

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
SEPTEMBER 29, 2008**

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

Minutes: The minutes for the September 15, 2008, meeting were approved as submitted.

Web & Virtual Library: Haiwang distributed the minutes of the meeting held by his Web Site Team (WST) on September 16, 2008. He reported that WST decided to update several of the Libraries' Web pages, including "FAQ," "Libraries Services," and "Librarian Liaison." The team's suggestion that library faculty shifting the links of their biographical information on the Faculty pages (<http://www.wku.edu/Library/deansoffice/facstaff.htm>) to SelectedWorks, a web platform offered by TopSCHOLAR for faculty to present their academic creativity results, was discussed at the Council meeting. The consensus is to encourage more faculty members on campus to learn about and use the platform first.

-Haiwang displayed the newly designed SOKY Book Fest homepage to the Council. Mike suggested that the WKU Libraries logo be replaced by the standard one for better branding of the Libraries.

-In the capacity as a faculty member of the Libraries, Haiwang helped the Chinese students with their display and presentation at the Bowling Green International Festival on Saturday, September 28.

Community Outreach: A flyer for the Big Read is being prepared to go to the Kentucky Repertory Theatre to be distributed during their performances of *To Kill a Mocking Bird*. Tracy received two signed copies of the book by author Harper Lee. They will be up for auction sometime during the event. The Big Read now has a web site.

-Tracy and Haiwang are working on the list of committed authors for the Book Fest web site. Tracy reported that Mary Cowles, the women's basketball coach, is interested in doing Books and Baskets during "Fall into Books" week at the ladies basketball game.

Marketing: Evelyn Thurman Award - Sean Kinder, Tracy Harkins and Jennifer briefly met and discussed the awards reception and ideas for the "Evelyn Thurman Young Reader's Book Award" graphic to use for future promotional purposes (i.e. sticker on the books, reception invitations, etc.)

-Civil War Exhibit Grand Opening - Jennifer asked everyone to please put Friday, October 24 on their calendar for the Chamber Ribbon Cutting Ceremony to celebrate the opening of the new exhibit. This will kick off the grand opening weekend for free admission during the weekend as well as the Bourbon and Belles member's reception to be held Friday, October 24 from 5:30 to 7:30 pm. She has been working with Sandy Staebel's intern to complete the reception invitations which need to be mailed at the end of this week.

-SelectedWorks™ - Connie and Jennifer have been working together to get the word out to faculty. The press release went out last week and this week an article promoting SelectedWorks™ will be submitted to the faculty newsletter.

-Orientation continues- All the department heads and faculty have been very informative and have kindly welcomed Jennifer to the Libraries.

Dean's Report: Mike said that he will be attending KLA leaving Tuesday afternoon and returning Saturday afternoon.

-A meeting of the Margie Helm Fund Committee is scheduled for Monday, October 13 following the CLDH meeting.

Department Reports:

DLTS: Connie Foster and Haiwang Yuan created SelectedWorks sites for 4 faculty members on Sept. 23-24, under the auspices of FaCET. Jennifer Wilson also attended a session to learn more about marketing this service. Those attending were Mary Bennett (Nursing), George Kontos (Business Division, Community College), Krist Schell (Center for Entrepreneurship), and John Baker (Leadership Studies). Inquiries continue to come.

-Uma Doriaswamy's proposal discussing Faraway Places as a speaker and her volunteer experiences with Southern Kentucky Book Fest in "Outreach activities of Western Kentucky University Libraries," was accepted for *Librarians as Community Partners: An Outreach Handbook* (publisher: American Library Association; editor, Carol Smallwood). The handbook will feature articles by practicing academic, public, school, special librarians sharing their experiences on how U.S. librarians are not tied to computers inside libraries: how librarians partner, outreach, and market libraries in their communities.

DLSC: The Kentucky Room renovation is done!

-Preparations for the Gala continue. Lights are being hung in the trees and preparations for the installation of the statue and spot lights focused on the building and statue are progressing. Also preparations for the Bourbon and Belles event are taking place.

-The Kentucky Library and Museum Education Department had a table set up during the International Fest representing a country and for promoting the KYLM programs.

-Moving of the collections will begin October 27.

DLPS: As part of the Far Away Places Series Aristófances Cedeño, Director of the Panamanian Studies program at the University of Louisville spoke to a large crowd at Barnes & Noble on Thursday, September 18. Many former governors' scholars were in attendance. Cedeño is Academic Dean of that summer program.

-Jim Brace-Thompson, Senior Editor for SAGE Reference will be here on Tuesday, September 30 at 10:00 a.m. in Helm 201 to talk about research opportunities and solicit ideas for new reference works.

University Experience Classes:

-DLPS faculty continues to teach large numbers of subject specific University Experience orientation classes as part of pilot project. These are in addition to our regular research instruction classes.

-The Library Facilities Specialist continues to work on the remaining new signs for Helm-Cravens.

-The annual building inventory is underway.

-The DLPS office is working on developing labels for all of the art in the Helm-Cravens Library.

-Shifting of books in the Cravens stacks to accommodate growth and to fill in spaces left after the shift of more than 50,000 items to the VPAL is nearing completion.

-Charles Smith has written the introduction to *Batu-Angas: Envisioning Nature with Alfred Russel Wallace* a new book of poems by Anne Cluysenaar published by Seren, an imprint of Poetry Wales Press.

-Bryan Carson's article *Laws for Using Photos You Take at Your Library* was the featured article on the InfoToday web site at:

<http://www.infotoday.com/mls/sep08/Carson.shtml>

-A retirement party for Debra Day was held on Friday, September 28, 2008. Debra joined the library in 1997 as an ILL Specialist after holding a variety of other positions at the University.

-The Coordinator, Electronic Information position has been approved for advertising. Advertisements are planned for: C&RL News, Chronicle of Higher Education, ALA Black Caucus Newsletter and a variety of listservs and job banks. Candidates for the Research/Instruction Specialist position have been selected for interview. Interviews will be scheduled this week. An advertisement for the ILL Specialist Position appeared in the Daily News on Sunday, September 21.

Student Library Fee and Lapse Salary Funds Status: Jan reported that the Student Library Fee was rolled into the base budget and the increase is now given for inflation.

-Lapse Salary Funds are available for overage in the student wage budget line.

Graduate Assistant Position: The Department Heads discussed possibilities for employing a graduate assistant in their department. Proposals are to be sent to Mike.

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

For the Council,

Jan Renusch