COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
DECEMBER 14, 2009

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

Minutes: The November 23, 2009, minutes were approved as corrected.

WKU Libraries Search Box Task Force: Deana Groves, Task Force Chair, distributed and reviewed the task force report. Discussion and comments followed.

Senate Resolution: Mike distributed and reviewed the report and resolution. Tony Harkins will present the resolution at the Thursday Senate meeting and Mike will be in attendance to answer any questions.

Confucius Institute: On Wednesday Mike and Haiwang attended the reception for the officials from the Chinese Embassy in Washington DC. They were here to inspect WKU and the Libraries for a possible site to host the Confucius Institute. On Friday they attended the presentation by the Honors College to the Embassy officials.

Web & Emerging Technologies: Haiwang reported that the Search Box Task Force led by Deana Groves has submitted their recommendations on the names of the tabs above the search box on the Libraries' Web home page being redesigned. He would take the ideas to HitCents and get the redesign started. Haiwang distributed copies of a flowchart of the online shopping cart for the Kentucky Museum. Timothy suggested that the items in the cart be categorized as "Friends Membership," "Museum Gifts," and "Workshop/Camps." Haiwang would bring the suggestion to HitCents to get the development of the shopping cart started.
- Working with Tracy, Kristie and their student assistant Cassandra, Haiwang has redesigned the SOKY Book Fest Web site and has been updating it with the authors' information. He is waiting for feedback from SOKY Book Fest Partners with regard to an outsourced redesign of the Book Fest Web home page.
- Haiwang said he would contact the University IT to find out where the University iPhone app that will have the Libraries component stands and report back at the next meeting.
- Haiwang reported that the Electronic Resources Librarian Search Committee has been successful. He thanked the committee members Bryan Carson, Nelda Sims, and Carol Watwood for their hard work and contribution. The job offer has been accepted by the chosen candidate and pending the background check will start in January.

Development: Josh provided an update on the Horse Exhibit and Book Fest - in terms of fundraising progress. The Saddle Horse organization has agreed to a sponsorship of the saddle horse portion of the exhibit including promo in their publications. He is meeting with Vickie Fitch regarding the grant application. He has met with First Lady, Jane Beshear and garnered her support for the exhibit. He will be meeting with Dollar General soon.
Community Outreach: Tracy is only working Monday and Tuesday of this week. She reported that she will have Book Fest website changes to Haiwang before the break. She also plans to complete the Big Read grant report and send some thank you notes to donors and pay a few bills before she departs. She is also trying to get a job to the printer for the Macy's Used Book sale.

Marketing: Jennifer passed around the US Bank Celebration of the Arts brochure and mentioned brochures have been circulated to all the artists in the region as well as the US Bank locations. Letters will go out to previous art show supporters at the first of the year. She thanked everyone who proofed the newsletter so promptly and said they will go to the printer by the end of the week and will be printed for the first of January for the LAC meeting and for mailing. To avoid getting lost with the end of the year mailings, we will be sending out the newsletter at the first of the year. There was an ad in the stress buster tabloid put out by College Heights Herald regarding extended hours within the Libraries. Jennifer mentioned there has been some internal interest in holding a "Game Night" at the Libraries. Brian mentioned this was a point of discussion last year but the idea was cut since the Business College holds a game night at DUC.

Grants & Projects: Bryan reported that the grant proposal for the new KYLM heating and cooling system has been submitted to the National Endowment for the Humanities. He is working with Jonathan Jeffrey on a Kentucky Humanities Council mini-grant for digitizing sound recordings in the folk life archives. Bryan will also talk with Brian Coutts and Tracy Harkins about finding financing for future speakers from these Kentucky Humanities Council mini-grants.
- Bryan also reported that the University Libraries will be working with the Green River Regional Educational Cooperative (GREC) on a federal GEAR UP grant for disadvantaged high school students. The students will attend a camp at WKU in June, and will take four sample college classes. The classes will be taught by the chemistry and English departments, University Experience, and the Libraries. Students will learn about library services, and will see examples of how they can use library materials, both for their classes and for lifelong learning.

