

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

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

Minutes: The March 31, 2008, minutes were approved as submitted.

Web & Virtual Library: Haiwang and Tracy worked in coordination to keep updating the biographical information of the authors.
-Haiwang has been working hard on his multiple projects and has made headways.

Community Outreach: Tracy noted that everyone in the room had been invited to Meet the Authors reception and asked that they please RSVP to her as soon as possible. She said many people from the libraries have also responded to volunteering at Book Fest but that she could always use more. She also asked for any suggested changes regarding the draft of the new Book Fest brochure as it will continue to be updated in the coming year. Tracy is working on the Book Fest tabloid with Ashley Fowlkes from the Bowling Green Public Library. The AAA magazine has a 2-page spread on the Book Fest. Tracy will be on Mid Day this week. The book bags are on sale at Barnes and Noble and will be on sale at the Book Fest at the check out.

Marketing: Michael announced that Cindy will be leaving the Libraries for another position on campus. She will be going to DELO working in a new position with students in online classes. Her last day is April 21.
-Cindy is working on the VPAL opening invitation, the newsletter, post cards and posters for the student exhibit, the Kentucky Live event, and upcoming Java City events.
-Copies of the new Book Fest brochure were distributed for review.

Dean's Report: Michael gave an in-depth presentation to Institutional Advancement on Wednesday last week. One immediate result is that a marketing piece for endowments will be developed for the ongoing campaign.
-Michael represented UL at the Community Engagement at WKU Workshop last Thursday.
-On Friday, April 4, Michael hosted a SAALCK meeting at the Kentucky Building.

Department Reports:

DLTS: Digital Measures is available for faculty and certain staff to begin entering data. There are still some refinements to be made but the categories can work for us until there is more customization.
-Acquisitions can send out notification slips from Blackwell's much faster now that the collection management profile has been tweaked to parallel our subject categories handled by the liaisons. There is significantly less sorting to occur on our end than in the past. The online profiles for each librarian are also much more focused on their areas of responsibility.

-DLTS faculty reviewed the 2007-08 activities and indicators and made adjustments and notations where needed. The faculty also turned in their summer weeks to work and at least one faculty member is here each week during the summer.

-We are closely monitoring the few remaining bindery shipments for this fiscal year so as not to overspend the \$45,000 allocation, but will take into account the revenue line established in January as an additional source to offset potential over-expenditures.

-Connie met with Sadiq Shah and Pamela Napier in the Office of Research and Economic Development to discuss NIH mandates, open access, and TopSCHOLAR™ as a repository for pre-prints of funding recipients. That office also mentions TopSCHOLAR™ in their many training sessions that focus on research and copyright.

-TopSCHOLAR™ now has one book chapter uploaded with permission of Busca, to showcase Jack Montgomery's book and soon a chapter from Haiwang Yuan's book will be added when final permission is received. TopSCHOLAR™ has 676 deposits, including a new series for Arete, the Honors College newsletter and more additions and changes coming that will enhance the look and feel of the database.

DLSC: The storage facility at Service and Supply building is at the punch list stage, once these details are finished, the security system will be installed and then it will be turned over to DLSC perhaps by the end of the month. They will be packing from now until late summer when moving is planned to begin.

-Aramark is holding a Catering Showcase at the Kentucky Building on April 18.

-A dinner honoring volunteers will be held at the Houchens Center on April 17.

-The DLSC is going to have an interior design student working for credit this summer helping with the Decorative Arts exhibit.

DLPS: Kentucky Live! - Mark Sohn, Appalachian Studies specialist and award winning cookbook author and food photographer from Pikeville will be the speaker at Barnes & Noble, Thursday, April 10 at 7:00 p.m. Special invitations were sent to Culinary Arts classes at the Bowling Green Technical College and our own Hotel-Motel Management program. Sohn served as food editor for the recent *Encyclopedia of Appalachia* and is the author of *Appalachian Home Cooking: History, Culture and Recipes* published by the University Press of Kentucky. A book signing will follow.

-Far Away Places - Binh Le from Penn State Abington will be the featured speaker on April 17 at 7:00 p.m. at Barnes & Noble. Le is a Vietnamese native from Danang who escaped from South Vietnam just as his hometown was captured by the Viet Cong. He has returned several times in recent years to assist in rebuilding libraries and visit his family who remain there. He is the author of several recent bibliographies on Vietnam as well as several studies on Vietnamese and Asian gangs in the United States. Le won the Marta Lange-CQ Award from the Association of College and Research Libraries in 2007 for his distinguished contributions as a Political Science/Law Librarian.

-A farewell get-together for Matt Bogard, whose last day was April 4, was held on Friday. His position has been advertised on the WKU Human Resources web site. Doug Wiles will act as daytime Building Coordinator until a replacement is hired.

-National Library Week celebrations are planned for the Glasgow Campus Library on Wednesday, April 16 at 3:00 p.m. following the DLPS faculty meeting there.

-Brian will present his annual "best reference" workshop on Friday, April 11 at 9:00 a.m. in Helm 5.

-David Runner has been in the hospital. Eric and Jason have been holding down the fort in his absence.

Collection Review Task Force Report: Connie distributed draft copies of the Western Kentucky University Libraries: Collection Review Process for review and editing. She will bring an updated report to the next CLDH meeting.

Adjournment: With no further business before the Council the meeting was adjourned at 11:40 a.m.

For the Council,

Jan Rensch