

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
APRIL 13, 2009**

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

**Minutes:** The March 23, 2009, minutes were approved as corrected.

**Web & Emerging Technologies:** Haiwang reported that the Libraries website needs updating and distributed a list of the Web Site Team members with their respective responsibilities. After discussion, Mike decided to form a new team in place of the current one in view of some members' retirement, relocation or other commitments. A new name for the new organization: Web & Emerging Technologies Working Group (WETWG) was agreed upon. "Working group" is preferred to "committee" due to the literal sense of the word "work." Members are supposed to work rather than engage in discussions only. The dean will appoint new members after Haiwang and the Department Heads make their recommendations. They saw no problem including some staff with needed skills and motivation. It is agreed that WETWG members' performance will be factored in their evaluations, and Haiwang is supposed to provide the information to the department heads.

-Haiwang will meet university IT people on Tuesday to get their support for some of the Libraries' new initiatives such as the migration of TIP to a Wiki platform and the substitution of a Content Management System (CMS) for the WYSIWYG Web editor Dreamweaver in the development and maintenance of the Libraries' web site. He will also talk with IT about getting more storage space for Libraries' podcasting since using the current commercial ISP is getting more and more costly. Since the university has postponed its deployment of Plone as a result of budget cuts, Haiwang will find if it is feasible and affordable for Libraries to implement this CMS platform alone or if a free platform will be supported by IT.

-Haiwang reported that he was experimenting with Twitter and opened an account for the Far Away Places program. Its name is @wkulibfaraway. It is followed by the WKU Alumni Association (@WKUAlumni). Haiwang is planning to Tweet from Libraries' Blog to streamline the communication for publicity.

-The issue of proper communication and work flow pertaining to calendar and events and event announcements was discussed with the purpose of marketing the Libraries and informing the patrons in a centralized way in order to achieve consistency and efficiency.

**Marketing:** The Annual Report is almost ready for proofing. As soon as Mike looks it over, Jennifer will circulate to Department Heads for review.

-The newsletter is going out this week. It will also be distributed at Book Fest.

-Jennifer will be meeting with Annual Giving staff regarding membership and hopefully will be ready to get reports in order soon.

-Jennifer is finalizing the program for this week's Glasgow reception and the ad inviting the community ran this past weekend in Glasgow.

-Jennifer would like to begin putting the upcoming academic year's master calendar together for marketing and would like to receive requests and any information regarding marketing from all areas.

**Grants & Projects:** Bryan met with Josh Hawkins and Christy Spurlock regarding the saving our history grant application. The programs don't quite fit the grant requirements except one might be developed for a regional history day program for next year.

-The NEA Big Read grant was not eligible under the Recovery Act.

-Bryan is researching grant possibilities for The Discovery Room; ALA traveling exhibits that just need unpacking and they are ready to go such as a Harry Potter Magic and Renaissance Medicine exhibit. Bryan will research space needs and get more information.

-From the white papers that were submitted the "Soky Economic Library" project has possibilities.

-TVA grants are available for cultural environment development in the areas served by TVA.

-A representative from the New York Foundation Center will be at the ALIVE Center on April 28. There will be two sessions one on grant searching and one on non-profits in these uncertain times.

-Bryan will be defending his doctorate on Saturday.

**Dean's Report:** Mike announced that Haiwang's title has been changed to "Special Assistant to the Dean for Web & Emerging Technologies" to better reflect his role and responsibilities. Mike will be sending an email announcing Haiwang and Bryan's new titles.

-As a result of the Ogden College of Science and Engineering Library Representatives Meeting, Mike received an email asking him to meet with Don Swoboda, DELO Dean, regarding a possibility of financial help for Library resource services. As a result of that meeting the libraries will receive \$50,000 to assist in the budget crisis.

-A library presence in the new Owensboro building was discussed.

-Mike distributed copies of the Lapse Salaries document sent by LaDonna Hunton for the Department Heads review and input. They are to send all relevant information to Jan by Tuesday, April 14 in order to meet the April 15<sup>th</sup> 12 Noon response deadline.

#### **Department Reports:**

**DLTS:** Uma Doraiswamy has been re-elected as faculty senator for the department. For the KLA Information Technology Roundtable, Uma is secretary and Nelda Sims is treasurer.

-Permission has been received to advertise for the Assistant Professor/Kentucky Library Cataloger position. Deana Groves is chairing the committee. Members are Ann Brown and Uma Doraiswamy. Review of applications will begin May 1.

