

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
APRIL 26, 2004**

Present: Dean Michael Binder, Nancy Baird, Connie Foster, Earlene Chelf, Carrie Barnett, Brian Coutts, Haiwang Yuan, and Jan Renusch.

Minutes: The minutes of the last meeting, April 5, 2004, were incomplete and postponed to the next meeting.

Development: Carrie is just back from a trip to Chicago. She will have a report for the next meeting. Carrie also mentioned that Lt. Col. Belmont Forsythe is on the short list for possible inclusion in the WKU Alumni Magazine. It would feature his military career as well as gifts of money and artifacts to the museum.

Marketing and Special Events: Over the past few weeks, Earlene said she'd been working with Pat Hodges in Manuscripts to get the word out for people to save letters, e-mails, journals, diaries, photos, etc., related to Operation Iraqi Freedom. Earlene showed copies of articles by Byron Crawford in the Courier-Journal and in the Daily News. In addition, Chris Jones, a member of the Fort Campbell Public Affairs Office, interviewed Pat on "Drive Time" on WKCT and for an article in the post newspaper. Information about the need to save Iraqi Freedom items was also sent to Fort Knox; an all-call was sent to the campus; and there was an article in ECHO magazine. Carrie Barnett said that she had seen an article about Iraqi Freedom materials in the Union County Advocate, a result of a statewide dissemination of news releases/PSAs. -Earlene also showed a copy of the article about WKU Libraries' KERA Website that appeared in a KENTUCKY MONTHLY magazine, written by Debbie LaMastus and Rosemary Meszaros. Rosemary had also supplied an article to be published in May's KENTUCKY TEACHER, a monthly publication published by the Kentucky Department of Education that reaches all teachers in Kentucky. And, Rosemary gave a presentation about the KERA Website to the Academic Section of KLA earlier this month. The promotional pieces are being distributed; however, Earlene said she'd not push to get the Rip'n Rules to members of the General Assembly at this time, mainly because they were totally engrossed in passage of a budget.

-Earlene showed a copy of ads publicizing the Kentucky Library and Museum's Summer Art Camps that appeared in KENTUCKY FAMILY SUMMER PLANNER. The ad cost \$150, but for some reason our ad ran twice. As of the meeting date, all the art camps were full and waiting lists had been added.

-Earlene reminded the Council that the Kentucky Museum Advisory Council would meet that evening at 5:30 at the Kentucky Building and that she, along with other members of the Sara Tyler Award Committee, were working to finalize plans for the event to honor Sally Ann Strickler and Peggy Wright, 2:30 - 4:00pm, Wednesday, May 5, at the Kentucky Building.

Web & Virtual Library Report: Michael prefaced Haiwang's report with an explanation of the reorganization of the Collections & Connections Editorial Committee.

-Haiwang reported that on April 22nd, the reorganized Collections & Connections Editorial Committee had its first meeting. It revised the

C&C style sheet and made it a part of a Policies & Guidelines document, which cover the publication's primary purpose, target audience, format, content, article submission, publication frequency, division of labor, and role of the Web Site Team.

(visit <http://www.wku.edu/library/c&c/cccec/>). The committee consists of Earlene Chelf, Jonathan Jeffrey, Jayne Pelaski, Katherine Pennavaria, Katy Roe, Sue Lynn Stone, Glenda White, and Haiwang Yuan, with Haiwang being the Editor and Jonathan Associate Editor. Briefly, C&C will try to inform the WKU community of its resources and services and help nurture donor relations to facilitate library development. It will be published in the fall, spring and summer. Jonathan and Kath will serve as column editors. The committee will meet every second Wednesday of a month except May and December. Thanks to the participation of the C&C Editorial Committee members, the meeting has laid a solid ground for the committee's publication work.

-Haiwang also reported that the WST had a constructive and fruitful second meeting of this semester on April 6. He has been documenting and publishing on the web photos of such library and partner events as the Kentucky Writers' Conference, the Southern Kentucky Book Fest, and Far Away Places lecture series in the past week.

