COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
APRIL 12, 2010

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

Minutes: The March 29, 2010, minutes were approved as corrected.

Community Outreach: Tracy said that everything is running smoothly in regards to SOKY Book Fest. She will be making two TV appearances on WBKO's Mid-Day and AM KY programs this week to promote the festival. If anyone has any questions about the Book Fest and the new location please let her know. Extra copies of the Book Fest program are also available. She has also worked with Sandy McAllister and Bryan Carson on a PIE grant for the summer reading program in conjunction with Gifted Studies and the Dean has approved it and forwarded it to the Provost's office for review.

Web & Emerging Technologies: Haiwang reported that the University had launched iWKU, an iPhone app that includes our Libraries. Unfortunately the Web links and the SMS functions in the Libraries' component failed to work properly. Haiwang has contacted John Bowers at University IT and was told that an update is due soon that will get rid of the problems. Haiwang also reported that the redesign of the Libraries Web home page was nearing completion. He will get the files installed in the University's server to test run it and get input so that the project will be finalized and the page launched soon. Hitcents is waiting for us to provide contents of the Online Shopping (Museum Store) and Workshops and Camps in order to create the shopping cart for credit card charging.

- On a personal note, Haiwang's book This Is China: The First 5,000 Years is published and will arrive before the Book Fest convenes.

Development: Josh gave an update on Horse in KY Exhibit, upcoming direct mail piece and Book Fest.

Marketing: Jennifer reiterated what Tracy had said about her television interviews this week promoting Book Fest. There was also advertising for Thursday's speaker Dr. Trapasso. Amy Slowik and Jennifer met and came up with a charge to address more database access to Friends and possibly alumni. They will be working with a task force to look into the feasibility. Membership reports now include the US Bank sponsors. The US Bank account number was not in the previous report along with some other new accounts. Sandy McAllister and Jennifer have been working with alumni and IT to work out the kinks. Jennifer, Timothy and Mike Binder will be addressing the artists' donations from their sales and make sure they are rightfully credited as donors and applied to the Friends program. WKU Libraries has submitted a list of names of Kentucky Museum people and some Community Outreach people to be on the potential volunteer list for the Kentucky Experience Village at the World Equestrian Games. The Convention and Visitor's Bureau asked for volunteers from our area as all area attractions will be represented in the Kentucky Experience South Central Kentucky booth. Jennifer is uncertain how she can promote our specific attraction at this time but she will research and find out what, if any, attraction specific fliers can be circulated within the village.
Dean’s Report: Mike spent last week hosting a meeting with KYVL Funding Subcommittee and working on a report on Virtual Libraries state wide.

Department Reports:
DLTS: On Monday, March 29, Brian Coutts, Teri Baker, Brent Fisk and Michael Franklin from DLPS with Connie Foster, Deana Groves, Nelda Sims, and Jack Montgomery from DLTS met in VPAL to discuss leisure and instructional videos. They thoroughly reviewed and analyzed other institutions’ organization of DVDs, our practices, and user needs. They arrived at some agreement to retain both leisure and main designations, with main referring to instructional, academic or curricular-based DVDs. There will be one general area of browsing leisure videos by titles; the “main” DVDs will get a LC classification designation (as time permits for current ones) and be shelved in a separate area. They will continue adding accession numbers to the leisure DVDs. It is critical that each librarian understand and designate orders according to these content areas. The preponderance of DVDs will be leisure, but they did believe others (40%) are instructional and merit additional treatment by classification that will group like content as are the monograph resources.

There are 3527 items that have a location of 'main vide' and 5243 items that have a location of 'leis vide.'

-The April issue of Amplifier has an article by Jack Montgomery about the music exhibit “Playing Our Song” at the Harry Jackson Gallery, KLM. Uma Doraiswamy’s article "The Role of Public Libraries and Their Future" will be published in the spring issue of Kentucky Libraries (vol. 74 #2).

-Connie Foster and Amanda Drost attended an hour-long session on hiring, promotion and tenure, led by Deborah Wilkins, “Avoid the Top 7 Mistakes in Hiring, Promotion, & Tenure.” Richard Miller also was there. He said that he and the new provost would discuss his role in orientation for prospective candidates, given the time and scheduling issues. Deborah said that looking at Facebook and other social media is acceptable to learn more about a person; however, please be sure you have the correct person (last statement is Connie’s). It is all right to call people not on the list of references submitted by the candidate. It is even permissible to call a current employer; however, if the person requests that you not, you need to ask them before doing so as a courtesy. Look at student newspapers, web sites, and contact the HR department at their current institution to see if that person would be eligible to be “rehired.” 80% of turnovers are from bad hiring decisions.

-Jack Montgomery’s mini-session proposal has been accepted for KLA this fall. His session is “The Courage to Follow: a new vision of workplace relationships” Friday, September 17 at 11:00 am.

-Uma Doraiswamy, Nancy Steen, and Jack Montgomery attended the opening of the Owensboro Campus and Library on April 1, from DLTS.

