

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
OCTOBER 6, 2008**

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

**Minutes:** The September 29, 2008, minutes were approved as submitted.

**Web & Virtual Library:** Haiwang reported that he has changed the University Libraries' logo on the SOKY Book Fest web page in keeping with the required standard. He has received the authors' list from Tracy's student assistant Candace and will put them up on the Book Fest's web site. Haiwang and Tracy will meet and update the site with available information.

**Development:** Carrie reported that she is currently working on fundraising for the Book Fest with the big requests taking place this month with Jim Johnson Motors, Service One Credit Union and Dollar General. She also noted she is going back to some former donors who had lapsed their sponsorships to try to reengage them for 2009. Additionally, she has two grants outstanding for Book Fest related programs.

-Carrie's visit with Dorothy Grider went very well and John Grider was pleased with how it was handled. She and Dorothy have been emailing since Carrie's return. Dorothy is quite astute in relation to stock markets and is watching with interest all the recent financial issues.

-Carrie talked about the Civil War exhibition friends opening, stating she is still working with Aramark for food, has an actress to perform excerpts from the Underwood Diary, has recruited wine and bourbon for the event and is working with Jennifer and Timothy on other things relating to the event. It will be October 24.

-Carrie announced that the Library Advisory Council meets tonight at the Kentucky Museum.

**Community Outreach:** Tracy announced that 4000 flyers were printed for the Big Read which have been placed in all of the KY Repertory programs for their upcoming performances of "To Kill a Mockingbird".

-Tracy is working with Haiwang on updates to the Book Fest web site including putting pictures of some of the headliners on the home page. About 70 authors have signed up for the festival to date.

-She is working with Jennifer and the Evelyn Thurman Award committee on finalizing the award ceremony details. John Adams is the winning author and he is planning on coming for the awards luncheon during Fall into Books.

**Marketing:** Bowling Green Area Chamber of Commerce Ribbon Cutting Ceremony for the Civil War Exhibit will be held Friday, October 24 at 9:00 am. This will kick off the grand opening weekend of the exhibit. -Bourbon and Belles reception will be held Friday, October 24 from 5:30 to 7:30 pm. The invitations are being printed and will go out this week. Photographers have been lined up and a press release will go out this week.

-SelectedWorks™ - Connie Foster and Jennifer met to further discuss a written publication for the program.

**Dean's Report:** Mike said he is working on revisions to the staffing plan and waiting for his appointment with Dr. Burch to be rescheduled.  
- Mike announced that Rose Davis received the 2008 Outstanding Academic Librarian Award at the Kentucky Library Association Conference last week and congratulated Rose as she joins several past award winners from University Libraries.

#### **Department Reports**

**DLTS:** Rose, Jack Montgomery and Deanna Groves attended KLA at various times during Oct. 1-3.

-Nelda Sims completed an update of the library patron file and created a new patron group for 'Continuing Ed' students. These students are not degree seeking and the label is being applied to more than just the students who are taking Continuing Ed classes (e.g., vampy). The new patron group code is: RECE. The leading RE means that the record comes from the Registrar (Banner) records and the CE stands for Continuing Ed. This group has the same privileges used for the small groups of summer program students.

-Connie is working with Jo Ann Mitchell and others in the department to ensure a smooth temporary transition until her "replacement" is hired after December 1. Please direct any items to me that you normally would have talked to Jo Ann about, starting Monday Oct. 13. We wish her well after 28 years on the Hill and know that she will feel better after her valve surgery on the 13<sup>th</sup>.

**DLPS:** Jim Brace-Thompson, Senior Editor of SAGE Reference visited with UL faculty on Tuesday, September 30 to review future ideas for new reference works and to discuss the publishing process at SAGE.

-UL will partner with the Office of International Programs to host a number of programs and presentations during International Educations Week, November 17-21.

-DLPS Faculty Performance Appraisals have been scheduled beginning Tuesday, October 7. All DLPS faculty have now successfully input data into Digital Measurers. Thanks to Connie for working out numerous glitches in the original system and developing a separate Library Teaching Effectiveness section.

-Brian, Eric Fisher and David Runner visited the Glasgow Campus library to meet with Kath Pennavaria to develop plans for remodeling the reading room and adding six new workstations. New laptops will be ordered. Funding will come from the Glasgow Library fund.

-Classroom Improvement Project Requests and Teaching/Research Equipment Requests for 2008-09 have been submitted to the Dean.

-First quarter 2008 (July-Sept.) patron counts reached 92,399. This is up 2.5% over 2007.

**DLSC:** Suellyn Lathrop attended the meeting in Timothy's absence. Mike gave kudos to Suellyn for her development of the political activism online exhibit.

**E-Journal Signage on Helm 2** - Connie requested that signs be put up to remind students that online journals are available. Periodicals is to work with Eric Fisher on the signage.

**Classroom Improvement/Library Teaching/Research Funds** - Copies of DLSC and DLPS Department Equipment Requests for Teaching/Research Equipment Funds and Department Classroom Improvements Funds were distributed for review. Department Heads will revise documents and send to Mike by Thursday, October 9, 4:00 p.m.

**Ensuring Proper Budget Line Charges** - Connie expressed concern regarding travel expenses being charged to the proper budget indexes and accounts. Glenda White, Jan, Connie and Mike will meet Tuesday, October 7 at 2:00 p.m. for further discussion to systemize the procedures.

**Adjournment:** There being no further business before the Council the meeting was adjourned at 11:50 a.m.

For the Council,

Jan Rensch