COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MARCH 29, 2010

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

Minutes: The March 22, 2010, minutes were approved as corrected.

Web & Emerging Technologies: Haiwang demonstrated the final version of the newly designed home page of the Libraries' Web site. He also showcased the two gateways to help patrons step through the procedures of donating to Libraries' funds or becoming a member of the Friends of Libraries & Museum using the Giving to the University form on the Web. As for the other two categories of the Libraries' e-commerce interface, namely, Shop Online and Workshops & Camps, he and Mike will meet with related people in the University IT Division to work things out, such as credit card payment.

-Haiwang reported that he had finished designing the Mobile Web for smart phones. It is accessible also from the Libraries' component of the University iPhone app to be launched soon. He demonstrated the Mobile Web pages and received some feedback from the CLDH members. He said he would also find out how to make the Libraries' blog more readable on smart phones.

-Haiwang showed an advance copy of his new book This Is China: The First 5,000 Years, now in press. The book was debuted at the annual conference of the Association for Asian Studies in Philadelphia by the Berkshire Publishing Group last Friday.

Development: In Josh’s absence Tracy announced that the Book Fest received a short-term grant from Dollar General in the amount of $20,000. The long-term endowment grant will be announced in May.

-Mike announced that ADBORA has awarded the Horse in Kentucky Exhibit support in the amount of a $25,000 cash gift to be paid over 5-7 years and $25,000 gift-in-kind for marketing and that ADBORA will be the sponsor of the Breed portion of the exhibit.

Community Outreach: Tracy said they are working on the final details for all of the Book Fest activities. She is still looking for a few panel moderators and additional volunteers. She has contacted WKU Spirit Masters about getting some Spirit Masters at Meet the Authors and the Book Fest. Tracy mentioned several partnering items that are going on with Book Fest this year including the breakfast at Book Fest with the WKU Reading and Writing Projects and the arrangement with the Robert Penn Warren Award committee to invite participants at the KY Writers Conference to the award ceremony and having the award committee attend the Meet the Authors reception. She also elaborated on the recent Dollar General grant.

Marketing: Jennifer is planning to attend the opening of the inaugural building which includes the new library on the WKU-Owensboro Campus Thursday, April 1. She distributed copies of the new library rack card. Jennifer is working on the Collections and Connections newsletter and annual report. Student assistants at the Kentucky Building are surveying patrons as they enter as to where they are from, how they heard about the library and museum. Jennifer will use this information for marketing purposes. Jennifer attended a Marketing Planning seminar last week. One of the subjects was mission/vision statements and the need to revisit them periodically and update to keep them current.
Grants & Projects: Bryan is searching for equine organizations that have grant projects that would apply to the Horse in Kentucky Exhibit.

Alumni & Electronic Resource Access: Connie opened the subject for discussion. Mike will appoint a Task Force to work on the charge. Mike and the Department Heads suggested members from their departments as follows: Amy Slowik, chair, Nancy Richey, Roxanne Spencer, Amanda Drost, Bryan Carson and Jennifer Wilson.

Dean’s Report: After the discussion regarding the current Libraries’ strategic plan posted on the web site and mission/vision statements. Mike appointed a Task Force consisting of the Department Heads with Connie convening to update the libraries’ mission and vision statements.

