COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
APRIL 25, 2011

Present: Dean Connie Foster, Brian Coutts, Deana Groves, Timothy Mullin, Haiwang Yuan, Amy Hardin, Jennifer Wilson, Tracy Harkins, Bryan Carson, Amy Slowik, guest, Mike Binder, Special Assistant to the Provost and Jan Renusch

Minutes: The April 18, 2011, minutes were approved as corrected.

Alumni Access: Copies of the Alumni Task Force Report were distributed and Amy Slowik highlighted points of the report. The members discussed access versus assistance and borrowing versus research as a benefit that the Alumni and Friends would be interested in. Bryan noted that he gets one or two questions a month at the reference desk from alumni who wish to use the databases. Most of these alumni are in education or health care. Nine out of ten times, the databases the person wants to use are part of the Kentucky Virtual Library package. Bryan always refers the client to local libraries where they can get the databases, and tells the client that they can get KYVL databases by joining the Friends of the Libraries & Museum. Connie said the Task Force will remain active and have a supplemental, data-driven report to include new benchmarks ready by January 2012.

Dean’s Report/Announcements: Connie announced that Tony Harkins, Tracy’s husband, had received a 2012 Fulbright Scholarship in Austria and offered congratulations to him.
- Nancy Richey has received a National Endowment for the Humanities grant.
- It is a possibility that the IT labs will be open for the late night hours of finals week. Connie will be checking with John Bowers on this.
- Capital Outlay – For the 2014-16 Biennium – Helm Cravens renovation is listed.
- Connie will meet with Bob Owen, IT VP, on Wednesday.
- Rally for Retention – Connie asked everyone to send her their ideas for student retention by July 11.
- Electronic Travel Form – Use of the electronic travel form will be mandatory this fall.

Web & Emerging Technologies: As of now, hitcents.com has completed both the e-Commerce and the KY Museum web site redesign projects. Per Connie’s communication with John Bowers from IT, the university discourages WKU web sites on any other services outside the campus. Haiwang will discuss with Corie Martin from the University’s Public Relations Office concerning the two sites and will report back at the next CLDH meeting.
- The Web Working Group will meet this week to work out user-friendly names for the Libraries’ web site as it is being migrated to the OUCampus CMS service. Database and Reference, for example, which are incomprehensible to average users other than librarians, will be changed to natural languages more understandable and thereby useful to them.
- Haiwang demonstrated the use of QR code, a two-dimensional matrix barcode that is used to identify products, that the last issue of the Herald newspaper used for readers to download its free iPhone app. He has created a similar one for our Collections & Connections iPhone/iPad app and will give it to Jennifer for marketing purposes.
Development: Amy asked all CLDH members to send her their top 3 fundraising priorities and names of potential donors via email by May 6. She also will be sending the library development brochure out for edits.

Community Outreach: Tracy thanked Brian Coutts for including her in the dinner with visiting scholar Jim Siekmeier who spoke at the last "Far Away Places" event of the year. (Dr. Siekmeier is an old friend of her husband's from his AP History grading days.) She said they are still cleaning up after SOKY Book Fest-paying bills and sending thank you notes, etc. Now that Book Fest is over she will proceed with scheduling the dates for the Louisa May Alcott program in September. This program is funded by a grant from the NEH and will replace SOKY Reads! for the Fall. The libraries portion of the book sales will be about $13,000 a 20% increase over last year.

Marketing: Jennifer reported there is a Museum Advisory Council meeting at the Kentucky Museum this evening at 5:30 pm. She asked for any special bullets from those who will be attending the council meeting. She is working with Tammera Race and Carol Watwood on the line up and will have some remarks for Connie for the student research awards presentation. Jennifer discussed the issue of getting in-kind gifts in the system so donors can be thanked in a sensible amount of time and be given the appropriate “Friends” status. There were several names that had given in-kind gifts that were not recognized in the Advance system. Timothy said there is an issue with paperwork and willingness for some to put a price on the items donated due to ethical reasons. There was much discussion and Timothy said he could ask his staff to place values on items to expedite the process. Jennifer and Kelly are working on promotion for a Chinese program happening in the Western Room at the Kentucky Museum. They are finalizing a flier to promote the event. There were several places suggested to target including Folk Studies, Gallery Hop people, and Honors College Flagship. Jennifer also was going to check into any May term Chinese classes. The ERC brochure is at the printer and due to be ready before the grand opening. TopSCHOLAR is also at the printer and to be printed soon. She is still working on some small quality issues. Newsletter is still in the works.

