

**Council of Library Department Heads
Minutes
November 24, 2008**

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

Minutes: The November 10, 2008, minutes were approved as submitted.

Development: Carrie reported that she has 5 appointments in the next two weeks to nail down renewal sponsorships for the Southern Kentucky Book Fest. She is also submitting 3 new requests before Christmas. She is submitting the Kentucky Humanities Council grant tomorrow.

- Membership has been reviewed and updated with changes made to the minimum donation and the schedule for renewal memberships. Memberships now start at \$25 for individuals and \$50 for family and renewal will be based on when the gift is made, not a set yearly time frame.
- The letters soliciting support for artist awards for the USbank Art Show will be sent out on December 8th.
- Carrie asked that if anyone had gift-in-kind forms that needed to be credited to donors, she needs those by December 10 to confirm they are credited before the buildings are shut down for holiday break. She will connect with all those she works with individually to confirm this as well.

Web & Virtual Library: With the help of Jennifer, who took great photos, Haiwang documented a busy week of events on the Web, including a series of podcasts and Flickr photo albums.

- On November 14, Haiwang attended the "Connecting Cultures Summit Meeting called by the Center of Entrepreneurship and Innovation. The meeting was to reflect on the Liaoning University Chinese Scholar's visit to WKU and future development plans for both universities.
- On November 15, Haiwang participated in the Kentucky Book Fair (KBF), where he sold his books. He learned that for the first time KBF allowed self-published books to participate in the fair.
- On November 14, Haiwang attended WKU's Technology Advisory Committee for Vice President of Information Technology (TAC) and learned that a new networking platform will be implemented by January 2009. Internet based, this system will enable users of Windows-based PC's to access their file remotely. Updates will not touch Macs. MS Exchange will replace Netscape e-mail system but the date is not set.

Community Outreach: Tracy mentioned that she attended the KY Book Fair in Frankfort. She was soliciting authors for Book Fest as well as networking with authors who are already attending. She also reported that she will be presenting on the upcoming Big Read program at Kiwanis on Wednesday. Tracy said Mike will be coordinating a meeting in January that she and Jennifer plan to attend, to discuss how to best market programs such as KY Live and Java City. She also said she is reporting for Jury Duty starting December 2 for a month so she may not be as available. She encouraged staff to take part in the Barnes & Noble Book Fair to benefit Book Fest December 6 & 7. Those that shop in the store on those days can request to have part of their total go toward Book Fest. There will be an online option as well.

Marketing: Jennifer distributed copies of the USbank Celebration of the Arts Entry Form. It will go out next week. There will be a private reception for Friends on Friday night before the public opening on Saturday.

-Collections & Connections mailed out this week.

-Christmas in Kentucky being promoted - Monday Christy Spurlock will be on WBKO AM Kentucky and Jennifer will be on MIDDAY. An assessment will be done at the event to see what is effective promoting for the event.

-Jennifer is Working with Connie on SelectedWorks promotion.

-Annual report info is due to Jennifer Dec. 5.

Dean's Report: Mike announced that the CLDH will meet Monday, December 1. The Margie Helm Awards committee will meet immediately after the CLDH meeting.

-#11 - Mike distributed The Staffing Plan for review by the Department Heads and he reported on his meeting with Dr. Burch regarding the plan.

-#10 EPAFs - Mike distributed an email from Mike Dale regarding EPAFs. Discussion on procedures and a time line ensued. Department Heads are to work with Glenda White to get them accomplished in a timely manner.

-#9 - University Closing Schedule - Connie wanted clarification as to how it affects faculty time off and the libraries public hours.

-#8 - Frazier Museum - Connie wanted to know what the advantages are and how the Frazier Museum partnership will affect WKU students.

Timothy explained it is just another avenue for students to gain experience and broaden their education.

Department Reports:

DLPS: Kentucky Live!: Brian Leung - On Thursday, November 13th Creative writing Professor Brian Leung, from the University of Louisville, spoke about the art of creative writing and about whether you should write from your personal experiences or totally from your imagination. He read from his two books: *World Famous Love Acts* and *Lost Men*. The event drew a large crowd including classes in fiction and creative writing at WKU.

-Far Away Places: Roger Launius - On Thursday, November 20th the Curator of the National Air and Space Museum at the Smithsonian captivated an overflow crowd with his talk on the roles of humans vs. robots in the future of space exploration. Launius toured the Kentucky Museum on Friday, November 21st and was guest of honor at a brunch at the Holiday Inn University Plaza hosted by the Kentucky Space Grant Consortium.

-International Education Week, November 17th to 21st DLPS partnered with the Office of International Programs to host a number of events.

Haiwang spoke twice on Tuesday, November 18th on the theme of China: A Nation of Diversity and Contrasts and read folktales from his new book: *Princess Peacock: Tales From The Other Peoples of China*. His second presentation was to a very enthusiastic group of fifth and sixth graders from Russellville. David Keeling gave a special "on campus" *Far Away Places* presentation on Russia on Wednesday, November 19th. Keeling recently spent three weeks on the Trans Siberian Railway for a program sponsored by the American Geographical Society. Roxanne Spencer gave a presentation on Children's Literature for Multicultural Education in Tate Page Hall on Tuesday, November 18th.

-Kentucky Live! Jack Montgomery will talk about "Kentucky Healers & the Folk Magic Tradition" on Thursday, December 4th at 7:00 p.m. at Barnes & Noble. A review of his book *American Shamans: Journeys With Traditional Healers* will appear in the Bowling Green Daily News on Sunday, November 30th.

-Evelyn Thurman Award - The second annual Evelyn Thurman Young Readers Book Award was presented to John Adams, author, and Barbara Gibson, illustrator for their book *The Dragonfly Door*. Adams is a native of Hopkinsville who now lives in Minnesota. He spoke at several Bowling Green schools prior to a luncheon on Friday, November 21st at the Kentucky Museum. A new Evelyn Thurman award sticker was affixed to copies of books distributed to guests and two sisters of Evelyn who attended the luncheon received special portrait sized caricatures. The selection of the award winner and planning for the awards ceremony was by a committee chaired by Sean Kinder.

Personnel - Amanda Hardin has been selected as the new Research/Instruction Specialist in Reference and Periodicals. She begins work on December 1. Candidates for the ILL Specialist position have been selected for interviews scheduled for the week after Thanksgiving. November 21st was the closing day for applications for Electronic Information Coordinator position. A review of applications will begin soon. The search committee is chaired by Sean Kinder.

-Winter/Spring Schedules - Eric has completed the winter/spring schedules for CLDH review. The fall schedule has been amended in accord with the President's decision to close WKU a week earlier than previously planned. The Helm-Cravens Library, ERC, and Glasgow Campus Libraries will be closed after 4:30 p.m. on December 12th and reopen on January 5th.

DLSC: KYLM is gearing up for Christmas in Kentucky December 6.

-Timothy announced the Holiday closings for the Kentucky Library and Museum:

-Thanksgiving-

-Library - closed - Wednesday, Nov. 26 thru Sunday Nov. 30

-Museum - Closed - Thursday, Nov. 27 thru Sunday Nov. 30

-Winter Holiday-

-Library - Closed - Monday, Dec. 15 thru Sunday, Jan. 4

-Museum - Closed - Monday, Dec. 15 thru Friday, Jan. 2

-Gift Shop will be open until Dec. 23 and will open Jan. 3 & 4

-Timothy and students will be working the week of December 15-20 on the Decorative Arts Exhibit.

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

For the Council,

Jan Renusch