

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
NOVEMBER 3, 2008**

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

Minutes: The October 20, 2008, minutes were approved as submitted.

Web & Virtual Library: Thanks to Kristie Lowry, Haiwang was able to put most of the SOKY Book Fest author's bios on the web. Working with Tracy and Jennifer, he also created the Books & Baskets event page and blogged it.

Development: Carrie reported she would be traveling to Williamsburg, VA next week to work on programming for the 2009 Academic Library Advancement and Development Network. She will also be making a few visits. She will forward program information about the conference to CLDH members upon her return.

-Carrie stated there is \$27,600 confirmed for the Book Fest with an additional \$24,500 pending renewals and \$14,500 in new requests being made. She is submitting a Kentucky Humanities Council grant to fund the Mary Badham visit as part of The Big Read!

-Carrie confirmed that both the gala and the Bourbon and Belles events were successful. She has two possible sponsor opportunities from the Gala event.

Community Outreach: Tracy mentioned that two press releases have gone out recently regarding the Evelyn Thurman award winners and the Fall into Books program. She mentioned again that Books & Baskets will kick-off Fall into Books on Friday, November 14 with the Lady Toppers season opener. Tracy also asked if anyone had ideas for the ALIVE Center grants that have just been announced. The grants support partnerships between staff and faculty and the larger community. She suggested that an International program was a possibility- perhaps expanding the Faraway Places program and bringing in a big international speaker such as Greg Mortenson from "Three Cups of Tea". Timothy said that the new educational area at the museum will incorporate international themes- and Dr. Binder said maybe we could partner with the International programs in some way- especially since Brian and Haiwang are already working with them on some upcoming programs.

Marketing: Celebration of the Arts - Jennifer is working on the brochure that goes out to local and regional artists.

-Christmas in Kentucky - Postcards are finished and posters will be completed this week and distributed. There was discussion about library outreach events in Brian and Haiwang's programs that we could distribute our fliers.

-Evelyn Thurman invitations are to go out this week for the luncheon.

-Collections and Connections - Currently collecting data for C & C

Department Reports

DLPS: Kentucky Live! - Drew Curtis of Fark.com entertained a large crowd at Barnes & Noble Bookstore on Thursday, October 23rd with his thoughts on contemporary media and their future projects in a digital age. He signed copies of his book *It's Not News It's Fark* following his presentation. Brian Leung, who teaches creative writing at the University of Louisville, will be our November speaker on Thursday, November 13. Leung's first book *World Famous Love Acts* (Sarabande, 2004) won the Mary McCarthy Prize in Short Fiction, the 2005 Asian American Literary Award in Fiction, and was nominated for a Stonewall Award and an Alex Award. It was an editor's choice selection in *Entertainment Weekly*. His newest book *Lost Men* published in 2007 has been released in paperback in 2008 by Three Rivers Press, an imprint of Crown Publishing. Katherine Pennavaria is reviewing *Lost Men* for the Daily News. The advanced creative writing class and the contemporary fiction class in the Department of English have been invited.

-Far Away Places - Our November 20th speaker will be Dr. Roger Launius, Curator of the Air and Space Museum at the Smithsonian and former Chief Historian at NASA. WKU libraries will partner with the Department of Physics and Astronomy and the Planetarium to promote his visit. His talk at Barnes & Noble will be on the topic "Robots in Space" which is the title of his latest book. Andrew McMichael is reviewing the book for the Daily News. The Department of Physics/Astronomy will host a brunch for Dr. Launius on Friday, November 21.

-International Education Week: November 17-21 - WKU Libraries will be hosting a number of events at Helm-Cravens and the ERC as part of International Education Week. Haiwang Yuan will speak on Tuesday, November 18th at 9:30 on folktales from his newest book *Princess Peacock: Tales From the Other Peoples of China*. Guests will include 40 grade 5 and 6 students from Russellville. David Keeling will speak on Russia in a special *Far Away Places* presentation on Wednesday, November 19th at 10 a.m. as part of Global Education day. Both events are scheduled for Helm 100.