Department Reports:
DLPS: This is China: The First 5,000 Years - Edited by Haiwang Yuan, this new book published by Berkshire Press was launched at the Asian Studies Conference in Philadelphia on Friday, March 26. Haiwang was invited to sign copies. To quote one early reviewer, the book “is a gem. It is a reference that everyone who teaches writes or thinks about China should have close at hand.”
-WKU Owensboro Dedication - The inaugural building on the WKU-Owensboro Campus will be dedicated on Thursday, April 1, 2010. Congressman Brett Guthrie, Davies County Judge Executive Reid Haire and President Gary Ransdell will be in attendance as will a delegation from WKU Libraries led by the Dean. Our new Owensboro rack cards will be available, we’ve added some art work to the library and we’ll be giving away copies of the WKU Centennial History as a door prize.
-Sister City Library Exchange With Kawanishi, Japan - The first shipment of library materials has arrived from Japan as a part of our annual exchange with the city of Kawanishi. The gift consists of 17 volumes of books and a CD of audio information about Kawanishi. Our gift is being readied for shipment. Keiko Fujii, from Kawanishi’s Culture & International Exchange Division will be in Bowling Green March 26-April 3.
-Far Away Places: The Road to Santiago and Pilgrimage - John Moore head of Foreign Languages and Literatures at the University of Alabama at Birmingham spoke to an overflow crowd at Barnes & Noble on Thursday, March 25. He talked about the nature of pilgrimages and then talked about the historic “French Road” Medieval pilgrimage route from the Pyrenees to Santiago de Compostela. Moore who has travelled and written about the “pilgrimage route” will be leading students on a pilgrimage in May and June, 2010 which involves walking more than 500 km.
-Kentucky Live: David Bell - horror fiction author and WKU English professor Bell will speak at Barnes & Noble on Thursday, April 8 at 7:00 p.m. Beth Knight is reviewing his two new novels A Girl in the Woods and The Condemned for the Daily News. Both are published by Delirium Press.
-By George: British History, 1760-1820 - On March 17th WKU Libraries partnered with the History Department to host the first of a new series of talks on “Monarchs and Minion.” Held in Helm 100, speakers Carol Crowe Carraco, Sarah Crites, Amanda Hardin and Jack Thacker talked about George III: The Man, The Mistake, The Mischief and The Monument.
-University Library Award Winners, 2010 - Charles Smith for Research/Creativity, and Brian Coutts for Public Service are this year’s College award winners.
-Journalism Reaccreditation - Pam Johnson, Head of the School of Journalism & Broadcasting has sent a thank you note for our assistance in their reaccreditation.
**DLSC:** Timothy said that Past Perfect topped 10,000 entries.

**DLTS:** Jack Montgomery and Amanda Drost will meet with Timothy Mullin and Sue Lynn McDaniel to discuss gift collections/items designated for the Kentucky Library and achieve a working document for processing their gift materials. In Bibliographic Access, Lynn Pawley is now responsible for withdrawn books-in-hand; Jeannie Butler continues to be responsible for ERC withdrawals. Connie has been invited to be a panelist as part of the ACRL Scholarly Communications 101: starting with the Basics Road Show on Tuesday, May 25, 2010 at Bryan College, Dayton, Tennessee. The afternoon panel will discuss “How to start your library’s e-publishing program: Developing an action plan” and help participants build upon what they learned in the morning session to formulate action plans for starting projects. Connie said that DLTS is ready to begin the interview process for the two catalog positions in DLTS.

**Technology** - The Library Technology Team provided Tech support for the "Far Away Places" lecture at Barnes & Noble; provided tech support for vendor from Serial Solutions demoing "Summon" product.

**DLPS:** met with Student Technology staff to finalize new image for 5 wireless laptops that are checked out, imaged the laptops and returned them to service (changes made in new image should fix the wireless log in problems); provided short-term solution for lack of hard drive space on Ariel computer in ILL (long-term solution will involve replacing the computer); dealt with problems with KIC scanner/computer in VPAL; continued working with WKU IT Networking department to deal with request for 5 static IP addresses for access to NEJM; also talking w/WKU IT Networking on the issue of the limited number of static IP addresses available and whether or not the installed network connections and 8 static IP address that were assigned in 2003 to the compact shelving (for remote problem diagnosis) in Gov Docs were being utilized or not -- if they are being utilized, Networking believes that -- as old as they are -- the firmware on the PowerLink network devices might need to be updated to maintain their settings under our new network infrastructure (that may or may not incur a charge from the company we purchased the compact shelving from); replaced cable ends on network cable in Helm eReference area; after attempts to fix network printer problems in Gov Docs were not successful, contacted IT department for possible parts replacement.

**DLTS:** migrated one faculty member and one staff member to MS Office 2007; worked on configuring fax/scanner for use after receiving static IP address from Networking.

**Glasgow:** returning 2 wireless laptops into service for patron use after new image developed and installed.

**Systems:** Josh worked on Active Directory updates; TopSCHOLAR project; and troubleshooted Voyager EDI Claims problems.

**Committees Merge:** Connie distributed copies of the updated proposal for merging the Serials Review Committee and the Electronic Resources Committee for review and discussion. The recommendation to merge the committees was approved effective July 1, 2010.

**Consolidating Lost Item Processes For All Patrons:** Brian presented a draft proposal for consolidating lost item processes for all patrons for discussion.
Adjournment: There being no further business before the Council the meeting was adjourned at 12:05 p.m.

For the Council,

Jan Renusch