloging.

-Connie Foster talked briefly with DLPS faculty and DLSC faculty and staff about the continued focus on TopSCHOLAR and the components of the revised Faculty Activities form that include TopSCHOLAR. She also met with Dawn Bolton (Academic Affairs) and Dick Bowker (Graduate Studies) about TopSCHOLAR initiatives.

-Shiu Mak, Rose and Connie met on February 19 in the Kentucky Library with Sue Lynn McDaniel, Nancy Baird and Victor Fife about best practices for handling Kentucky Library materials.

-DLTS Coordinators had a final conference call with Diane Brown, the technical services consultant. The department had met on Feb. 14 to review key points of her report. No additional modifications have been made. Among other initiatives, staff will work on position descriptions to reflect KSAs (Knowledge, Skills, Abilities) and have those ready by September 1.

DLSC: Work on the roof continues, now on the weekend to make up for bad weather.

-Work on the log house is complete. They tooled the logs to look a little more like the originals, given a few years to lose their fresh look, the new logs should blend in.

-The US Bank Art Show opening hosted over 500 guests, although the sales of art were slow. Timothy commented that next year, the MAC Special Events Committee should meet early in the fall to establish dates and times for a members preview party, if they choose to have one, prior to the printing of brochures and publicity.

-There have been over 400 hits on the new "Flickr" site, with a number of comments indentifying people in the photos that are posted.

-The library will be closed to the public during spring break, and they will begin closing on Saturdays as soon as they can get notices out about the change.

DLPS: The department has been awarded a Provost's Initiative for Excellence (PIE) grant in the amount of \$4,000 to produce an instructional video about the libraries and their services. The proposal was developed by Peggy Wright.

-VPAL Grand Opening - Planning continues for the official opening of the VPAL which is scheduled for Wednesday, April 21. The planning committee consisting of Michael Franklin, Brent Fisk, Matt Bogard, Brian Coutts and chaired by Terri Baker is putting together an event which will showcase the Departments served by the library.

-Kentucky Live! - This week's program will feature Ronnie Dreistadt, Outreach Education Coordinator for the Kentucky Derby Museum in Louisville. Dreistadt will talk at Barnes & Noble at 7:00 p.m. on Thursday, March 6.

Adjournment: There being no further business before the Council the meeting was adjourned at 11:00 a.m.

For the Council,

Jan Rensch