Department Reports:
DLPS: Electronic Resources Librarian – The chosen candidate has accepted our offer and will join the DLPS faculty in January, 2010.
- Owensboro Part-Time Assistant – Applications are under review.
- Owensboro Planning continues on target with furnishings, materials, and computers ordered. The library will open January 25, 2010 and will have the following hours: M-Th 10-7 & F 10-4.
- Extended Hours Task Force – Brian has appointed a Task Force chaired by Dan Forrest and including Eric, Doug, Terri and Brent, to explore the possibility of a springtime pilot project to extend hours in VPAL until 3 a.m. or for a 24 hour operation.
- Facilities Update:
  Projects:
  - The ATM will be installed on the 4th floor on Tuesday around noon, provided the installation isn't too loud.
  - Helm 100 projector will be installed during the winter term provided all the equipment arrives by then.
  - Owensboro the majority of the furniture should arrive this week, but I will have to check with Ronnie from Happy’s to confirm this. We have received the printer and the PCs should arrive soon (network outlets are being installed)
-Compact Shelving, Natasha is checking on the floor load and how the installation will occur and then will get back in touch with Doug or Brian.

-Circulation, Natasha is going to set up a meeting after the holiday break to start this project.

-Energy: Brian will prepare a more formal email for everyone tomorrow. During the holiday break everything will go as it did last year (i.e. Turn off all electrical equipment and unplug or turn off the switch of the surge protector; defrost refrigerators; all trash set out by the end of Thursday, because Friday morning will be the last time the BSAs will collect it; After the break all heater use needs to be looked at and I will have HVAC look at the problems in areas that aren't warm enough and if they can't remedy the problem a facilities approved heater can be purchased (the current heaters consume large amounts of energy and can affect the thermostats in the areas that they are used in and can be a fire hazard due to wiring issues and the type of heat they release.

-DLSC: Timothy has received the development book from Solid Light for the Horse Exhibit for review.

-DLTS: DLTS faculty met with President Ransdell as part of his listening tour on Wed., Dec. 9, at 9 a.m. for over an hour. He has submitted some content to TopSCHOLAR® in his role as chair of the Louisville Branch, St. Louis Federal Reserve Bank. We will scan and upload this week. Connie has a series for English, Student Creative Writing (Suelynn Lathrop uploaded ten poems); a community and series added for the Center for Gifted Studies newsletters (to be uploaded.) This is the time of year when master’s theses come daily!

-Bibliographic Access has initiated more changes to improve work flow and cataloging projects. Deana Groves met with Dan Forrest and Jeannie Butler about withdrawals from the main collection. The items will be checked out to pseudo patron: WITHDRAWN; and 10-digit barcode number. Materials come to Bib Access for designated shelving behind Lynn Pawley’s desk. This process simplifies record management and provides patrons with OPAC information about material slated to be withdrawn. Bib access will begin cataloging the LF collection housed in VPAL. Crystal Bowling created a shelf list spreadsheet on the shared drive for managing this collection.

-Technology:
The Library Technology Team began preparing for Ex Libris Voyager upgrades in January; continued to install Dreamweaver software upgrades where needed throughout the Libraries; sent the finalized instructions for installing Standard & Poor’s Research Insight client software via Active Directory to the Dean of the Business College for dispersal to Business College faculty.

-DLTS: disinfect student assistant’s computer in Acquisitions.

-DLPS: Dealt with login problem on Cravens laptops for patron checkout by having Student Technology re-image the 5 laptops. Although the problem is still under investigation, the laptops are once again in service. Met with Student Technology and completed creating new updated images for installation on our public access computers and in our teaching labs - the computer hard drives will be re-imaged in January. Provided Tech support for 2 ERL candidate presentations for DLPS.

-Glasgow Campus Library: Glasgow public-use laptops were returned to campus with same login problem occurring w/ Cravens laptops; the laptops are currently being re-imaged by Student Technology office. Dealt with video and memory problems on Glasgow Library Faculty/Staff laptop and returned it to service. Consulted with Glasgow IT staff so RNCat software for Nursing program could be installed on the Libraries' computers.

-Systems Support: Joshua started on the monthly Voyager reports and KULS updates.
Adjournment: With no further business before the Council the meeting was adjourned at 12:00 noon.

For the Council,

Jan Renusch