

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MAY 11, 2009**

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

Minutes: The May 4, 2009, minutes were approved as submitted.

Web & Emerging Technologies: Haiwang created a step-by-step tutorial for the use of MyStuff, a WKU service to provide WKU employees remotely accessible storage space for their digital files. Amanda and Haiwang created another step-by-step tutorial on how to Tweet and get automatic updates on the Facebook status. It is published on TopSCHOLAR.

-University Libraries' Twitter Task Force co-chaired by Gay Perkins and Amanda Hardin had its first meeting. They liked the idea of having one Twitter account for the Libraries and get automatic updates from the Libraries' Blog.

-Haiwang updated the Council with a new development in information technology: Jack Dorsey, Inventor and former CEO of Twitter is about to launch his next project code-named Squirrel. It will be both a physical device add-on to the iPhone as well as an iPhone app (app is an iPhone jargon for application). According to the latest news, "It's a service that allows anyone with an iPhone to become a merchant. Just like the wireless credit card swipers you see at certain shops and restaurants, you can carry around your iPhone and take payments."

Development: Josh reported a bequest gift from Mary Evelyn Thurman. After discussion of the bequest, Josh will research restrictions and designation of the gift.

Community Outreach: Plans for the Next Big Read are in progress. Tracy, Kristie Lowry and Lisa Rice of Warren County Public Library will be attending the Big Read orientation meeting June 17-19. All expenses paid by the Big Read.

-Tracy is working on a Book Fest wrap up meeting and plans for a Library Advisory Council meeting.

Marketing: Membership-With Mike's approval, Dan Forrest and Jennifer came up with a letter to go out to Borrowing Privilege folks. That will be sent out once finals are over and we are closer to having reports to send out membership cards. Also, we are still waiting on HR to give the OK to call prospective candidates for the Part-time Office Assistant/Membership position. There is light at the end of the tunnel for the annual report. Jennifer hopes to receive the final proof from Scott French in publications early this week. Appraisal Day information is going out. Fliers went out to antique dealers in the area, press release will be out this week, psa's are running and ad placement will take place the three weeks leading up to the date in the Country Peddler. She is also cross marketing with the 400 Mile Sale website.

Grants & Projects: Bryan announced that he, Timothy, Nancy Richey, and others will be meeting with Andrew McMichael on Thursday afternoon. The University Libraries and the History Department will be working together to apply for a preservation grant from the National Endowment for the Humanities. This grant will be to scan historic materials in the collection for the purposes of preservation and to make them more widely available.

Twitter: Mike distributed copies of an article "Twitter for Libraries" from *ONLINE Magazine*.

Dean's Report: Mike announced that the CLDH will continue meeting during the summer due to the many activities occurring during this time period.

-Mike and Josh will be having lunch meetings with funding prospects during the next several weeks.

Department Reports:

DLSC: KYLM events through the end of May: Tuesday, National City Bank press conference, Thursday, Honors College Lunch, Friday, Dinner for Gatton Academy, Saturday, Interior Design Reception and ROTC Commissioning Ceremony, Sunday, Art Department Reception. Monday, May 18, the KHQS begins hanging their show in MNO, Tuesday, May 19, Volunteer Reception, May 31, June 1 & 2, Kentucky Museum & Heritage Association. June 1, Exhibit of Covington photos of Cave City opens. -After discussions with the University insurance office an object by object appraisal will begin of the collections starting with what is in Past Perfect and objects going into the Decorative Arts Exhibit. It will take a matter of years to complete.

DLPS: Electronic Information Coordinator Search - Logan Abbitt, Electronic Resources Coordinator for the Cumberland County Public Library in Fayetteville, N.C. will be on campus for interviews on Tuesday, May 12th. His public presentation will be a 1:30 p.m. in Cravens 111 with a reception to follow. Abbitt received his MLIS from the University of South Florida. Jared Wellman, Acquisitions and Technology Librarian, Vermont Law School Library, will be on campus for interviews, Friday, May 15th. His public presentation will be at 1:30 p.m. in Cravens 111 with a reception to follow. Wellman received his MA in Theology from Xavier University and his MLS from Indiana University.

-Library Facilities Coordinator Search - Interviews were held on May 6th and May 8th.

-Weekend Reference Librarian - Interviews have been scheduled for May 10th, 14th and 19th.

-Extended Study Hours - Began on Sunday, May 10th and will continue until Friday, May 15th.

DLTS: Deana Groves was elected Vice President/President Elect for the ALA New Members Roundtable. This is her first elected position. Congratulations, Deana!

-Acquisitions ordered 1600 books this month, another unusually high effort to address the many orders at year's end. On Banner, subscription dollars are exhausted, so we are monitoring carefully the overall 71 expense line.

-Bibliographic Access had a call number clean-up project with Crystal eliminating duplicate records. Many more projects are waiting as plans to implement are made.

-Nelda says that Voyager Fiscal Period Close will occur between July 20-24 at which time the system will be unavailable for a period. Circulation is usually able to operate.

-DLTS is facing the May 15 serials deadline with many college funds still out, but Tracy Bryant and Connie reviewed each Excel sheet, recodes, and online conversion titles Friday afternoon so that the remainder can be addressed in a timely manner. Brian, Jack, Tracy, and Connie will meet on the 19th for a final review.

***Technology:**

The Library Technology Team continued to install and update new versions of anti virus - adware-spyware - malware programs, began installing Service Pack 3 and updates for Windows XP, provided tech support for EIC candidate, began working with Student Technology to update new security software on public TOPCAT computers and preparing 5 refurbished wireless laptops for patron check out (these laptops have been given to the Library by the WKU IT Department and will replace the 5 outdated IBM laptops we originally started the pilot wireless laptop project with several years ago - although not new they should give us several years of use), replaced mouse for DLTS staff, worked with the usual network printing problems and a few minor adware spyware -etc. problems.

Braggables: The Department Heads submitted their department achievements for review and discussion. The deadline for submission of their final draft to Mike is Friday, May 15.

Adjournment: With no further business before the Council the meeting was adjourned at 11:55 a.m.

For the Council,

Jan Renusch