

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
JULY 27, 2009**

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

Welcome: Mike welcomed Erwin Woodye, Chief Librarian of the University of Belize.

Minutes: The July 20, 2009, minutes were approved as submitted.

Web & Emerging Technologies: Haiwang reported that both Facebook and Twitter are running smoothly. Efforts will be made to recruit more fans and followers when the fall semester starts.

-Results of ADA Compliance Audit by the Equal Opportunity Office have been received and the negotiated deadline for getting our 2,000 or more Web pages up to the required standard is September 20. Haiwang will ask the Web & Emerging Technology Working Group (WETWG) to update the pages they are responsible for and hire a student assistant to help him with the time-and labor-intensive work to connect the dots during the process.

-Haiwang demonstrated a mock-up of the Libraries' Web homepage with the WorldCat Local search interface on it for CLDH's review. It was suggested that "WKU Libraries" be made the default search option in the drop-down menu. According to what was heard from the users, the homepage looks too busy. Haiwang agreed to work with the WETWG to streamline it.

-Haiwang also demonstrated some library and university iPhone applications such as GTLogin, created by students of Georgia Tech; DCPL, which stands for District of Columbia Public Library; WorldCat; and universities like Harvard, Yale and Stanford. There are two options in the development of an iPhone app for WKU Libraries, namely, either to pay for a commercial company like terriblyclever.com or looking for help from WKU computer science faculty and students. Haiwang will research both possibilities.

Development: Josh Hawkins discussed the Accounts Policy for WKU Libraries. A copy of the policy will be sent to all members of CLDH by email. The account audit is complete and will be finalized this month. Josh will be sharing his travel schedule with all members of CLDH on a monthly basis in order to gather input from everyone. If someone has a contact that Josh should see, then they should pass it along to him. He updated the group on the new database that Institutional Advancement will be using effective August 3rd.

Community Outreach: Tracy reported that she is in the process of scheduling activities and events for Big Read. She thanked Brian Coutts for rearranging one of his events so they wouldn't have a conflict. She also said that she will follow-up with Haiwang on the status of the web site for One Read which was used last year for Big Read. Finally, she is happy to entertain any author suggestions for Book Fest from those who attended author sessions at the recent ALA meeting in Chicago.

Marketing: Jennifer brought notice that there was an article in the Daily News recently regarding Bryan Carson's election to the Board of ESIG, a national scientific information group and an article regarding Tracy Harkins and the Big Read.

-Marketing now has a FY budget and its own index. This will allow Jennifer and Jan to better track expenses for all the WKU Libraries event expenses and printing expenses.

-The printed Walking Tour should be done by next week. The membership brochure is getting final proof this week.

-PIE Grant funds were awarded for the two events for incoming students, Snacks in the Stacks and Night at the Museum.

Grants & Projects: Bryan is working on another digitization grant for KYLM documents. He will have a draft ready for the CLDH to review. Bryan found another grant possibility for environmental central for the Kentucky Building.

Erwin Woodye Comments: Erwin said his first week here in the libraries has been a great and positive experience. He feels we have good communications and use of technology. He is grateful for the warm welcome. A question and answer session and discussion followed.

Dean's Report: Mike will be at the Dean's retreat Tuesday and Wednesday of this week.

Department Reports:

DLSC: Timothy said the parking lot is paved. The Museum Advisory Council will meet tonight at the Kentucky Building.

DLTS: Donna Vincent finished the 440 and 490 series authority conversions, a project begun several summers ago after training from Rose Davis. We are pleased with this cross-training process that further enriches staff roles and the quality of our catalog. In July Donna added over 400 series authority records and corrected over 200 bib records to reflect authority statements.

-Erwin Woodye, Chief Librarian, University of Belize, visited technical services on Thursday morning and will have additional time this Tuesday to finish conversations about workflow. We are pleased to have him visit all areas of WKU Libraries and the community during his two-weeks here.

