

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
JANUARY 8, 2004**

Present: Dean Michael Binder, Dr. Brian Coutts, Connie Foster, Earlene Chelf, Jack Montgomery, Jayne Pelaski and Jan Renusch

Minutes: The December 15, 2003, minutes were approved as corrected.

Community Outreach: Jayne reported:

-One Book project ads will run in the Herald on January 13 & 15, flyers have been mailed, the commercial is now airing on WBKO, Insight and WKYU, the Kick off is Thursday, January 15 at 2:00 in Java City with free coffee and free books to first 50 people attending. The web site is up - www.BGonebook.org

-Used Book Sale's new location will be the BGPL Depot Branch. The sale is February 13 - 15, 2004. Hours: Thursday, February 12 (Pre Sale Event for our volunteers, board members, employees, etc) 5:00 - 7:00, Friday, Feb. 13 7:00 a.m. - 6:00 p.m. Saturday, Feb. 14 8:00 a.m. - 4:00 Sunday, Feb. 15 1:00 - 4:00. Flyers and letters to solicit books and volunteers mailed Tuesday. Famous Barr and BGPL now taking donations. The first ad ran Sunday, Jan. 4th.

-Black History Month: Sheila Williams at BG Community College on Thursday, Feb 5th at 7:00 p.m. She will be at Barnes & Noble on Friday, Feb. 6th at 7:00 p.m. Marie Bradby at BGPL on Tuesday, February 17 at 4:00 (filmed by Insight)
Crystal Wilkinson at Glasgow campus on Thursday, February 19 at 3:00. She will be at Java City on Thursday, February 19 at 7:00. (Filmed by Insight). Flyers will be sent for this event.

-Kentucky Writers Conference: Working with Diana McQuady to complete the program. Should have schedule on web site by next week. There are 39 nominees for Kentucky Literary Awards.

-Author's reception is Friday, April 16th at the Depot. Live music provided by the Bowling Green Chamber Orchestra. The Committee meets on January 27th at the Depot.
-Book Fest: There are 164 authors confirmed (44 children's authors).

-American Democracy Project: Attended work session at South Campus. Please send Jayne updates of any new student engagement projects. Carl Kell and John Hardin will be making a presentation at the Dept. Head meeting on January 16th. Next committee meeting Jan. 21.

Marketing and Special Events: Earlene reported that she was working on the publicity and promotion for the following events/activities:

JANUARY:

Wednesday, January 21, Ky. Bldg. Garden Gallery: "Frankenstein" exhibit opens. Special opening scheduled for Saturday, January 24, 1:30-3:30pm (following WKU's basketball game). Dr. Betty Bennett, Mary Shelley biographer, will speak at the exhibit opening. A reception follows. This exhibit opening is free and open to the public.

FEBRUARY:

Monday, February 2, 6pm - Helm Library: Launch of WILLS (Western's Interactive Live Library Service). 6pm, Helm Library. Everyone is invited to be on hand to officially begin this new online reference service. Also, planned on this date is the dissemination of information about WKU Libraries' KERA Website, which has the most exhaustive amount of information re: education reform in Kentucky. More information will be provided about this later and, information about a new Audio Tour of the Library.

Sunday, February 8, 2 - 4pm., Ky. Bldg. Orientation Room: Opening of exhibit: "Artist Always: Erin Brady Worsham." Worsham, a 1980 WKU graduate, is confined to a wheelchair, uses a respirator and produces computer-generated artwork, using a special adapter operated by raising or lowering her eyebrows. This exhibit opening is free and open to the public.

Thursday, February 12, 7pm, Barnes & Noble: "Kentucky Live" program titled "John G. Fee: Kentucky Abolitionist and Educator" presented by Dr. Marion Lucas, Professor, WKU History Department. This series is sponsored by Trace Die Cast and is free and open to the public.

Thursday, February 19, 7pm, Barnes & Noble: "Far Away Places" program by Johnston Njoku, Professor, Modern Languages and Intercultural Studies, whose presentation will be about Nigeria. Integra Bank underwrites this series of programs and all programs are free and open to the public.

Saturday, February 21, 10 - 12noon - Art Workshop led by Alice Gatewood Waddell. For specifics, contact Lynne Ferguson (270) 745-2594 or Lynne.Ferguson@wku.edu

Saturday, February 21, 1pm, Orientation Room: One-woman portrayal of Anna Mac Clarke from Lawrenceburg, Ky., who played an important role in the desegregation of the military during WWII. Haley Bowling of McKee, Ky., as a part of the Kentucky Humanities Council Chautauqua series, does the portrayal. The program, which is scheduled as both a Black History Month and Women's History Month activity, is free and open to the public.

Saturday and Sunday, February 28 and 29, Kentucky Building Galleries: US Bank Celebration of the Arts 2004 Open Art Exhibition. This regional, juried art competition/exhibition resumes after a two-year hiatus. Volunteers are needed to help receive the art, mount the show, etc. Reception for artists and other special guests will be held Saturday evening. Winning entries will be exhibited at The Kentucky Museum from Saturday, March 6 - April 4, 2004. Brochures outlining the parameters of this competition/exhibition are available in print or online.

Dean's Report: Michael reported that Carrie Barnett, Development Director, would be joining the Council at the next meeting. The Leadership Studies Program will now be occupying the ground floor of Cravens. There will be a new director search for the Special Collections Department Head. Connie Foster has agreed to continue to chair this search.

Michael reported on an email he received from the Provost regarding budget challenges we will be facing for the 03-04 and 04-05 budgets reflecting the state budget shortfall. The Administrative Council met January 5 and the Academic Deans' Council met on January 6. Michael then gave a summation of the Academic Deans' meeting. He emphasized that all discussions are preliminary at this time. More meetings are scheduled.

DLSC: Earlene reported in Nancy Baird's absence that Nancy was working on grant initiatives.

DLTS: Connie reported:

-Rose Davis, David Runner, and Connie met regarding printer needs for DLTS and ERC. They identified short-term solutions to fix immediate needs and to determine future needs, request that new printers be given priority for the next fiscal year after we know the ramifications of shifting to XP and OCLC Connexion which requires a different print driver for the label-printing program.

-Rose had a productive meeting with the catalogers and established a template for adding Kentucky non-book items as browsable subject searches and made tentative decisions about further content. An example is a subject browse search under "Kentucky history" that will list first "More Information on this subject..." entry. Next steps are to create records for the 4 major locations/collections: Manuscripts and Folklife Archives, University Archives, Folklife Archives, and the Kentucky Library. Rose emailed Sue Lynn Stone and Pat Hodges for their review and approval. Everyone is pleased with this progress and the enhanced records will be completed by February 1, 2004.

-Nelda Sims attended an Endeavor Workgroup meeting where security issues were discussed relating to Web Voyage patron login, which requires a social security number to renew books. They are looking at SSL (Secure Socket Layer) software to purchase either individually or as a group, depending on license or certificate terms for a minimal cost. The University of Louisville will be installing a firewall. We will need to be aware of possible effects on our system from this.

-On January 6, 2004, Connie met with Sharon Gray Weiner, Director of the Peabody Library, Vanderbilt University and gave her a tour of the library.

-Check-in of all items backlogged from the 10-day break has been completed in 2 working days!

DLPS: Brian distributed the Helm-Cravens Library Special Schedule for Spring 2004 and copies of "Kentucky Live" 2004 promotion piece. He reported that the Audio Tour would be launched February 1.

There being no further business before the Council the meeting was adjourned at 12:35 p.m.

For the Council,

Jan Renusch