

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
JUNE 29, 2009**

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

Minutes: The June 22, 2009, minutes were approved as corrected.

Web & Emerging Technologies: Jennifer is to create a bio for University Libraries for the Website and distill words on Twitter and Facebook to replace the current bios.

-The Blog Task Force has accomplished its task and has ceased to function. Haiwang suggested that Mike, Department Heads and Coordinators as well as faculty/staff designated by Department Heads be given blog accounts and be eligible to post library and museum-related blog entries. Haiwang would oversee quality control and training and work in coordination with Jennifer on the marketing aspect of the blog. The Twitter Task Force, having accomplished its mission, has ceased to function. Mike will be The Tweeter of the Libraries, and apart from Mike, Haiwang would also have the password for the Twitter for the purpose of maintenance.

-The FaceBook Task Force has changed its name to Facebook Group with Jennifer as the Chair and Amanda Hardin and Christy Spurlock the Vice-Chairs. Haiwang and Amanda encourage people including their own connections, to become fans of WKU Libraries Facebook, and as of now the number has already reached over 100. As Facebook began to allow pages with 100 fans or more to have a unique name instead of the alphanumeric one, WKU Libraries' Facebook page now has its unique name: facebook.com/wkulibraries. To migrate from the Kentucky Library & Museum Facebook profile to the WKU Libraries Facebook smoothly, Haiwang has asked Amanda to post a message on the KYLM FB telling fans to relocate. The Kentucky Library & Museum Facebook page will be kept for a short period for the transition.

-Progress on library application of social media: Twitter and its widget is on the Web homepage as demonstrated at last CLDH and Facebook is now published. According to Jack Montgomery, Beth Knight has turned in an evaluation on LibGuides. Equal Opportunity Office ADA Compliance Audit is in progress. Haiwang will keep CLDH informed of its unfolding.

Development: Josh provided an update on The Big Read sponsorship. Mike, Josh and Tracy met with Jennifer Brinkley last week and she agreed to be the sponsor again this year. Any money raised beyond this will go into the account - to be used as needed. Josh also discussed the fiscal year end closing date on June 30th. All gifts need to be given to Josh by June 30th so that proper credit can be given to the donor(s).

Marketing: The Library Advisory Council is meeting tonight at 5:30 pm in Cravens 100 due to the construction going on around the Kentucky Building parking lots.

-The annual report is in the press.

-Jennifer is working on the marketing budget/marketing plan for FY10.

-“Snacks in the Stacks” is scheduled for August 25 from 8:30 - 10:00 pm and “Night in the Museum” is scheduled for August 26 from 8:30 - 10:00 pm.

-Jennifer is working to position WKU Libraries as a research resource for Western Kentucky University.

-Press releases for various events are in the works.

Grants & Projects: The preliminary grant proposal for the High-Technology Exhibit has been filed with the National Science Foundation. Dean Blaine Ferrell of Ogden College is the Principal Investigator, and Timothy Mullin and Bryan Carson are Co-Principal Investigators.

-Bryan received an estimate for equipment for the digitization grant proposal, which is going to be filed jointly with the history department. The proposal will be filed with the National Endowment for the Humanities.

-Bryan has also been working on the proposal for a joint academic and public Economic Development Library to be placed in the Old Mall. The proposal would also include relocating the Small Business Development Center. Bryan spoke with the director of the Small Business Development Center, Adam Brownlee, who provided information that can be used for grant proposals.

Dean's Report: Mike reported that he had two successful meetings: The Big Read/Bookfest sponsorship by Jennifer Brinkley and Dean William Tallon and Jennifer Taylor of the College of Business who are working with Josh and him on a proposal for an endowment for database subscriptions.

Department Reports:

DLTS: WKU Libraries will subscribe to WorldCat Local service for the coming year and give users additional time to see if the system adds value to our resource discovery alongside TOPCAT.

-The Library Technology Team provided tech support for a DLTS faculty member candidate; helped troubleshoot problem with remote access to an online database; dealt with a problem involving the SMART Symposium monitor in the Helm InfoLab; replaced a malfunctioning keyboard in DLTS; dealt with audio problem on pc in Dean's suite; dealt with reconnecting computers, printers, etc, in 3 office moves within the Dean's offices; activated network outlet in preparation for new DLTS faculty member; dealt with problems on networked printer in Reference; continued with installations of SP3 for Windows XP, dealing with the usual network printing problems, minor adware, spyware, etc.

-In Library Systems Support, Josh has been working with Systems Coordinator, Nelda Sims, learning how to prepare and generate monthly Voyager Circulation statistical reports, and monthly TDNet statistical reports.

DLSC: With the wall paper being delivered, work on the Decorative Arts Exhibit is moving along.

-Funds have been encumbered for redesigning our entrance given the new parking lots and bus lane and for a stand alone HVAC unit for G8. Funds will be encumbered for glass extension on wall/overlook of Garden Gallery and for enhanced lighting in Western room.

DLPS: New Faculty Information Fair 2009 - Peggy Wright is coordinating our participation in this year's fair which will be held on Monday, August 17th from 10:45-11:30 am in DUC on the 3rd floor mezzanine. Personalized folders will be distributed and our library video will be shown on a continuous loop.

-LME Conference at Tate Page and ERC, Wednesday, June 24th - The ERC was part of the 2009 Library Media Education's Practitioners' Conference. Poster sessions and lunch was held in the ERC. There were approximately 110 participants, consisting of graduate students in the Library Media Education program and school library media specialists who work with our students in the field. There was an opening session, with introductions and remarks by Dr. Sam Evans, Dean of the College of Education and Behavioral Sciences, Dr. Sherry Powers, currently Department Head for Special Instructional Programs, and soon to be the Director and Associate Dean of the newly formed School of Teacher Education in the College of Education and Behavioral Sciences. Dr. Pam Petty, Associate Professor, Literacy, was the morning keynote speaker. There were three sets of concurrent breakout sessions throughout the day. The closing sessions included a panel with school principals, advising conference attendees on how school library media specialists can become indispensable to their schools. The final session introduced the Library Media Education program faculty and LME 2.0, with the presentation of an LME 2.0 Ning website for continued collaboration and exchange of ideas between past, current, and future LME graduate students and the LME faculty. During the final conference session, "LME 2.0," Roxanne Spencer reminded all LME graduate students and professional school library media specialists that WKU Libraries offers many resources for online and distance education students through Extended Campus Library Services and online databases selected to support their studies.

-Electronic Information Coordinator - A candidate will interview for the position on Friday, July 17th with a public presentation at 10:00 am followed by a reception.

-ILL Specialist - Interviews have been approved for this vacant staff position.

-New Faculty Pool Computers - Brian, Connie and David met with Lori Douglas on Tuesday, June 23rd to review faculty computer needs for library faculty. Those scheduled for new computers should have them installed sometime after Labor Day. Some existing faculty pool computers will be made available to library staff.

Adjournment: The CLDH will not meet for the next two weeks. The next meeting is Monday, July 20. The meeting was adjourned at 11:40 am.

For the Council,

Jan Renusch