

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MAY 4, 2009**

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

Welcome: Mike welcomed Sue Lynn McDaniel who was representing DLSC in Timothy's absence.

Minutes: The April 27, 2009, minutes were approved as submitted.

Web & Emerging Technologies: Haiwang reported that after talking with Tracy, he contacted Access Kentucky to hold off canceling the One Book account pending the discussion with the other partners of the SOKY Book Fest. The current contract with Access Kentucky for this account runs through November 2009.

-Per the discussion with the Dean and Connie, Haiwang has changed the ending date of the WorldCat Local survey to June 1st.

-Haiwang has turned the research instruction graphs and charts developed by Alan Logsdon into a pdf file and uploaded it to the Web linked from this issue of CLDH minutes.

-Haiwang has contacted Margaret Curtis with regard to the "China Experience" program and reported that she was interested in the idea of personnel and book exchanges between the University Libraries and libraries in China.

Community Outreach: The next \$10,000 Big Read Grant has been received. Big Read will be moved to the fall sometime in September or October. The book is *The Great Gatsby* and the theme is going to be the American Dream which will reach out to the English as second language population.

-A wrap up meeting for Book Fest is being scheduled.

Marketing: Results of the Book Fest Survey were passed around for review. (See attached)

-Draft copies of the Annual Report were distributed for review and editing. The deadline for final proofs is Wednesday, May 6. Numbers for printing purposes were also discussed.

-Jennifer gave an update on WorldCat Local survey publicity.

-A membership letter regarding borrowing privileges is being prepared for mailing.

-Part-time Office Assistant position - waiting for permission to interview.

-Jennifer is working on promotion for the Appraisal Day which is in June.

Grants & Projects: Bryan noted that the Foundation Center workshops were a tremendous success. The basic session had 47 participants (standing room only), and 18 stayed for the advanced session. He hopes to put on more workshops in the future.

-Bryan and the Dean are working on some of the Recovery Act white papers. More details will be available in the coming weeks.

Dean's Report: Mike has made all the appointments and given the charges to the following Task Forces:

***Twitter** - Amanda Hardin and Gay Perkins co-chairs, Jennifer Wilson, Rob Harbison, Eric Fisher, Kristie Lowry and Haiwang Yuan

***FaceBook** - Christy Spurlock and Jennifer Wilson co-chairs, Amanda Hardin, Deana Groves, Brent Fisk, and Haiwang Yuan

***LibGuides** - Jack Montgomery chair, Bryan Carson, Charles Smith, Haiwang Yuan, Sean Kinder, Terri Baker, Carol Watwood, Sue Lynn McDaniel and Elisabeth Knight

***Web & Emerging Technologies Working Group** - Haiwang Yuan Chair, Bryan Carson, Uma Doraiswamy, Rob Harbison, Amanda Hardin, Deana Groves, Suellyn Lathrop, Alan Logsdon, Rosemary Meszaros, Ellen Micheletti, Donna Parker, Nancy Richey, Sandy Staebell, Jennifer Wilson
The LibGuides Task Force has been given a deadline of June 15 to have a report to Mike.

Department Reports:

DLPS: Electronic Information Coordinator Search Committee - Dr. Melvin Davis, Digital Resources Consultant for the College Center for Library Information in Tallahassee, Florida will be on campus for interviews on Thursday, May 7. His public presentation will be at 9:00 a.m. in Cravens 111 with a reception to follow. Davis received his MA, MLIS and PhD from the University of Alabama. His previous positions include Electronic Resources Librarian at MTSU and Archival Serials Librarian at Nashville Public.

-Weekend Reference Librarian (part-time) - Permission has been received to schedule interviews.

-Global Encounters Group - Brian attended the inaugural meeting of this new group made up of faculty, staff and students involved in planning international events/experiences at/for WKU. Dr. Burch gave opening remarks and charged the group to look for ways to create global encounters by engaging in interactions which increase global literacy and self-awareness. Departments, faculty and student groups presented ideas. The Office of International Programs hopes to coordinate these and perhaps choose an overall theme for next year.

-Gordon Wilson Storage Facility - Brian, Bryan, Doug Wiles, Alan Logsdon, Charles Smith and Jack Montgomery toured the storage facility. The group found the facility in good order. However, many boxes of serials await transport to the facility. Some consolidation will be needed particularly on the second floor which was formerly used exclusively for special collections materials. Bryan plans to use Summer Session students to transport and arrange backlogs of boxed serials.

