

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
AUGUST 3, 2009**

Present: Dean Michael Binder, Timothy Mullin, Nelda Sims, Brian Coutts, Haiwang Yuan, Josh Hawkins, Bryan Carson, Tracy Harkins and Jan Renusch

Minutes: The July 27, 2009, minutes were approved as corrected.

Web & Emerging Technologies: Haiwang demonstrated two versions of new designs of the Libraries web homepage aimed at streamlining its interface. Discussions were conducted on whether to just streamline the current homepage or entirely redesign it after such models as the University of Washington Libraries at <http://www.lib.washington.edu/>. Haiwang said he would take both options into consideration and explore the feasibility of outsourcing the job of redesign at a reasonable cost. The redesign of WKU Libraries web pages also includes Topper InfoPortal (TIP).

-Haiwang also reported that he had talked with Guide by Cell, a company that helps design iPhone apps (applications) and got their pricing. He had also contacted another company, Terriblyclever.com and will hear from them soon. At the same time, he will talk to companies such as ACESSKentucky and Hitcents about iPhone app development and Web site design as mentioned above.

-Haiwang also demonstrated the current Research Guides, which could not be properly displayed for print. He suggested that PDF versions be added to each of the HTML guide pages for better print results. He reported that the coordination of updating both versions was fairly easy.

-Haiwang told the CLDH that his dates for the September China trip funded by the U.S.-China Librarian Collaboration Grant were set for September 4-20.

Development: Josh Hawkins discussed his travel schedule for the month of August. He will be in Louisville and Cincinnati making visits. Everyone is welcome to provide him with names of possible prospects, if they know of anyone in those areas. Josh also discussed future funding for Community Outreach endowments. Bryan Carson will begin looking at possible Foundation/Grant support for that area - specifically an endowment to support headline authors for Book Fest.

Community Outreach: Tracy reported that about 50 authors have signed up for Book Fest so far. Her goal is to have 75 signed up by the end of summer. The partners do not want to exceed 150 authors because they will be in the new location at Carroll Knicely which may not be able to accommodate as many. The hope is that when the Knicely Center is expanded by the following year the event will be established there and be able to hold more authors. Tracy praised Kristie for developing several electronic time saving techniques for author sign ups including a fill-in form for the authors and a more thorough database for contacts. When Cassandra returns at the end of August she will take over contacting the authors.

Grants & Projects: Bryan reported that he is working on a grant proposal for an economic development library at the Center for Research & Development. Also, Mike will speak with Dr. Burch about capturing grant funding indirect costs to help cover grant-related library expenses. In his one-on-one meeting this morning Bryan shared with Mike some talking points to help make the case for library receipt of this funding.

Dean's Report: Nancy and Mike hosted Erwin at their house for a reception attended by department heads. Mike took Erwin to the Nashville Airport for his return trip. He has invited Mike to visit Belize next year to complete the Administrator Exchange.

-Mike will be meeting with Dr. Burch soon and asked for the Department Heads input regarding their needs.

Department Reports:

DLTS: Mike welcomed Nelda Sims to the meeting. She is representing DLTS for Connie.

-Amanda Drost will start Sept.1 as Assistant Professor, Kentucky Library Catalog Librarian.

-The TOPCAT/Voyager upgrade to version 7.1 is taking place now. During the upgrade process we will not be able to make changes to the database.

-The KIC Scanner is now working. The problem involved an SQL query to allow all parts to talk to each other and operate properly. Please use the Technology Form to report any malfunctions of this equipment (or any other computers, printers) to Connie Foster or David Runner so that Technology can log, track, and respond to transactions.

-Suellyn Lathrop and Connie have been working on a suitable format for the Board of Regents documents with bepress support. The series will be under University Archives WKU Governance and will contain podcasts, agenda, and documents.

-Susan Todd and Josh Mosby will be working on the Bindery Maintenance functions of Voyager to take full advantage of this module. The Bindery Maintenance tab allows you to group individual serial issues into volumes and maintain those volumes for binding; group volumes together according to the specific copy of a serial to which they belong; add a bind-on-date notification during the check in process if any issues are ready to be pulled for binding; and retain bindery information such as color and binding frequency.

-Technology Update - The Library Tech Team was able to resolve the problems with the KIC Scanner in VPAL (the problem was determined to be a corrupted SQL database server and database on the KIC Scanner computer and no communication between the SQL server and scanner. After reinstalling the SQL Server software and recreating the database with Eric's help, they were able to solve the problem; in cooperation with campus IT David was able to return the Dean's laptop in working order; installed the new Voyager clients on all the Library staff computers at ERC and circulation desk computers in VPAL and Cravens 4th floor; dealt with a pdf print issue; continued installations of SP 3 for Windows XP; dealt with the usual network printing issues and minor adware/spyware/malware infections, etc; still working with student technology to resolve problem with logging in wirelessly for the 2 Glasgow laptops and the 5 patron use laptops. Josh finished printing out Voyager Documentation manuals; updated Excel files; began preparing for a bindery maintenance project in TOPCAT.

DLPS: Peggy Wright, Brian and Kath Pennavaria joined Erwin Woodye, visiting Belize librarian, for lunch at Barren River State Park Lodge on Tuesday, July 28 and then toured the Glasgow Campus. Peggy hosted a luncheon for Erwin at her house on Thursday, July 30. Guests included WKU faculty with research interests in Belize.

-Circulation Late Night Supervisor position was advertised in Sunday's Daily News. Electronic Information position will be advertised again in the fall. Rob Harbison will serve as a Visiting Instructor for the fall 2009 term to help cover duties in that position.

-DLPS Fall Retreat will be held in the Thistle room of Barren River State Park Lodge on Tuesday, August 25.

-Facilities: A solvent used to seal the air handlers entered the air system in the Cravens building causing an unpleasant odor and respiratory distress for some staff. Doug and Eric asked that the a/c system be shutdown on July 30 until the odor had dissipated. Limited a/c was not restored until Friday morning and one of the air handlers units serving cravens 4-9 is still undergoing repairs making the building's upper floors unpleasantly hot. There was no a/c on Sunday making for very warm temperatures in the building.

DLSC: KYLM received a generous gift from Dale Covington and his sister Katharine in support of the exhibit of his grandfather's photographs of Cave City. This exhibit will be redesigned as a traveling exhibit when it closes in December.

-Work continues on the Decorative Arts Exhibit and it seems to be running ahead of schedule.

-The parking lot is paved and striped and now waiting on railing to finish the Kentucky Building side of Kentucky Street.

-HVAC for G8 will be in by the end of the month.

-University Archives Assistant position has been advertised.

-Work is being done on the storage facility. Water softener has been put in the system.

Adjournment: With no further business before the Council the meeting was adjourned at 12:05 pm.

For the Council,

Jan Renusch