Technology
The Library Tech team provided assistance for the "Far Away Places" and "Kentucky Live!" presentations at Barnes & Noble, vendor webinar for TDNet's demo of discovery and Access Solutions products, and for the first in a series of three LexisNexis webinars. Attended vendor demo of networkable Xerox ColorQube color laser copier/scanner/printer/fax machine. Entries for SAGE Reference Online, CoPA, Music Index Online, and Dictionary of Irish Biography added to web pages, worked w/ Systems Coordinator in testing databases for off-campus access via our proxy server and to correct URL in multiple locations for Gale/InfoTrac databases. Awaiting confirmation from WKU IT regarding 5 static IP address for access to NEJM online (once the 5 computers pass security scans by Network Security technicians, the static IP address will be assigned). Thanks to a Classroom Improvement award, presentation equipment (laptop, ceiling mounted multimedia LCD projector,
sound system, & projection screen) has now been installed in Helm 100 by multiple units from WKU IT and Facilities Management; additional Library use software installed on laptop by Library Tech staff. WKU IT office is tracking down remaining replacement computer for DLPS faculty member.

Dean's area: IT technician replaced fuser unit in new laser printer, but problem was not resolved; technician suggested requesting replacement printer from Dell under warranty coverage; working w/Dell for repair of ship back for repair or replacement per warranty. Installed replacement computer for staff member in Dean's area, copied work related data files from old computer to new computer, installed all necessary office related software and smart phone sync software and office printer connections, showed user how to back up their personal data files; user to install additional software.

DLPS: disinfected computer in Helm e-Reference area. IT technician replaced paper pickup rollers in networked laser in Gov/Docs. Problem was reported on iMac computer in VPAL Listening Room 209, but could not recreate the problem. The computer will continue to be monitored.

DLTS: worked with IT technician to resolve problem w/ networked printer in Acquisitions unit - problem unresolved - shipped printer back to HP for repair or printer replacement per warranty provisions; set up computers in Acquisitions unit for temporary access to network printer in Serials unit. Replacement computer installed for Bibliographic Access faculty member, installed Voyager clients, OCLC Connexions client and other work related software.

Systems: Josh worked on OCLC clean-up project as well as scanning and uploading the PDF documents for TopSCHOLAR.

DLSC: Construction of the Quilt gallery and a small meeting room are being pursued.
- Glass extension on concrete wall in Centennial area will be installed on Monday.
- The A/C units in the Kentucky Room are being repiped to function through the summer. The carpet in the Kentucky Room is damaged in one area and an industrial carpet service will be tried for cleaning and or the section will be replaced.

DLPS: WKU Owensboro Dedication - Rob Harbison, Interim Owensboro Campus Librarian and Darlene Malosh, Library Assistant showed visitors our newest branch library at the April 1, 2010 ribbon cutting. A WKU centennial history was given away as a door prize. Brian, Haiwang, Peggy, Roxanne, Amy, Ellen, Jack, Amanda, Jonathan, and Eric attended along with Dr. Binder.
- The library has recently added online access to two of the twentieth century’s most important retrospective indexes from H. W. Wilson. Education Index Retrospective provides access to the leading education index and covers more than 800 periodicals and yearbooks, the full text of Wilson Library Bulletin (1914 to 1983) and provides citations to 850,000 articles including book reviews. Readers’ Guide Retrospective provides access to citations of more than 3 million articles from 375 leading magazines.

- Kentucky Live! - Author David Bell drew a huge crowd on Thursday, April 8 at Barnes & Noble to hear him read from his two recent novels The Condemned (2008) and The Girl in the Woods (2009) both published by Delirium Press and to talk about creative writing. He noted that both books were based on real life incidents in Bloomington, Indiana and Cincinnati. A book signing followed. The books were reviewed by Beth Knight in the Bowling Green Daily News on Sunday, April 4. Bell teaches English and creative writing at WKU.
Far Away Places - Michael Trapasso will talk about his recent travel and research in Alaska on Thursday, April 14 at Barnes & Noble at 7:00 p.m.

National Library Week in Glasgow - The department will celebrate NLW in Glasgow on Wednesday, April 14 with lunch, a departmental meeting and a reception at the Glasgow Campus Library. Kath Pennavaria is making the arrangements.

Confucius Institute - The Confucius Institute promoted by the Chinese government at universities worldwide will establish an exhibit and collection in the Helm Library reference center. A plaque from Beijing will be unveiled on April 22 in the library connection with a meeting of the Board of Regents planned for Helm 100. Construction will follow with completion estimated by May, 2011.

Best Reference Sources of 2009 - Brian will discuss his selection of the "Best Reference Sources of the Year" which will appear in the April 15, 2010 issue of Library Journal at a workshop on Friday, April 23 at 9:30 a.m. in Helm 5. Refreshments will be served.

Webinar on Alexander Street Press’ Civil War Databases. Amy is coordinating this special introduction to the three new databases on the Civil War at 1:30 p.m. on April 30 in the Orientation Room of the Kentucky Building.

Remodeled Café - Brian, Eric and Dr. Binder met with Gary Meszaros and his staff to discuss ambitious plans to upgrade and renovate the Java City café this summer.

Summer Schedule for Helm-Cravens is attached.

Adjournment: With no further business before the Council the meeting was adjourned at 11:30 a.m.

For the Council,

Jan Renusch