

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
SEPTEMBER 15, 2008**

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

**Introduction and Welcome:** Mike introduced and welcomed Jennifer Wilson, the new Marketing Coordinator. Today is Jennifer's first day on the job.

**Minutes:** The September 8, 2008, minutes were approved as corrected.

**Web & Virtual Library:** Haiwang is continuing to update the library web site and homepages and the Book Fest web site.

**Development:** Carrie is leaving today on her trip to Pennsylvania, New Jersey and Delaware. She is continuing to work on sponsorships.  
-Connie distributed copies of the most popular TopSCHOLAR downloads. Carrie uses this type of information when talking to potential sponsors.

**Community Outreach:** Tracy expressed her excitement at having a much needed assistant and the Marketing Coordinator finally on board.  
-An author from Minnesota has been chosen to receive the Evelyn Thurman award. The award will be presented during the Fall into Books Week luncheon. The author will make appearances at local schools. The author's books will be purchased and made available at the luncheon and to members of the Evelyn Thurman family.

**Marketing:** Jennifer requested to meet with each department head to discuss their marketing needs. It was suggested that she also meet with the faculty. There was discussion concerning the invitation for the "members only" Civil War Exhibit opening.

**Dean's Report:** Mike reported that his last week's meeting with Dr. Burch regarding staffing plans was cancelled and will be rescheduled.

**Department Reports:**

**DLTS:** Nelda Sims created a new location to indicate Kentucky Library microforms (ky micr). This location should assist patrons and staff in access and format identification. There are about 250 titles to change to this location in the very near future.

-Connie joined a LIS editors committee to draft ethics and best practices for both commercial and non-profit journals that will result in a statement to be disseminated upon completion. Karla Hahn, Association of Research Libraries, is coordinating the effort.

-TopSCHOLAR™ reached the 1,000<sup>th</sup> paper deposited on Sept. 11, 2008 with the addition of a 1980 thesis contributed on the behalf of Charlotte Miller by Bryan Carson. Miller's thesis is Characteristics of Mentor Relationships in Male and Female University Professors.

The audio spot from WKYU-FM for SelectedWorks™ is now available on TopSCHOLAR™ under the relabeled community TopSCHOLAR™ and SelectedWorks, and the new series for SelectedWorks.

-KULS (Kentucky Union List of Serials) will move its operations from Louisville to KDLA in Frankfort as of October 1. The project will continue as a free service and we will still process updates as in the past. KULS has been at the University of Louisville for over 30 years and, for much of that time, under the direction of Allen Ashman. The change results from LSTA funds ending and the data model becoming a fully integrated component of OCLC and no longer existing as a separately stored database on U of L's mainframe.

-Nelda Sims has a book review to appear in volume 34, no.4, *Serials Review*. She critiqued *Using XML: A How-To-Do-It Manual and CD-ROM for Librarians*.

**DLSC:** The mounting of the Civil War Exhibit is progressing. Images and words are being put on the walls.

-The Felts House has been painted as it would have been, historically.

-DLSC had a very good day with Courtyard Gardeners on Saturday. They got the courtyard cleaned up plus weeding in the Log House native garden, moved table and chairs, cleaning up the Jackson Gallery as well as dusted and mopped the Kentucky Room. They were joined by eight students from the Gatton Academy.

**DLPS:** Kentucky Live!: Thursday, September 11 at Barnes & Noble  
Kristine McCusker, a historian from MTSU, talked about the role of women in country music during the "barn dance radio" years with emphasis on Lily May Ledford from the Red River Gorge of Eastern Kentucky. She was a popular performer in the 1930s and 1940s and sang at the White House in 1939 for a state visit of the King and Queen of the United Kingdom. Afterwards she signed copies of her book *Lonesome Cowgirls and Honkytonk Angels: The Women of Barn Dance Radio*.

Far Away Places: Thursday, September 18 at Barnes & Noble

This week's speaker is Aristófanés Cedeño, a professor of Modern Languages at the University of Louisville, and Director of the Panamanian Studies program there. He'll be talking about Panama.

-Eric Fisher and Brian Coutts met with the new head of Facilities Management Bob Ware, and had general talks about the Helm-Cravens complex and its needs and responses to requests for service and the need for confirmation when services are requested.

-Carolyn Tolin is the new Extended Campus Library Assistant in Owensboro. She has an MA in ED, experience as a teacher, and presently works for the Owensboro Community College as a Night Circulation Librarian. Michael Franklin, Media and Reserves Specialist in the VPAL, is profiled in the September 2008 issue of *The Amplifier: Arts and Entertainment*. In addition to his library gig Michael manages sound for our Java City series, produced an album entitled *Amurka* in 2006 and has several new projects underway. Jeremy Richey, Late Night Reference Assistant, has a new review of Richard Loncraine's *Full Circle* in the "Glances at Undervalued Classics" in the same September issue of *The Amplifier*. Ellen Micheletti, Senior ERC Associate, published her 700<sup>th</sup> review recently in the very popular *All About Romance* web site. The web site dubbed her the "Cal Ripkin" of reviewers.

-Search Committee for the Coordinator, Electronic Information: The committee includes Sean Kinder as chair, with Dan Forrest and Kath Pennavaria. The position will be advertised in *C&RL News*, the *Chronicle of Higher Education* and the *ALA Black Caucus Newsletter*.

Applications for the Research/Instruction Specialist are under review. Brian Coutts has been appointed Chair of the Membership Committee of ACRL's Law and Political Science Section. The committee contacts new section members to encourage involvement. Brian also serves as a member of the LPSS Executive Board.

**ALA Travel:** Connie expressed a need for additional travel funds due to additional ALA meetings in 09/10. It was suggested that funds be encumbered as early and as much as possible.

**Collection Development Policy Task Force:** Connie stated the need for the 1992 Collection Development Statement to be updated. Since that time significant curricular changes at the University and information resources within the Libraries reflects the need for a revised document. Mike will send the charge to the task force which includes Jack Montgomery chair, Charles Smith, Sue Lynn McDaniel and Sandy Staebell.

**Budget Regarding Student Workers:** Jan distributed copies of the Average Hourly Rate 07-08 Minimum Wage Increase spreadsheet for review and discussion. Last week Jan met with LaDonna Hunton to get a better understanding of the process used to arrive at the dollars allocated to the libraries budget. She then explained how the allocation was developed and distributed.

**Calendar for Faculty Activity, Appraisal and Evaluation Reports:** Copies of the Administrative Calendar 2008-2009 Academic Year were given out. After discussing the timeline for reports due to the Dean's office Mike said he would like the reports in his office by October 31<sup>st</sup>. They are due to Academic Affairs by November 12. Connie is still working on the Digital Measures online form to get the bugs out.

**Faculty Hiring Guidelines:** Mike passed out copies of the draft Faculty Positions Legal Hiring Guidelines. The new additions were reviewed and the Council's comments were noted. Mike will compile the comments and send them to the Chief Diversity Officer, Dr. Miller.

**Adjournment:** There being no further business before the Council the meeting was adjourned at 12:30 p.m.

For the Council,

Jan Renusch