

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MARCH 9, 2009**

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

Welcome: Mike welcomed Bryan Carson, the new Assistant to the Dean for Grants and Projects

Minutes: The March 2, 2009, minutes were approved as submitted.

Web & Virtual Library: With Tracy and Kristie, Haiwang is fine-tuning the authors' information pages on the SOKY Book Fest Web Site. -Per the request of the Dean, Haiwang will be in charge of the Libraries' photography equipment, including their lending.

Development: Mike met with Tom Hiles, Rick DuBose and William Skaggs regarding the libraries development situation.

Community Outreach: Tracy passed out posters and bookmarks to everyone for Book Fest. She is working with Haiwang on updating the sponsor listings and author listings on the web site. The department graphics intern, Kelly Lafferty, is helping her with the Book Fest tabloid and things look very good so far. They are aiming to get the tabloid done earlier than last year so that it can be distributed at different locations before the Book Fest. Tracy has also sent a letter to the Meet the Authors patrons and Kelly is working on the Meet the Authors invitation. Bryan Carson brought up the problems with vegetarian lunches at last year's Book Fest and Tracy said she would revisit that issue with Holiday Inn.

Marketing: Jennifer reported that plans are moving along for the 75th Anniversary Celebration to be held Friday, March 27 at 10 am. The Dean's letter was sent last week and invitations are to go out this week. Jennifer is working with Parking and Transportation to get parking worked out for Rosemary's conference participants as well as government officials.

-SelectedWorks™ brochures are in the process of being printed and Kentucky Library & Museum's Summer Camp brochure is complete; however, more are being ordered for CAD and additional promotional efforts.

-Regarding Membership, Jennifer will be meeting with Jeff Baynham next week to go over needs for reports each month. He will then coordinate with Heather Stubblefield to get these reports rolling for us to begin our appropriate communication with current and future members. Jennifer will be working on the renewal letter to go out to members.

-The Annual Report that has been put on hold for other pressing projects, is now at the top of her list for completion.

-In discussion of activities, Brian Coutts mentioned that the Glasgow branch will be celebrating their 20th anniversary of existence on April 16. Jennifer and Brian will get together regarding the communication needs of the Glasgow library. In addition, Timothy mentioned that this is the 70th anniversary celebration for the KY Library & Museum which

may be able to be paired with the new Decorative Arts exhibit that will be opened later this year.

Grants & Projects: Bryan Carson discussed the preliminary recommendations of his task force on the Recovery and Reinvestment Act. While most programs in the statute are not applicable to libraries, there are several that we may be able to tap into.

-Sadiq Shah has asked each Dean on campus to submit white papers (using the same outline) by Friday the 13th. The task force will submit its proposals to Dean Binder, who will make the final decision as to which proposals are sent to Dr. Shah.

-The highest-priority item is a suggestion for a library at the WKU Center for Research and Development. Currently code-named the "Southern Kentucky Economic Development Library," this would be a partnership between WKU and the public library. The idea is to benefit economic development by helping area businesses with their marketing and business development information. In particular, it will help small businesses create effective business plans and marketing strategies and learn about available grants and loans. We plan to include a high-technology computer training classroom so that the librarian can train small businesses to use the Internet and other broadband opportunities for their businesses. The librarian will also assist area businesses, nonprofits, and educational institutions with finding and writing grant proposals. (That last part is based on the role that Tracy Harkins used to hold at the Alive Center.)

-Another possible white paper idea is for a conservation, preservation, and digitization laboratory. While located at the Kentucky Building, this would serve the entire university. Other proposals include an exhibit on the history of high technology in Kentucky, and a set of traveling exhibits that can be sent to area schools and libraries. The task force is also working on a proposal for electronic information collections to support research in fossil fuel and alternative energy, as well as a proposal for electronic information resources to serve public health education and the information needs of area healthcare providers.

-Bryan noted that there is no information yet on how the student work-study money will be distributed. However, he noted that if it is a competitive process, the library will probably be more successful if we can tie our requests to university goal #1, increasing student learning. To this end, the task force has come up with several ideas for specific projects that can be undertaken by work-study students as a type of cooperative education or service-learning.