-John Cipolla, Dept. of Music, created a SelectedWorks site and loaded much interesting and varied content. We are thrilled with this addition to the research gallery.

-Technology - The 5 laptops that were given to us for patron use in the Library are ready to be cataloged except for one problem. We are encountering some connection errors when starting Windows and authenticating to the wireless network using the pGina login. Once that problem is solved the laptops should be ready to catalog and use. Connie pull some information together regarding replacement costs for the laptops, power cords, AC adapters, batteries, removable DVD/CD units, etc. for cataloging. The two laptops for Glasgow have the same problem. We should have the problem resolved and the laptops in place for use when the semester begins.

-The Library Technology Team worked with the Library Systems Coordinator to resolve an ongoing Voyager connection problem for a DLTS staff member; downloaded new Voyager clients from Ex Libris and began to read documentation in preparation for upcoming Voyager client upgrades; installed additional network printer connections for Systems Coordinator; resolved wireless connection problem for visiting faculty member; continued working with Student Technology Office techs in seeking resolution to wireless login authentication problems on laptops for patron check out in Main library and Glasgow campus Library; resolved printer problem for Gov Docs/Law staff; worked with Eric in attempting to resolve the SQL Server database connection

problem between the computer and the KIC scanner in VPAL (problem still unresolved - next steps will be (1) working with WKU IT Department to resolve problem and if necessary (2) the Library paying for out-of-contract technical assistance from the KIC vendor; added link for new database on web pages; worked with System Coordinator to add URL change in the proxy server for an existing database and verifying off campus access; worked with WKU IT techs to fix control pad problem on SMART Symposium lectern in Helm InfoLab; continued installs of Service Pack 3 for Windows XP, dealing with normal network printing issues, minor adware a& spyware infections, etc. On the Systems support side, Josh began working with the documentation manuals for the upcoming Voyager system upgrade and worked on KULS updates.

DLPS: Flood Damaged Books on Cravens 9 - Doug filed a complete list of books damaged during a recent flood on the ninth floor with Jim Cummings, the University Controller. The Controller forwarded our claim to the Office of State Risk in Frankfort. This office has requested pictures of the damage. Brian asked Eric and Doug to make these available to the Controller for forwarding to Frankfort.

-Recaulking the Drip Pan for the A/C Handler in the Cravens Attic - Eric reports that the Zone Maintenance technician has completed recaulking work which will hopefully end the continued leaking though the ninth floor ceiling.

-Helm 14 Humidity Problems - Eric is working with Facilities Management to deal with the humidity and mold problems in this area of compact storage. A humidifier has been installed and the zone tech has cleaned all the air handling units.

-Faculty Pool Computers - WKU Libraries has been approved for seven new 2009 faculty pool computers. These will be installed during the fall term. Computers are targeted for: Binder, Baker, Carson, Yuan, Baird, Foster and Groves. Recycled faculty computers will be made available to: Wright, Wilson, White and Mak.

-Preventive Maintenance and Emergency Services Agreement With Central Business Group (CBG) - Now that the compact shelving installed five years ago in Helm ground has been paid off WKU Libraries has initiated an annual agreement with CBG which provides for a minimum of two annual 13 point inspections and unlimited emergency service calls at a cost of \$667.00.

-ILL Specialist Position - Kenneth Foushee, Late Night Circulation Supervisor, has been promoted to ILL Specialist effective August 15. Kenneth will continue to serve as Evening Supervisor until a replacement has been hired. During this transition he will be receiving training for his new assignment.

-Senior Circulation Assistant-Evenings - This fulltime position has been approved for advertising. Hours are Sunday through Thursday from 5:00 p.m. to 12:30 p.m.

-Brian submitted the Fall Schedule for review and approval. Mike approved the schedule.

Adjournment: There being no further business before the Council, the meeting was adjourned at 11:50 am.

For the Council,

Jan Renusch