Grants & Projects: Bryan gave out a draft of the proposal he is working on with Timothy for a travelling exhibition called Lincoln: The Constitution and the Civil War. The proposal is due on May 5. Bryan asked for comments and feedback on the draft.
- At an earlier time during this meeting Bryan reported that he is chairing a task force on information literacy. The membership consists of Sara McCaslin, Amanda Hardin, Tammera Race, John Gottfried, Amy Slowik, and Jonathan Jeffrey. The task force was formed as a result of Dr. Emslie stating that the University Experience class should be required, and that library instruction was an integral part of that process. The task force is working on a document that will discuss the importance of information literacy instruction, support the effort of University College to increase the course to three credits, recommend that all students take University Experience, and discuss how we will be able to equitably split these courses among our current faculty. The document also discusses the learning outcomes we adopted in 2008, and provides recommendations for the implementation of these outcomes.

Department Reports:
DLTS: Amanda Drost and Tammera Race will be presenting “What are FRBR and FRAD, and Where are They Going?” at the KLA/Kentucky School Media Association
Joint Conference in September. Tammera will also have a poster presentation on “Finding Gray Literature” at KLA in the fall.
- Bib Access will be temporarily storing the cataloged Elizabethtown Library materials in the DLTS break room behind the movable wall. Please do not remove these from this area for any reason.
- As part of the GPO cataloging record distribution project, Nelda Sims will be retrieving and batch loading into TOPCAT GPO records on a monthly basis. This project is slated to end in October 2011. As with the previous Gov MARCIVE project, records will be loaded suppressed and then unsuppressed as cataloged. Nelda changed the time-out settings in the OPAC. Now if there is no activity within 10 minutes, a pop-up box will appear to give the choice to remain in that session or begin a new session.
- Jack sent out a reminder that we are accepting only “priority” orders from this point forward into the Acquisitions Unit.
- The inaugural WKU Libraries and University Experience Student Research Award will be presented to two students on Tuesday, April 26th at 1:00 pm in Cravens 100. They will each receive a plaque and a check for $100. Big Red will also be attending.
- Technology Highlights: Coordinated w/Provost’s office and WKU IT TSS for transfer of Dr. Binder’s computer data in the Dean’s office to new computer in WAB 301; re-imaged the Dean’s office computer – reinstalled all software for Connie’s use (will copy email profiles and data files as needed; provided tech support for Far Away Places presentation at Barnes & Noble.
- DLPS: re-imaged three public workstations in E-Reference area to resolve problems w/Windows OS errors; re-imaged two public workstations in VPAL to resolve problems w/Windows OS errors; resolved keyboard and barcode scanner problems on three Circulation Desk computers; re-imaged Faculty computer to resolve hardware problems – reinstalled all software; re-imaged previous computer used by Document Delivery Staff to replace much older computer used by student assistant – reinstalled all needed software; provided tech support for Copyright webinar.
- DLTS: updated Java on one computer; provided tech support for OCLC webinar.
- Systems: Josh worked on Voyager reports for Connie, Dan, and Terri; KULS updated, began working in test mode of the Bindery System; and worked on Department Statistics reports.

DLSC: Timothy said that completing the Chinese Learning Center of the Confucius Institute for the Grand Opening is consuming all of his time now.

- National Library Week at the Glasgow Campus Library – DLPS held its April faculty meeting on the Glasgow campus on Wednesday, April 13th preceded by a luncheon at a “Little Taste of Texas” and followed by a reception in the library at 3:00 p.m. Kath Pennavaria made the arrangements.
- Best Reference 2010 Workshop, Friday, April 22, 2011 – Brian talked about this past year’s outstanding reference sources in his annual workshop in Helm 5 from 10:00 a.m. to 11:00 A.M.
- E-Town Librarian Search - The search committee chaired by Kath Pennavaria met and selected four candidates for interviews.
- Installation of New End Caps - Work was completed on the installation of new end caps on Cravens fifth floor with funding from the Classroom Improvement allocation. Doug Wiles coordinated the acquisition. Two further shelving installations: compact shelving on the 9th floor of Cravens and shelving for the Chinese Learning Center are scheduled for early May.

- ERC Grand Opening - The Educational Resources Center will be participating in the events for the grand opening of Gary Ransdell Hall Friday, April 29. A new brochure has been designed to highlight its new location and services. Recently purchased artwork will be hung prior to the opening.

College Library Faculty Meeting: Connie will meet with all Library faculty on Wednesday, April 27, at 8:30 a.m. in Cravens 111.

Benchmarks: Lists of Carnegie Master’s Top 50 Institutions were distributed for review. Connie asked the Department Heads to submit their top 10 choices to her by May 16th so she will have them for the CAD meeting on the 20th.

Graduate Assistants: Timothy said that he has two Folk Studies GAs working in his department this year. Connie will inquire as to where the funds are coming from to pay them. She encouraged department heads to hire grad students when appropriate in their departments.

Digital Measures Faculty CVs: Connie distributed copies of the Faculty Activities CV Database per Doug McElroy’s request. All faculty not having information across the three columns (User, CV, CV date) need to upload CVs to the system. She requested that info be entered and updated by May 15th.

Adjournment: With no further business before the Council, the meeting was adjourned at 12:20 p.m.

For the Council,

Jan Renusch