-Personnel: Research/Instruction Specialist Search - After a final review of all applicants—we anticipate making an offer this week. ILL Specialist Search - 34 applications were received for this vacant position. These are being reviewed by the Coordinator of Access Services. Finalists will be interviewed in the next several weeks.

-Facilities: Signage - Eric Fisher has completed his work on the text and location of new signs and reviewed them with Dr. Binder and myself. After final approval from Facilities Management they should go to the sign company this week. Sewage: Work was completed on 60 feet of broken pipe connecting the Helm Library to the city line. Water, which had been turned off for several days, was restored Thursday afternoon. The café reopened for business on Friday. Roof: A large crane was set up on Normal Ave. to enable further work on rebuilding the wall on the Cravens roof. Temperatures: The a/c has been turned off in the Cravens Library. We will continue to monitor temperatures before turning the heat on. Once the heat has been turned on—it cannot be turned off until spring.

DLSC: Moving of the collections to the storage facility has begun. There are still issues that need to be worked out with the cards for security access. Now that space has become available development of the Decorative Arts gallery will begin.

-The Bourbon and Belles event and the President's cocktail party at the Log house went very well.

-The abstract for chapter on Second Life was accepted enthusiastically.
-The hiring of a weekend manager is in process and applications for the Library Assistant will be received this week.
-DLSC is seeking alternatives for dehumidifying G8. Designs for new HVAC system for the 1st and 2nd floors of old building are moving forward. The 3rd chandelier from the Kentucky room is returning after a stay at the President's house.

DLTS: On October 23, Brent Fisk, Jack Montgomery, Rose Davis, Nancy Steen, Uma Doriaswamy and Connie Foster discussed the problems with double (bonus) DVDs in circulating and replacing. The group identified ways to decrease the loss and subsequent replacement costs, as well as being able to charge patrons who fail to return both DVDs, or at least the primary one that has the feature film. Bib Access will treat these as 2 distinct items (main plus supplement) and separate into 2 plastic sleeves so that check out/in persons can readily see that an item is missing. We will monitor this effort to see if it makes a difference because the additional plastic sleeves will increase supply costs.
-The CoLibri machine was sent for maintenance and will not be available until it is returned.
-The HF Group, our bindery, is closing its Petersburg VA plant and will redistribute to its other operations in PA, NC, and Indiana. We will be assigned to the North Manchester IN office (the old Heckman Bindery location). There will not be any major changes in the way shipments are delivered, other than an address change. Eric Fairfield and Adam Brouwer have been extremely conscientious in their efforts to keep us informed about this major change for them.
-Nelda Sims, David Runner, and Rose Davis are to experiment with the new labels and printer to see if they will work for our purposes in replacing what we have.

TopSCHOLAR™ and SelectedWorks

Sociology now has a community on TopSCHOLAR™ as a result of Jerry Daday's inquiry and content. SelectedWorks has a new site for Donna Renaud who is part of the Ed Leadership cohort and a Communications faculty member. Also, Paul Bush added his photo to SW.
1,104 papers to date; 15,371 full-text downloads to date; 12,520 downloads in the past year

Raymond Cravens Library Rededication: Mike will appoint a committee to plan and recommend a budget for the event to honor Raymond Cravens and rededication of the Raymond Cravens Library.

Holiday Luncheon: Brian expressed concern as to the price of the luncheon. After discussion it was recommended that the planning committee go back to the restaurant to see if they would work with the committee for a larger discount or a room charge and lower price or include drink and dessert in price.

WKU Outside Employment Approval Form, Faculty: Mike distributed the new Faculty Outside Employment Approval form which Richard Miller introduced at the last Dean's meeting. Previously there had been no form to acknowledge outside employment and approval by Dean's. The Department Heads are to inform their faculty about the form.

"On Becoming a Productive University": Mike distributed copies of certain portions of the book that Barbara Burch brought to the attention of the deans at last week's Dean's meeting. The copies were of portions that referenced libraries recognition and involvement.

Adjournment: With no further business before the Council the meeting was adjourned at 12:05.

For the Council,

Jan Rensch