

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MAY 18, 2009**

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

Minutes: The May 11, 2009, minutes were approved as submitted.

Web & Emerging Technologies: Haiwang reported that following the Twitter Task Force meeting, the FaceBook Task Force (FTF) also called its first meeting and sent in their report.
-The Web & Emerging Technologies Working Group (WETWG) also convened its first meeting, where members who had served in the dissolved Web Site Team showed their areas of Web development responsibilities and new members were assigned to other areas: Rob Harbison for Access and Extended Campus; Nancy Richey for KY Library; Ellen Micheletti for ERC; Alan Logsdon, working with Bryan Carson, for Periodicals and Microforms; and Amanda Hardin and Haiwang for the rest of the pages.
-Haiwang has received a "Think Globally and Act Globally Educational Exchange Program" grant. The program is sponsored by the Institute of Museum and Library Services, the Ministry of Culture of China, the University of Illinois at Urbana-Champaign, Chinese American Librarians Association, and the Library Society of China. Haiwang will be a presenter with some other librarians from the US to travel to Xi'an and Lanzhou, China sometime in September for a week or two. Specific time is pending.

Community Outreach: Tracy said they are moving forward with Big Read plans for September and October.
-She is still wrapping up paperwork and paying bills for Book Fest. Partners are exploring Carroll Knicely Conference Center as an optional site for 2010 Book Fest. That way Writers Conference and Book Fest would be in the same location. It would also be considerably less expensive. Partners are also considering applying for grants from the Southern Arts Federation and Target.

Marketing: Jennifer is working on setting up interviews with the PT Office Assistant/Membership candidates. She is working on getting membership reports; the final proof of the annual report; Appraisal Day promo with ads in the Country Peddler the next three weeks; and the redesign of the Walking Tour piece.

Grants & Projects: Bryan reported that he and Nancy Richey met with Andrew McMichael and Patti Mintor from the History Department, Larry Snyder (Associate Dean of Potter College), and Pamela Napier from the Office of Sponsored Programs. There was a discussion of the materials that would be digitized from the Kentucky Building collection. The History Department has verbal agreements with some donors to acquire primary documents; written agreements are pending. There was a discussion of what kind of digitization software to use, and whether TopSCHOLAR® would work for this purpose.

Dean's Report: Mike and the Department Heads discussed the budget reduction progress.

Department Reports:

DLSC: Starting today the parking lot across Kentucky Street is being torn up and plans are for it to be completed by August 31. This work includes redesigning the bus unloading lane next to the Kentucky Building.

-Suellen Lathrop created a display of the Golden Anniversary Brunch.
-Form 3 for the part-time assistant in the Kentucky Library is moving forward. Timothy is still waiting for EEO permission to interview for the Archival Assistant position.

DLTS: Jack Montgomery and Roxanne Spencer spoke at the Hazard Community & Technical College Library Conference for Public, Academic and School Library Staff on Friday, May 8. They presented a program entitled "Managing Workplace Conflict Before It Manages You."

-Shiu Mak returned 11 boxes of cookbooks, cataloged, for the Kentucky Library collection. She only has a few remaining. Her transitional retirement work in the near future will be reviewed soon.

-Deana Groves reported 44 applicants and 6 late ones for the Kentucky catalog position and had suggestions for future searches regarding deadlines by which applications should be received and a statement that the applicant should have completed the MLS prior to applying.

-Connie believes that EBSCO customer services has resolved a confusing user message and link for access via EBSCOhost EJS so that users clearly understand access from the publisher's site for e-resources.

***Technology Report:**

Masako Barnaby contacted Connie regarding the need to establish a plan for the refurbished student technology computers for the library. David Runner is to contact her and also get the 5 refurbished laptops for circulating. David is working with IT to prepare for changeover to Active Directory.

DLPS: Electronic Information Coordinator Search - Two candidates interviewed for the position last week. Weekend Librarian Position Search - Two candidates interviewed for the position last week.

Interlibrary Loan Specialist - Robin McGinnis has tendered her resignation effective May 31, 2009.

-Renovation of Circulation Area is scheduled to begin during the May interim with teardown of existing desk and installation of new desk and offices the first week of June.

Adjournment: With no further business before the Council the meeting was adjourned at 12:10 pm.

For the Council,

Jan Renusch