

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MARCH 31, 2008**

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

Minutes: The March 24, 2008 minutes were approved as corrected. A correction was made to the March 3, 2008, minutes. In the Community Outreach Report Amanda's last name should be Tuscan.

Web & Virtual Library: Tracy and Haiwang have put the biographical information of all the authors who are participating in the upcoming SOKY Book Fest on the web site.
-Haiwang has created a new category in the University Libraries' Blog, featuring Java City-Helm Library concerts
<<http://blog.wku.edu/library/?cat=25>>. Viewers can get to it from the Java City in Helm Library web page
<http://www.wku.edu/library/events/Helm_JavaCity/>. Thanks to Jack, who provided the fall schedule of the concerts, Haiwang has made it available from the same page.

Development: Carrie reported that she has been helping Tracy fill in the last of the moderators for the book fest with sponsors. She also stated that \$6,900 was raised from patrons for the Meet the Authors Reception.

-Carrie commented on some recent visits she made with prospects noting she talked to Bill Coke, Jr., a member of the Underwood Family, who was pleased with the growth of the museum. She also visited with Dr. Mark Robinson, WKU Mathematics Professor, who is considering an estate gift to the libraries. Finally, she is working with Ralph Gola, friend of the late Dr. Henry Hardin, on some type of memorial gift in Dr. Hardin's name.

-Carrie is waiting to hear about the Big Read proposals and is applying for funding from Wish You Well Foundation, founded by David Baldacci, for funds relating to family literacy activities during Fall into Books in the fall.

-Carrie is serving as the chair of the Academic Library and Development Network (ALADN) marketplace for 2008 as well as presenting on a panel relating to dual reporting. She will be the co-chair of the 2009 ALADN conference in Williamsburg, VA.

Marketing: Java City Noon-Time Concert schedule this week:

Will & Nate - March 31

Technology vs. Horse - April 1

Don Thomason - April 2

Micah - April 4

-Upcoming Student Exhibits:

*Graduating Seniors Art Exhibit will open April 17 and run through May 10. Exhibit includes works from Art Department students in a variety of mediums

*Interior Design Senior Thesis Exhibit will open April 25 and run through May 11. Exhibit includes floor plans and renderings for a new Academic Complex building. The poster and postcard will include both of the exhibits listed above. They have been sent to the printer and will be finished early next week.

-Lincoln Bicentennial Magazine ad:

WKU Libraries will run an ad in the Lincoln Bicentennial Magazine featuring the Civil War exhibit opening at the Kentucky Library & Museum this fall. The magazine is published by The Clark Group (publishers of Back Home in Kentucky).

-Cindy is working on the VPAL Invitation for the grand opening on April 23. The Book Fest brochure piece is near completion and will be ready in time for the Book Fest.

-Evelyn Thurman Award:

Cindy, Tracy and Sean discussed the possibility of moving the award presentation to the fall to coincide with Children's Book Week. This would allow the author to become a part of Fall into Books, providing this project with another author and also providing some financial support from the partnership, so University Libraries will be able to continue to do this award. Under the new arrangement, the winning author will visit a school as part of Fall into Books, do a presentation for the Super Saturday program and attend the luncheon/award reception. Tracy presented this to the partners at the last meeting. They have agreed that it's a win-win for everyone involved.

Digital Measures: Connie reported that The Digital Measures Implementation Team met Thursday March 27 to discuss the release of the report database on April 1. The system is fairly user-friendly and intuitive for the reporting we already do with our Faculty Activities Reports. They had considerable discussion but most elements were fine-tuned. Connie encourages anyone who has questions or wants support to attend one of the early training sessions that Dennis George offers in the email. Connie will serve as an administrative contact; Jamie Miller in Academic Affairs is the technical contact.

*Data has been imported from Banner. Anything wrong in that regards (rank, salary, etc.) cannot be changed through Digital Measures. Academic Affairs must correct in their records and then correct in Banner.

*Since Community Engagement is part of the accountability process for WKU, we need to let Dennis George know of others who are not faculty who might need to report their activities (like Tracy and Lynne Ferguson).

*Data for 2007/08 will now be entered and this should be done by August 15.

*Observation: Short and long-term goals are a section, which we recently deleted. We do not have to use this but they will plug in the University's statements and we can complete if desired. That information is not quantifiable so it will not be used in reports as such. This should be THE place for promotion, tenure, and merit activities. Generation of reports and vitae will be forthcoming.

Dean's Report: Michael has submitted the Lapse Salary and Beyond Inflation reports.

Department Reports:

DLSC: The roof work is finished.

-The Library Gallery is painted and has new lighting. The window treatments to block out the outside light are being waited on. The first exhibit in the renewed space will be about the written word, and will include Egyptian papyrus, cuneiform, Roman scrolls, illuminated manuscripts, and everything else right up to email.

-Faculty and staff are working very hard on the Civil War exhibit and will be spending much of this week working on text.
-Timothy and Bryan Carson discussed ways to improve the effectiveness of the University Experience tours of the Kentucky Building.
-The first transcribed record has been uploaded onto TopSCHOLAR.
-The Spring Break Camp was very successful.
-Timothy attended a two day University Experience Critical Thinking Workshop.

DLTS: The department finally has the finishing touches from its major renovation a few years ago: data boxes removed, carpet patched, metal discs placed over outlets. After chairs arrive, we will really continue to enjoy our surroundings and decide on next projects!

-Point of information: so many students in all areas are wanting to work this summer at 40 hours. We are having to be firm in some areas, where all students want to work, about reducing the hours and letting everyone work as opposed to telling some they cannot work at all. This is a turn we have not experienced in many years.

DLPS: Kentucky Live! - Mark Sohn, Appalachian Studies specialist, cookbook author and food photographer will be here from Pikeville on Thursday, April 10 at Barnes & Noble. After his presentation he'll sign copies of his newest book on Appalachian cooking.

-Peggy Wright and Brian are developing plans for next year's speakers and have had discussions with marketing people at the University Press of Kentucky. Under consideration are talks on: Big Bone Lick, Rare Kentucky wildflowers, traditional healers/shamans, Jefferson Davis, and women in 1930's radio.

-Far Away Places - Binh Le from Penn State will be here on Thursday, April 17 at Barnes and Noble to talk about contemporary Vietnam. Plans are being developed for next year's speakers and commitments have been made for talks on Cambodia, Thailand and Viking voyages. Also under consideration are the Ukraine, Philippines, and a rescheduled Panama.

-Brian will give his annual Best Reference Sources Workshop on Friday, April 11 at 9:00 a.m. in Helm 201.

-The VPAL grand opening will be April 23. Celebrations will run from 2:00 p.m. until 3:45 p.m. and will include a ribbon cutting, reception, performances from the WKU Woodwind Ensemble, a display of Art Department faculty art, costumes from the Theatre/Dance Department and participation from several other departments supported by VPAL.

Adjournment: There being no further business before the Council the meeting was adjourned at 11:55 a.m.

For the Council,

Jan Renusch