

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
FEBRUARY 2, 2009**

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

**Minutes:** The minutes of the December 8, 2008, meeting were approved as submitted.

**Web & Virtual Library:** Haiwang has put the photos of the Macy's Used Book Sale event on the Web.

-At the ALA conference in Denver last month, Haiwang was invited by the ALA President Jim Rettig to his "Thank You Reception."

-Haiwang has just had a new book published by National Geographic titled "Celebrate Chinese New Year." He co-authored the book as a consultant.

**Development:** Mike will report on development until a new director is hired. He made a presentation on Saturday to the Parents Advisory Council on the Big Read program soliciting them as next year's presenting sponsor. Mike will be meeting with Tom Hiles regarding how development will operate in the future. Mike is working with Josh Hawkins on current projects.

**Community Outreach:** Tracy is working with our current contact at WKU Foundation, Josh Hawkins, on next year's NEA Big Read grant. The book chosen from the NEA list by the partnership for 2010 is *The Great Gatsby*.

-The Macy's Used Book Sale went very well considering the bad weather during the week. Bottom line should be \$14,000 - \$15,000.

-Mary Badham, who played Scout in the movie version of *To Kill a Mockingbird*, will speak on Tuesday, February 10 at the KY Library & Museum in the Kentucky Room after the showing of the movie at 4:30 pm in the Western Room. She also will be speaking at several area schools.

**Marketing:** There are several projects in the works in Marketing.

-SelectedWorks - Connie and Jennifer have been working on completing a SelectedWorks brochure to encourage faculty and staff to participate in the program.

-US Bank Art Show - Jennifer is currently working to solicit more art show award contributors. Josh Hawkins from Development has been assisting with communicating our needs to the Deans and a letter to LAC and MAC members will go out soon to ask for donations as well.

Postcards to general public are due out this week and we are waiting to hear back from US Bank regarding guest lists and potential financial support for the Preview Party to be held Friday, February 27 from 5-7 pm. Opening Reception will be held on Saturday, February 28 from 5-7 pm.

-Graphic Design student will be starting this week. Her name is Kelly Lafferty.

-Kentucky Library & Museum-Jennifer is assisting the education department with a brochure for their summer camp programs.

-Jennifer attended the meeting for one of the candidates for the Director of Marketing for Public Affairs. She confirmed from a university standpoint what she believes will be a strength for

University Libraries once we revisit all of our promotional pieces. There is a need for a consistent look within our system in order for proper branding to take place. Logo treatment is a start; however, a similar look throughout all of our promotional pieces is necessary for a uniform look and message. We hope to begin a uniform look with the SelectedWorks brochure. A proof will be ready by our next meeting date. -Membership-Meetings are set up for Jan, Mike, Tracy and Jennifer to begin the learning process of accessing donor data along with general report information. She hopes to get letters out within the next week.

**Dean's Report:** Mike will be setting up a strategic planning task force for future action planning.

-In development is a task force on video games.

-CLDH next week Monday, February 9 is cancelled. The next meeting will be Monday, February 16.

**Department Reports:**

**DLSC:** Timothy will not be here next Monday. He will be assisting in relocating a chandelier from the Kentucky Building to the President's home and moving one of the original Kentucky Room chandeliers back to the Kentucky Building.

-Gearing up for US Bank Celebration of the Arts exhibit. Art will be accepted on February 20. Volunteers are needed. The opening preview party for Council Members, Friends of the Library and Museum and sponsors is Friday, February 27 and the opening of the exhibit is Saturday, February 28.

-A basket making workshop is this Saturday, February 7.

-The Second Life committee has not met since November, but a meeting will be scheduled in February.

**DLTS:** On January 5, the first day after the 3-week break, Jack Montgomery, John Sarkozi and Rebecca Hawkins handled 48 tubs of mail in less than 4 hours. Day 2 brought an additional 20 tubs for processing. Serials and Acquisitions managed to stay on task and process the entire back log within the week. Postal services were ready for delivery the morning of January 5, so this helped considerably in getting us the huge back delivery early in the day.

-Much confusion surrounds the process for withdrawing books from all locations and branches of the library. There has been a process in place but with changing responsibilities and the perception that withdrawals impede other technical services processes, we are often left out of the loop. Rose, Nelda, Jack, Jeannie, Doug, Dan, and Ellen (and others) need to be brought in to discuss best practices. Books and serials are not being distinguished. Serials do reside in all areas of the library. Serials must be withdrawn through the Union List system at some point so identification is essential. We do have systems in place that can expedite withdrawals and do not affect the normal acquiring and cataloging of new materials.

-DLTS will host a reception February 5 to welcome our new staff at 9:30 in Cravens 303. Lynn Pawley and Crystal Bowling are in Bibliographic Access; Tracy Ryan Bryant is the Serials Accounts Specialist.

-Connie met with the nursing faculty on Friday, January 30 to promote SelectedWorks.

-Rose Davis has been appointed Chair of the KLA Academic Library Section Local Arrangements Committee for the 2009 Joint Spring Conference to be held at Barren River State Resort.

**DLPS:** New Signage: Eric Fisher completed the designing and hanging of several hundred new directional and informational signs in the Helm-Cravens complex over the holidays and during the January interim. New floor directories have been added on all floors in Cravens. This provides the most complete signage since the Cravens Library opened in 1971. Mike worked closely with Eric on the project.

-Classroom Improvement Funding 2008-09 - The Department received funding for the following projects:

To renovate Government Documents/Law reading Room: \$11,450

To remodel Circulation Desk-Cravens Library (Phase 1): \$11,219

To remodel Circulation Desk-Cravens Library (Phase 2): \$25,144

With Leadership Studies to install new Audio-Visual in Cravens 100: \$12,800

-College Instructional Equipment Funding 2008-09:

To install custom library panels (end caps) to existing shelving: \$20,770

-Personnel News: Position Reclassifications:

Doug Wiles is now Library Security Coordinator

Ellen Micheletti is now ERC Specialist

-New Staff: Robin McGinnis is now the Interlibrary Loan Specialist

effective 2-2-09. Robin was formerly our Weekend Librarian.

Lee (Charles) Pedigo is now Weekend Reference Librarian effective 2-1-09. Lee is a recent MLS graduate of the University of Kentucky and has an MA in Psychology from Western Kentucky University.

-Job Searches: Searches for two part-time Library Security Staff, a Late Night Reference Assistant and a part-time Library Technology Assistant are underway. The Electronic Information Coordinator's position will be readvertised.

-Kentucky Live! - Dr. Thomas Barnes will be our guest speaker on Thursday, February 12 at Barnes & Noble at 7:00 p.m.

He'll be talking about "Rare Wildflowers of Kentucky" which is the title of his latest book. Barnes is a Professor of Forestry and Wildlife Specialist at the University of Kentucky.

-Far Away Places - Dr. Doug McElroy of WKU's Department of Biology will talk about the "Galapagos Islands" on Thursday, February 19 at Barnes & Noble at 7:00 p.m.

**Adjournment:** With no further business before the Council the meeting was adjourned at 12:00 p.m.

For the Council,

Jan Renusch