-Bryan noted that the task force was working on a literacy proposal. Since Roxanne Spencer has been working with the literacy faculty in Special Instructional Programs, Bryan has set up a meeting for this week. He will discuss literacy initiatives with Pam Petty and Roxanne Spencer, and if necessary with the public library.

-Tracy Harkins made several suggestions for additional groups to partner with in creating an economic development library. She also had some suggestions for grant opportunities dealing with literacy initiatives. Tracy agreed to meet with Bryan this week to discuss these initiatives.

Dean's Report: Mike and Jan have been working on the schedule of meetings for the colleges' representatives regarding the libraries FY 09-10 budget planning. Once schedules are finalized Mike will send notices of the meetings.

-“2010-2016 Capital Plan Project” summary - Mike said that the libraries have design money in the FY 2010 budget. Jan is to print out document for the department heads and coordinators for the next meeting.

-Mike will be in Seattle at the ACRL conference Wednesday through Sunday.

Department Reports:

DLPS: Jon Jefferson at Kentucky Live! - Jon Jefferson of Jefferson Bass spoke to a large crowd at Barnes & Noble on Thursday, March 5th.

He showed film footage from his award winning films on the “Body Farm”, talked about his relationship with his co-author, Dr. Bill Bass, and signed copies of his mystery novels. He was subject of a front page story in the Bowling Green Daily News on Friday, March 6th.

-Far Away Places - Joseph Trafton from WKU’s Department of Philosophy and Religion will speak about his work translating the Dead Sea Scrolls on Thursday, March 19th at 7:00 p.m.

-Cravens Displays - Paula Bowles has put up new displays on “The Dead Sea Scrolls” and on Women’s history for Women’s History month in the display cabinets on Cravens fourth floor.

-New Staff - Allison Sircy has been hired as a part-time Security Assistant assigned to the Java City entrance. She begins work on March 16. She formerly worked for us as a student assistant. She’ll report to Doug Wiles.

-ACRL Membership Committee’s “First Time Attendee Orientation” - Brian has been working on the ACRL Membership Committee’s first ever “orientation for attendees” to be held in Seattle on Thursday, March 12 from 2:00-3:30. Brian is chair of the Membership Committee of the Law and Political Science Section of ACRL.

DLSC: The KYLM was a stop on the Gallery Hop schedule Friday evening and they had a very good turn out - about 40 people.

-Staff is working on getting the glitches out of Past Perfect and it should be ready soon.

-After the rain storm on Sunday night the Service and Supply storage area did not have any leaks from the roof.

-Timothy is working on the Recovery and Reinvestment Act white papers.

DLTS: TopSCHOLAR® is now a registered trademark of Western Kentucky University. The official letter was received in the University attorney’s office in November. We learned of this approval March 2.

-Connie Foster published in TopSCHOLAR® “Where in the World Is Library Technical Services? Finding Ourselves in Fun, Learning, and Food” and has had 2 full-text since date of posting (2009-02-18)

-August 3-7 is the tentative date for the next Voyager upgrade from 7.0.3 to 7.1. Nelda will keep us informed about the final dates.

-Nancy Steen has completed 100 individual entries for the volumes of Handel that formerly were under one analyzed set entry. This effort will increase number of hits through improved access points.

-Shiu Mak has completed much of the cookbook collection from the Kentucky Library, The remaining ones are mostly church-issued cookbooks that will require original cataloging. She continues, also, to work on current acquisitions.

-Uma Doraiswamy created records for web site bibliographic records on OCLC for TopSCHOLAR® and the 2 Kentucky Library & Museum collections in house and online. This will allow “findability” from WorldCat Local.

-PALINET and SOLINET members have overwhelmingly approved the merger! The new organization, Lyrasis becomes effective April 1, 2009. All units that have business with the newly merged organization will need to change Vendor records and get their new w-9 to accompany the first payments for Accounts Payable.

Adjournment: CLDH will meet next Monday March 16. Timothy will be sending a rep in his place. With no further business before the Council the meeting was adjourned at 12 noon.

For the Council,

Jan Renusch