

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
AUGUST 25, 2008**

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

Web & Virtual Library: Haiwang has returned from his research trip to China, and he thanks Bryan Carson and other WST members for helping him keep the Libraries' Web site up to date.

-A few glitches occurred on the Libraries' web pages. Haiwang took the responsibility as the WST leader and promised to be on top of the issue with his WST members.

Development: Carrie reported that it's book fest fundraising time again. She has sent letters to the lower-tier sponsors with 4 confirming so far. She announced that Citizen's First Bank will sponsor Fall Into Books for \$5000. She also stated that Franklin Bank and Trust did not pick up the Big Read. The Daily News is up for another year and is willing to have more inserts added as long as we cover the cost of the paper.

-Carrie also reported that she has confirmed donation of bourbon tasting to be presented for WKU Friends of the Libraries and Museum in conjunction with the opening of the Civil War exhibit. Brown-Forman will present the tasting featuring top shelf bourbons and whiskeys presented by their Ambassador of Premium Bourbons and Whiskeys. In addition, Carrie is working to confirm a food sponsorship with Aramark and Timothy and Carrie are working on programming the event.

-Carrie is going to the Philadelphia area in September and will visit several friends group members and Dorothy Grider.

-Carrie is excited about making a proposal to a prospect for the purchase of a digital database of 19th Century US Newspapers. She will have more on that in the future.

Community Outreach: Kristie Lowry has been hired as the new part-time assistant to the Community Outreach Manager. She will officially start September 2.

-Booking authors for Book Fest is underway. So far about 50 authors have responded. Kevin Clash the puppeteer behind Elmo will be the children's headliner. The Big Read, *To Kill a Mocking Bird*, scheduling is ongoing and events will take place primarily in February. The official kick-off will be on the Martin Luther King, Jr. holiday January 19, 2009, with a Read-In and book giveaway at Barnes & Noble.

Data Bases & Alumni Benefits: Mike distributed copies of licensing e-resources for alumni: Reflections from a pilot project, an article from the ALA, for review and discussion.

Dean's Report: Mike thanked the Department Heads for their participation in a very successful Library Kick-off. He then asked for suggestions on the format for next year.

-Energy Policy - Copies of the WKU Energy Policy Draft were distributed for review and discussion.

-Utility Usage Issue - Copies of an email from Dr. Burch/John Osborne concerning the TVA 10% fuel cost adjustment to all their customers was

distributed for review and discussion. Timothy expressed concern for the Library & Museum's need for constant temperature and humidity. Mike will prepare a response to bring to a meeting to be called in the near future.

-Staffing Plans - Each Department Head is to review and update their present staffing plans and forward them to Mike by 4:00 p.m. Wednesday, August 27.

Department Reports:

DLTS: Uma Doraiswamy contributed a chapter *Corporate Blogging* to a reference publication *Handbook of Research on Computer Mediated Communication* (2 volumes) from IGI Released May 2008.

-Deanna Groves had good traffic at her poster session at ALA on "Growing English Language Libraries in China: The Apple Tree Library Foundation" and, as noted at UL kickoff, was awarded a 3M/ALA New Member's Round Table Professional Development Grant -- only three awarded in the United States. It included a stipend covering all costs associated with attendance at the California ALA conference.

-TDNet increased usage significantly this year with an 83% increase in access sessions, and 62% increase in total searches. A 55% increase overall.

-TopSCHOLAR™ now has over 25 graduate theses uploaded and the newest service SelectedWorks is rapidly being populated by faculty researchers across campus as we look towards a Sept. 15 official release.

-With some of our past award money, we purchased telephones from Telecommunications that all have caller id, speakerphone, and other functionalities. Now we can consider new opportunities for enhancing the department with the \$1200 Exemplary Achievement Award for 2007.

-*Serials Review*, the Elsevier journal edited by Connie Foster, achieved an ISI impact factor of .0716, ranking it as # 25 out of 56 in the category of/ Information Science & Library Science. Given the "competition" the publisher is quite pleased with this factor that reflects the number of times the journal is cited.

-Question: do we want to revise or develop a new Collection Development Statement or add to the 1992 one in a broad sense. Mike will appoint a task force consisting of representatives from each department suggested by the Department Heads to formulate a new Collection Development Statement.

DigitalMeasures: As of August 22, DigitalMeasures has been customized for Library teaching effectiveness, so all faculty and appropriate staff can input fully their accomplishments for 2007-08 and forward. You have the option of populating the database before that time, but the University decided from 2007-08 forward would be the baseline. Reports can be generated as well as individual reports and CVs.

