

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MARCH 16, 2009**

Present: Dean Michael Binder, Connie Foster, Brian Coutts, Nancy Marshall, Bryan Carson, Tracy Harkins, Jennifer Wilson, Haiwang Yuan, Josh Hawkins and Jan Renusch

Welcome: Mike welcomed Josh Hawkins, Director of Development for WKU Libraries and Student Affairs.

Minutes: The March 9, 2009, minutes were approved as submitted.

Web & Virtual Library: Haiwang continues updating the SOKY Book Fest authors' pages with new information provided by Tracy and Kristie. -As a member of its editorial board and major contributor, Haiwang has been invited by the publisher of the Berkshire Encyclopedia of China to the Association for Asian Studies Annual Conference in Chicago where the publication of the multi-volume encyclopedia will be announced. The trip is March 28th, and Haiwang thanked the dean for his support.

Development: Josh Hawkins introduced himself to the group. As Director of Development for University Libraries and Student Affairs, Josh will be focusing on University Libraries and Student Affairs with a goal of advancing each area, in terms of volunteer and financial support. He is excited to be on board and is looking forward to his new responsibilities and said he will be meeting with each Department Head in the near future.

Community Outreach: Tracy is dedicated to the Book Fest until April 18. She has been working with the graphics intern, Kelly Lafferty on the Book Fest tabloid. It will be going in the Daily News on Saturday, April 11 prior to Book Fest. They will be printing 2000 extra copies for our use.

-Tracy sent a letter to the "Meet the Authors" patrons and so far 16 have re-signed. The goal is 20. Nancy Richey is curating a special history of writing exhibit for the event called "Pages From the Past and Present." The invite for "Meet the Authors" will go out 3 weeks prior to the event.

-Tracy has also been working with Josh on following up on Book Fest donors. Book Fest is taking place the same weekend as the Hot Rods baseball opening so there is some concern about competing for press space.

Marketing: 75th Anniversary Update: Replies are coming in for the reception. Jennifer is working closely with Parking and Transportation to provide appropriate parking for guests.

-Brian and Jennifer will be traveling to Glasgow later this week to talk to the Glasgow branch about their 20th year anniversary celebration.

-Jennifer is having a meeting set this week to talk to Jeff Baynham about reports for Membership.

-Her goal is to have copy to publications this week for Annual Report.

-She is waiting on approval for Christy Spurlock's press release

regarding her award. Jennifer will be putting together a press release for Nancy Richey's award and both ladies will be submitted to Doers and Deeds as well as the Collections and Connections newsletter.

Grants & Projects: Bryan talked about the white papers that he sent to Dean Binder. There are nine proposals that have been sent forward. These include:

*The Southern Kentucky Economic Development Library (a joint-use library in collaboration with the Warren County Public Library). This would be located at the Center for Research & Development, and would also serve the South Campus.

*Kindle the Fire: Reading for Career & Educational Development (an adult literacy project that Roxanne Spencer and Pam Petty are interested in pursuing).

*Information Resources for Community Health Education and Healthcare Practitioners (electronic journals, databases, and staffing for health information literacy).

*The Southern Kentucky Conservation, Preservation, and Digitization Laboratory (a regional conservation lab).

*Energy efficiency for Helm-Cravens Library.

*Energy efficiency for the Kentucky Building.

*High Technology in Kentucky (a museum exhibit which would be located in the Center for Research and Development).

*A proposal by the Kentucky Building for new "Traveling Museum Exhibits for Outreach to Area Schools."

*Supporting Research in Fossil Fuels and Alternative Energy (a research collection of electronic journals and databases to support energy research).

There were several questions and suggestions for wording changes. Bryan thanked his task force: Alan Logson, Rosemary Meszaros, Jack Montgomery, and Nancy Richey. He also thanked Timothy Mullin, Carol Watwood, and Charles Smith for providing input on the proposals.

Dean's Report: Mike's focus has been and still is the 9 white paper proposals that he will be submitting to Sadiq Shah today for consideration for grant proposals targeted at the federal Stimulus package.

-Copies of the "2010-2016 Capitol Plan Project" spreadsheet were distributed for review and discussion. It includes design funds approved for renovation of both Helm-Cravens and the Kentucky Building in the 2010-12 biennial budget. Also discussed was Lib Guide-Upgraded Research Guides.

Department Reports:

DLSC: Nancy Richey attended the meeting in Timothy's absence. She reported that work is continuing on PastPerfect, choosing banner pages and the look for the website before the public introduction

-Attendance is steady at both the Civil War and Celebration of Arts exhibits.

-Christy Spurlock was awarded the Frank R. Levstik Award for Professional Service from the Kentucky Historical Society on March 7, 2009. The Levstik Award is presented annually to a staff member of a museum, historical society, genealogical society, or other history-related organization in the state for exemplary work.

-Nancy Richey was awarded a New Faculty Scholarship to pursue research into the life of a Kentucky musician.

DLPS: Far Away Places Series - This week's speaker is Joe Trafton, distinguished professor of Religious Studies at WKU. Joe will be talking about his work on the "Dead Sea Scrolls" as part of the Princeton Theological Seminary's Dead Sea Scrolls Project. The scrolls were discovered in eleven caves along the northwest shore of the Dead Sea between 1947 and 1956. The talk is scheduled for Thursday, March 19th at 7:00 p.m. at Barnes & Noble.

-SACS Visit - Roxanne Spencer and Beth Knight will be meeting this week with Dr. Clarence Toomer regarding the new EdD program and library resources and services.

-75th Anniversary of WKU's Federal Depository - WKU Libraries is celebrating 75 years as part of the Federal Depository Library Program. Since 1934 WKU Libraries has housed federal documents and assisted patrons in locating federal government information. The celebration will begin at 10:00 a.m. on Friday, March 27th with remarks from Congressman Brett Guthrie. New furniture has been ordered and is scheduled for installation prior to the ceremony.

-New Staff - Churng Lin has been hired as a part-time Library Security staff assigned to the Java City entrance. Lin is a recent WKU graduate. He'll be working weekday afternoons starting March 19th. He formerly worked for us as a student patroller.

-The Library Technology Team provided tech support for the Kentucky Live! presentation at Barnes & Noble, updated a computer for the use of the new Director of Development, upgraded design software for Marketing Director and student intern and updated other software used by intern, began work on repairing Operating System for one of the computers used by Marketing intern, removed viruses from student assistant computer in Reference, dealt with the normal network printing problems throughout the library as well as virus problems on other computers.

DLTS: Paula Owens attended a meeting about implementation of web reporting for student time. She will phase in this new process, which is similar to what staff does, with DLTS students. Then by summer the system will be fully up for all library and university student personnel. There will be logistics to work out, such as verification of time reported by respective supervisors. Crystal Bowling will serve as back up.

-Connie Foster will meet with the TopSCHOLAR® Advisory Committee, Friday, March 20 at 1:00 to share update information about the repository and SelectedWorks.

-Connie will meet with David Runner and Nelda Sims today regarding the part-time technology position that needs to be filled immediately.

Library Representative Meetings Schedule: Days, dates and times were discussed. Connie and Jan will continue to work on firming up the schedules.

Adjournment: With no further business before the Council the meeting was adjourned at 12:15 pm.

For the Council,
Jan Renusch