

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
AUGUST 10, 2009**

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

**Minutes:** The August 3, 2009, minutes were approved as corrected.

**Web & Emerging Technologies:** Haiwang reported that he and his Web Site & Emerging Technology Work Group (WETWG) will redesign Libraries Web site, including TIP in two semesters with a goal to streamline them so that they can be more user-friendly, adaptive to Web 2.0 and compliant with ADA requirements. To do so, Haiwang will also find help from a student assistant he will be hiring and resources outside campus.

-Haiwang said he had made contact with several companies that create iPhone apps and will report back when he gets detailed information from them.

-Mike and Haiwang have researched how Facebook is marketed by other institutions.

**Development:** Josh discussed his most recent visits, sponsorships for Book Fest and gave an update on the horse exhibit (to be located in the Kentucky Library & Museum).

**Community Outreach:** Tracy is continuing to work on recruiting and making arrangements for Book Fest authors. She is also talking with Tim Gott at the Gatton Academy about getting them involved with The Big read program. The Dean has asked her and Josh to revisit creating one page outlines on the various Book Fest activities for their meetings with prospective sponsors.

**Marketing:** Jennifer distributed copies of the annual report for review. She is working on Snacks in the Stacks and Night at the Museum events which are coming up in 2 weeks. A poster was passed around for review and comments. The committee will be meeting on Tuesday to firm up details. The Walking Tour brochure will be ready Friday. Dean Kahler will pay ½ of the cost of the brochure. The postcard for Kentucky Live and Faraway Places and a Fall Break Classes Brochure are in the works.

**Department Reports:**

**DLPS:** Brian and Peggy have completed the schedule for this year's Far Away Places Series 2009-2010 which will be the 10<sup>th</sup>. Speakers include: Debbie Kreitzer on Slovenia; David Keeling on Namibia; Barry Kitterman from Austin Peay about his new book "The Baker's Boy" set in 1970s Belize; Sandra Ardrey on Ghana; John Moore from UAB on "The Road to Santiago and Pilgrimage," and Michael Trapasso on Alaska. Talks are scheduled for Thursday's at 7:00 p.m. at Barnes & Noble. Daniel Peach has developed a new poster and threefold brochure to promote the series.

-Helm 201 Improvements - IT will be installing new projection equipment in the DLPS Conference room this week.

-Work is largely completed on repairs to the three air handlers in the a/c system in the Cravens building. At least one or several of them have been down for repairs the past several weeks leading to unpleasantly high temperatures in the building. Two power failures last week knocked out the chiller and a possible lightning hit caused the elevators to malfunction.

-New access services computers have been ordered and will be installed before the fall term begins.

**DLSC:** Replacement of the windows in the old section of the Kentucky Building has been approved for \$285,000 and is on track. This is the first step for the new HVAC for the 1<sup>st</sup> and 2<sup>nd</sup> floors. The railings are in place at the redesigned entrance and now waiting on signage and landscaping to complete the project. A truck will be rented to move some light fixtures from Service and Supply this week.

-The Gallery Hop and opening of the Jr. Woman's Duncan Hines art show is Friday, August 14 at 5:00 pm.

**DLTS:** Technology Report - The Library Technology team continued to install the new Ex Libris Voyager clients (7.1.0) on employee, and service desk computers for DLTS, DLPS and DLSC units in the ERC, Helm-Cravens, VPAL, and Kentucky Building. They installed the Voyager clients on lab/conference room instructor computers (Helm 108, 5, and 201, VPAL Lab, Cravens 100 and 111). They are finished except for a few remaining computers in DLSC, Glasgow and Owensboro. Updates were also made on computers to patch security holes in Adobe Acrobat Reader as well as regular updates to antivirus/adware/malware scanning programs. Similar updates were made to programs on computers in Helm Electronic Reference. Video problems discovered on Kentucky Library laptop - LCD screen on laptop may have to be replaced, but should be covered by existing service contract and warranty. Dealt with network printing problems on two computers in Circulation; major virus/malware infections on two computers in Periodicals office and Reference student assistant computer and after partial disinfection, referred another infected computer in electronic reference to WKU IT. They had blocked internet access from that computer to prevent the possibility of the infection spreading.

**Adjournment:** With no further business before the Council the meeting was adjourned at 11:25 am.

For the Council,

Jan Renusch