DLSC: Timothy said most everything regarding DLSC revolves around construction/renovation. The women's bathroom next to the Kentucky Room is finished. The paint and paper in the Kentucky room is finished and on Wednesday they start on replacing the carpet. The water fountains on either side of the Kentucky room in the stair halls have been removed, and the carpet in those spaces will also be removed and replaced. The cornicing on the old section of the building has been completely repaired and repainted, as have the exterior doors with the exception of the old front door, they will start stripping that door to repaint it on Wednesday. New chairs for the Kentucky room have arrived. New tables, both high top, café style conference type tables and serpentine

tables for catering display have also arrived. As soon as the renovations are complete the pricing structure will be adjusted. The chair lift arrives tomorrow.

-The Civil War exhibit is coming along.

-A new exhibit in the Brown Gallery displays the pieces and parts of the original fountain from Fountain Square Park.

-The Duncan Hines exhibit has a full page article in the August, 08 issue of Southern Living.

-An ad for the Civil War exhibit is in the "Lincoln Bicentennial Magazine."

-Nancy Baird's publication of *Nazro's Diary* is in the Spring Catalog of University Press.

-Excellent Appraisal Day - Nearly 200 people attended. Likely due to straightforward advertising and placement in the Country Peddler.

-A new UE Tour for the Kentucky Building has been developed.

-A plan for the moving of the collections is being worked out.

-Timothy, Suellyn Lathrop and Nancy Richey are working on a political engagement exhibit "Get on the Bus" with Dr. Saundra Audrey.

DLPS: Personnel Changes: Dan Forrest has been promoted to Associate Professor and received Tenure. Jue Wang has resigned to accompany her husband to California. She will continue to work for us part-time until her replacement has been hired. Rob Harbison has accepted a temporary reassignment as an Instructor, General Reference Librarian. He has his MLS from Florida State University and will shortly complete an MA in History. Rob will serve as liaison to the Computer Science Program, work on the reference desk and teach research instruction classes. His office is in Cravens 707. Phone no. 745-6122. Maria Lewis, who works part-time in the VPAL, will also work part-time in Periodicals to replace Rob. Margaret Simmons has resigned as our Late Night Reference Assistant for medical reasons. Jeremy Richey has been hired to replace Margaret. Jeremy is a graduate student at WKU and has worked in reference as a student assistant. Jason Hatman has been hired as the Library Technology Assistant (part-time). Interviews for the vacant Owensboro Library Assistant (part-time) are underway. Review of applicants for the vacant Research/Instruction Assistant will begin this week. A Search Committee for the Electronic Information Coordinator position has been established with Sean Kinder as chair. Other committee members include Kath Pennavaria and Dan Forrest.

-A new library video: "Libraries Then and Now" was premiered at the Dean of Libraries Opening Kickoff on Wednesday, August 20. The film was produced by Joshua Niedwick of Educational Television based on a script developed by a committee chaired by Peggy Wright. Other committee members included Rosemary Meszaros, Bryan Carson, and Brian Coutts. Funding was provided by a PIE grant from the Provost's Office with additional support from the Office of the Dean of Libraries. The film will be made available to all instructors in the University Experience classes and will be added as a link on our web site.

-The Contemporary Music Collection established by Charlie Smith has been renamed the Popular Music Collection. Jack Montgomery will chair the selection committee. Other members will include Brent Fisk, Michael Franklin, Sean Kinder and Kath Pennavaria.

-The Audio-Books Committee chaired by Dan Forrest has ordered the first titles in the new playaway format on prerecorded MP3 players. This new format has exploded in popularity over the past year. Purchase of books on cassette has been discontinued.

-The second annual Evelyn Thurman award will be presented to the illustrator and author of a children's picture book on November 22, 2008 during National Children's Book Week.

-75th Anniversary of our Federal Documents Depository Committee:

A committee chaired by Rosemary Meszaros has been appointed to plan celebrations for March 2009. Other committee members include: Debbie Lamastus, Dewayne Stovall, Ellen Micheletti, Deana Groves, Jack Montgomery, and Brenda Wood. WKU will host the spring meeting of state Depository Collections Officers.

-Facilities Update:

*The renovation of the Info Lab in Helm 108 has been completed at a cost of \$55,000. It includes a ceiling mounted projector, SMART symposium interactive pen display, document camera, new desks and PC's. A new conference table and chairs have added to the multipurpose uses for this space.

*Renovation of Helm 5 has also been completed at a cost of \$25,000 with the addition of new student desks, a new ceiling mounted projector, SMART symposium interactive pen display, and document camera. Cravens 111 has been updated with a new ceiling mounted projector and podium equipped with a DVD player, VCR and TV tuner.

*New lounge chairs have been purchased and installed in the Helm Lobby.

*New outdoor furniture has been purchased and installed outside the VPAL.

*Building Name: The outside signs on the front and back of the Cravens building have been updated with lettering to read "Raymond Cravens Library."

Adjournment: With no further business before the Council the meeting was adjourned at 12:20 p.m. The next meeting will be September 8 in the Robert Penn Warren Room in the Kentucky Building at 10:00 a.m.

For the Council,

Jan Renusch