-Jack Montgomery reports that the Acquisitions Unit did verification searches on 2,342 regular orders and 110 gifts received in March and placed 1,378 orders which is slightly above average. The next step is to place orders for those verifications. 301 Colibi covers were placed on books during March. That number should drop as paperbacks are eliminated from this process. 1,055 items received and processed into the Unit which is about average.

**WorldCat Local-** WorldCat Local is live as of April 10. Bryan Carson and Haiwang Yuan are working on approval for a user survey during the trial period. Connie has prepared a draft fact sheet. Nelda completed the customization form on April 1.

**Technology:** Nelda has moved her office to Cravens 700 and participated in interviews for the part-time technology/systems staff member. Nelda created a Kentucky Lib RPW Grimshaw location as we look towards cataloging the Grimshaw collection within the Robert Penn Warren collection, following a meeting of Jonathan Jeffrey, Rose Davis, Connie and Nelda. Thanks to Eric for updating the hall directory on Cravens 3. -David Runner reports that The Library Technology Team provided support for The Far Away Places presentation @ Barnes & Noble, finished re-installing all the Windows software used by the Graphics Intern after the Operating System crashed and the hard drive was reformatted, dealt with network printing problems in the Dean's office, Helm Electronic Reference area and several DLPS staff computers, dealt with Electronic Reference area computer problems, provided tech setup for TopSCHOLAR meeting, began updating browser plug-ins and Adobe Reader on all computers to fix security holes hackers are currently using to infect computers. David installed or updated 47 files/software on Haiwang's computer after IT reimaged his PC for a network login problem.

**DLPS:** Celebrating 20 Years in Glasgow - WKU Libraries will host a reception at 2:00 p.m. Wednesday at the Glasgow Campus Library to commemorate our twentieth year of service to the Glasgow Campus. The reception will be preceded by a DLPS Luncheon at Colton's Steakhouse and Grill at 11:30 a.m. Guests will include members of the Business and Professional Women's Club of Glasgow who raised more than \$100,000 in 1989 to support the opening of a branch library in Glasgow. -Far Away Places - Michael Trapasso, Professor of Geography at WKU, will talk on the Viking Voyages at Barnes & Noble this Thursday at 7:00 p.m. Dr. Trapasso is one of WKU's most travelled faculty members. His "Viking Mission" began with a trip to Norway in 1999 and has continued with visits to Iceland in 2003 and 2004, Greenland and Newfoundland. The latter is where the Vikings established their first village on North American soil. -Kentucky Live! - The final presentation in this year's series was by Georgia Green Stamper on Thursday, April 9th at Barnes & Noble. Georgia, a popular newspaper columnist, author and NPR commentator for WUKY in Lexington delighted the audience with readings from her new book You Can Go Anywhere From the Crossroads of the World. -ProQuest Workshop - Frederica (Freddy) Scott will give a workshop on ProQuest's Dissertations and Theses Fulltext database which we recently acquired with support from the College of Education. The workshop is open to all faculty/staff and will be held Thursday, April 16th in the Helm InfoLab. Amanda Hardin is coordinating the visit. -Best Reference Workshop - Brian will give his annual "Best Reference Books of the Year" workshop on Friday, April 24th at 9:00 a.m. in Helm 5. All faculty and staff are cordially invited. -New Furnishings/Computers for Glasgow Campus Library - Six new computers and two new laptops are being installed today in the Glasgow Campus Library. New computer tables and chairs were installed last week. -Circulation Desk Renovation - Plans for phases #1 and 2 were completed last week and the orders for new furnishings/offices/circulation desk were approved for purchase. -New End caps for Cravens Stacks - Doug met with a representative from the Central Business Group to finalize plans for the installation of end caps on the 7th floor. Installation is scheduled for today. The end caps are designed to stabilize shelving.

-New Large Screen TV for Java City - Our newest large screen TV designed to promote WKU Libraries services and programs was installed last week.

**DLSC:** Service Requests were submitted for repair/replace roof on the Service & Supply Building (external storage space) and to seal/replace the windows due to the leakage problems; plans for a new HVAC unit to only take care of G8 Advance. This will take care of the mold problem in this area.

-With the beginning of the new Fiscal year they will address the sealing and refurbishing of the windows on the old part of the building which precedes the installation of the new HVAC system in that part of the building (plans for which continue to move ahead).

-A press release has not yet been released on Past Perfect online. They still have to settle on what, if anything, it will be called.

-Christy Spurlock is the new Faculty Senator. Suellyn Lathrop is the alternate.

**Adjournment:** There being no further business before the Council the meeting was adjourned at 1:20 pm.

For the Council,

Jan Rensch