

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
AUGUST 24, 2009**

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

Minutes: The August 17, 2009, minutes were approved as submitted.

Web & Emerging Technologies: Haiwang reported that both Web redesign and iPhone app were making progress. Dean Binder will contact both companies in due course.

-As chair of the Electronic Resources Librarian Search Committee, Haiwang shared the advertisement with the CLDH and related information. He said he would incorporate CLDH's input into the job advertisement process.

Community Outreach: Tracy, Mike, Jennifer and Josh met regarding the Big Read and Decorative Arts opening on October 16. Tracy also met with Terry Reagan Fund Development Director for WKYU, on coordinating the visit of Maureen Corrigan with programs such as Fresh Air. Over 60 authors have been signed for Book Fest. The big one read site has been deleted.

Marketing: Jennifer and the committee are gearing up for this week's two social events: Snacks in the Stacks on Tuesday and Night at the Museum on Wednesday. Jennifer "walked" CLDH through the Snacks event including an overall poker game which students pick up a poker card at each of the five locations (Helm 100, Helm 2nd floor, Cravens 4th, Cravens 9th and VPAL). Food will be served at all five locations and other activities including the poker game 21 in Helm 2nd floor, Emily White singing entertainment on Cravens 9th, photo opts in both Helm and Cravens and Facebook/Twitter sign up in VPAL. Jennifer reminded everyone that it's time to be thinking the Annual Report and she would like all reports submitted by Sept. 18 if at all possible. Kelly Lafferty the graphic design student resumes work next week. Sandy has been working to get a contract set up with Ad Rack that holds about 30 hotel racks in the Bowling Green and Cave City region. We have signed on a six-month agreement in hopes of circulating about 5,000 brochures throughout hotels in the region. Thursday Bryan Carson and Jennifer will be at the MASTER Plan involvement fair to answer any questions regarding WKU Libraries.

Grants & Projects: Bryan mentioned that the preliminary grant proposal to the National Science Foundation has been sent for peer review. Meanwhile work is proceeding on a full proposal pending a positive response on the preliminary application.

Dean's Report: Mike reported that one of the items discussed at his meeting with Dr. Burch, Indirect Costs, was put on the Dean's meeting agenda. Mike introduced the "Engaging the Spirit" programs for review and discussion.

Department Reports:

DLPS: Evening Circulation/Security Supervisor interviews will be scheduled for the position late this week.

-Electronic Resources Librarian - Haiwang is chairing a new search committee which includes: Carol Watwood, Bryan Carson and Nelda Sims.

-Circulation Remodel - While some replacement pieces arrived and have been installed, others were defective and had to be reordered.

- Helm 201 Improvements - A ceiling mounted LCD projector, new computer and screen have been installed.
- DLPS Retreat is scheduled for Tuesday at Barren River State Park.
- Walking Tour of Libraries - The newest version has been printed with costs shared with Enrollment Management.
- DLPS Series Postcard and Posters - Daniel Peach in the DLPS Office has completed design work.
- Postage Stamp Posters for Peace Exhibit - Roxanne Spencer has arranged for a visiting pilot exhibit from Louisville to be shown for approximately six weeks starting September 26. The travelling exhibit is the work of Allan Weiss of Louisville. The exhibit consists of 28 posters each 20 X 15 with accompanying written material.

DLSC: The Vern Yip event on Thursday evening hosted by the Warren County Public Library at the Kentucky Building had 35 in attendance at the reception and an additional 190 people for the lecture. There was a nice article in the Daily News on Friday.

- DLSC will have their department meeting on Tuesday at the Kentucky Building.
- Plans for the Night at the Museum are in full force.
- The van has suffered some surface damage and needs to be repaired.
- At the Horse Exhibit meeting today at 12:30 it will be determined what the theme of an exhibit might be.

DLTS: On behalf of WKU, the Libraries joined the Networked Digital Library of Theses and Dissertations (www.ndltd.org) in order to promote further WKU's graduate programs and research. Key benefits include additional access to theses through searches in WorldCat and the NDLTD Union Catalog; eligibility for NDLTD awards; eligibility to serve on NDLTD Committees and the Board of Directors), conference registration fee discounts. This organization is international and improves sharing of and technological initiatives for electronic theses and dissertations. Our theses access will be harvested by OCLC through a URL provided from our TopSCHOLAR™ Site and will also be part of the NDLTD Union Catalog, hosted at VA Tech.

Jataun Isenhower, Health Educator, WKU Health Services, notified David Runner that they will be installing the Hand Sanitizer Dispensers in computer labs and on August 24 - August 25 mounting the cold and flu posters on the walls. It probably would be good if all of our offices had hand sanitizer prominently available. We've done this in DLTS.

-Library Technology Report - The Library Technology Team dealt with network printing problems on all computers in Circulation Dept.; dealt with network card problem on computer in DLPS; continued working through computers in the main Library and the Kentucky Library & Museum - performing maintenance and software updates on faculty, staff, student assistant and public access computers, dealt with lack of storage space on hard drive at ERC; uninstalled programs and dealt with computer viruses caused by those programs on two computers in DLTS; installed replacement network printers for Serials and Acquisitions units in DLTS; dealt with storage space problem on Ariel computer in ILL.

-On the Systems side, Joshua also finished the July Voyager Reports, submitted KULS updates, and began working with Paula Owens in updating lists for IT department of student assistants needing Active Directory access for University Libraries computers.

Adjournment: There being no further business before the Council the meeting was adjourned at 11:30 am.

For the Council,

Jan Renusch