-Special Kentucky Live! program planned for KY Bldg. Lynwood Montell will talk about *Tales From Funeral Parlors* this fall on Thursday, October 29th at 7:00 p.m. in the Orientation Room. A book signing and small reception will follow. Montell's latest book is being published by University Press of Kentucky in early October. Mack McCormick of the UPK is helping to coordinate the event.

-Extended Study Hours Sponsored by SGA - Dan Forrest is coordinating the Extended Study Hours again this year during final exams week. Staff, faculty and student volunteers will man public service desks in Helm-Cravens until 2:00 a.m. from Sunday, May 10th until Friday, May 15th. The library will open at 7:30 a.m. during this week. The additional hours are sponsored by the Student Government Association. Funds raised support the annual Margie Helm Awards.

DLSC: DLSC hosted the Society of American Archivists Grant Proposal Writing workshop on April 24, 2009. Four DLSC faculty members Suellyn Lathrop, Nancy Richey, Sue Lynn McDaniel & Jonathan Jeffrey attended, utilizing State Historical Records Advisory Board scholarships.

-Sue Lynn encouraged the faculty and staff to view the new Student Art Show.

- Sue Lynn reported on Past Perfect online progress, stating that its benefits include better online access to sheet music, photographs, artifacts, postcards, the Julius Rather political collection, and ephemera while decreasing the need to retrieve many of the fragile items from closed stacks. Suellyn Lathrop and Nancy Richey made a presentation regarding their use of Past Perfect at the Joint Spring Conference of KLA Academic Library Section, KLA Special Library Section, and SLA Kentucky Chapter on April 3rd. Suellyn introduced this online resource to members of the Southern Kentucky Genealogical Society on April 20th. Nancy, Suellyn and Sue Lynn will discuss their successes with Past Perfect at the Kentucky Museum and Heritage Alliance meeting in Owensboro on June 2nd. Sue Lynn would welcome feedback regarding the catalog records available via the PastPerfect Online site <http://wku.pastperfect-online.com/35749cgi/mweb.exe?request=ks>

-Sue Lynn thanked Connie and the catalogers for their assistance in creating TOPCAT catalog records for Special Collections' rare books and school yearbooks previously inaccessible.

DLTS: Continuing projects: Connie and Jennifer worked on publicizing and distributing WorldCat Local information; Nelda continues to analyze, contact, and get additional customization of our WorldCat Local messages.

-Nelda will add MARC records provided by TeachingBooks.net to TOPCAT (approx. 100 added). This is a database used by education majors.

-Connie is working with Raymond Poff and Sponsored Programs IT student to set up subscription-based links for the *Journal of Outdoor Recreation, Education, and Leadership* in TopSCHOLAR®; met with Honors College new IT person for TopSCHOLAR™ admin account and training; created series under University Libraries Publications for Annual Reports and Statistics and uploaded currently available information.

-Uma Doraiswamy, Rose Davis, Shiu Mak, Nancy Steen, Deana Groves, Brenda Wood, Janice Haley, & Linda White will be attending the Ohio Valley Group of Technical Services Librarians conference in Indianapolis, May 6-8.

-Technology - Connie introduced Josh Mosby, the new part-time Library Tech to the Council. The Library Technology Team has begun training Josh. David has shown him various labs and classrooms; Nelda and he created a TDNet usage report; Connie has him working on activation links for online journals through EBSCONet, so the opportunities are endless for his assistance.

-Other services: continued updating software in the InfoLabs - electronic reference area and Library staff/student assistant computers, migrated remaining DLTS staff computers from the old-outdated WKU Mozilla and Mozilla Mail to Mozilla Firefox (browser) and Mozilla Thunderbird (e-mail client) to make the transition to Outlook easier as the University begins to migrate to the new e-mail/calendar system (DLPS and DLSC computer should already be migrated). Continued to update antivirus - spyware - adware - malware programs of library computers, resolved problem with monitor at VPAL Circ. desk, resolved problems with KICII scanner in VPAL, resolved MS Word problem for

faculty in DLTS, resolved network printing problems in Reference and for several DLPS office computers, assisted with problem accessing Banner program for staff in DLTS, resolved Dreamweaver editing problem for DLTS faculty.

Adjournment: There being no further business before the Council the meeting was adjourned at 12:15 p.m.

For the Council,

Jan Renusch