Dean's Report: Michael opened for discussion the email from Ben Johnson regarding the power outages on May 11 & 12. The May 11 outage will effect the Kentucky Building and Cravens and Helm as well. Nancy said the Kentucky Building would be closed but that Admission Tours will be accommodated. Cravens and Helm will close also. Hourly and student employees will not be paid but are encouraged to make up the hours. The final decision to close the buildings will be made the day before if the weather is not a hindrance. Signs will be posted on the doors regarding closing and reopening hours.

DLPS: Brian reported:

-Kentucky Live Series - T. J. Stiles gave an outstanding presentation on *Beyond the Ballads: Jesse James as Confederate Outlaw* at Barnes & Noble on Thursday, April 15 to a large crowd. He signed almost the entire stock of books at B&N. Haiwang, Peggy Wright, Bryan Carson entertained him at Rafferty's and Brian gave him a tour of Lost River Cave. Mr. Stiles commented that it was one of his most enjoyable "Book Festivals."

-Far Away Places Series: - David Coffey gave the concluding presentation in this year's series. He spoke about the dramatic changes which are taking place in Ecuador which he has visited more than 15 times and has led 6 groups to WKU students. Particularly interesting was his discussion of the cut flower business. Flowers grown in Ecuador by Dutch companies can be purchased several days later in Bowling Green.

-National Library Week in Glasgow - Following a luncheon at Bolton's Landing and the DLPS faculty meeting Katherine Pennavaria hosted a NLW reception in the Glasgow Campus Library with cake and refreshments and a number of door prizes.

-Task Force on the Future of Helm 100 - The group met several times and will forward a report by the end of the semester.

-Task Force on the *Visual and Performing Arts Library* - This group chaired by Terri Baker continues to develop plans for a new library/collection on Cravens 2 which will include collections on: dance, theatre, photography, fashion, art and music. The theatre has

expressed interest in having their collection of 3500 scripts/plays housed in this new facility.

-Task Force to Plan a Community College Library - The group chaired by Beth Knight has surveyed Community College faculty to discover their needs and interests for a library in an expanded Community College facility.

-Holiday Party Committee - Beth also chairs this group which has reviewed a number of options for next years get-together including Mariah's, Cambridge Market and the Faculty House with an outside caterer.

-Electronic Reference- Jue Wang has completed contracts for new or expanded subscriptions to: JSTOR II, NYT Digital 1851-2001, and Literature Online. We are currently reviewing Gale databases: Corbis and Opposing Viewpoints and AP Multimedia.

-Extended Study Hours - Dan Forrest has almost completed the schedule for extending the library hours until 2:00 a.m. during exam week May 2-May 6.

-Facilities - The air conditioning has been turned on in Helm and Cravens. New plumbing fixtures have been installed in the fifth floor Cravens restroom. The Helm chiller went off again over the weekend. Brian was called at home on Sunday and called the campus police to call the duty manager to see about starting the chiller. Facilities has Trane working on the problem with the chiller. A fire inspection was conducted last Thursday in Helm-Cravens. No deficiencies were reported as of today. The elevator crew reported that both elevators in Cravens would need to be refurbished mechanically in the near future.

-Assessment - DLPS has approved its assessment plan for 2003-2004, which involves measuring electronic access to collections and response time to suggestions.

-Best Reference Books - Brian's annual feature appears in the April 15, 2004, issue of Library Journal. He gave a reference workshop on April 23 and reviewed this year's selections.

DLTS: Connie is heading the search committee for the DLSC Department Head Search. Two interviews have taken place and there is one more to go.

DLSC: Nancy reported that the second annual Kentucky Library & Museum Fellowship has been awarded to Brian McKnight, a teaching fellow in the Department of History and Philosophy at the University of Virginia's College at Wise. A 2003 PhD recipient from Mississippi State University, his dissertation concerned the Civil War in the mountains of Eastern Kentucky. Dr. McKnight expects to use the Kentucky Library's Civil War letters and also the transcript for the Champ Ferguson trial.

-On Saturday April 24 Laura Harper Lee taught a very successful Oral History Workshop for teachers. In addition to suggestions for using oral history in the classroom, the half-day workshop included helpful hints on how to do successful interviews. Interviewees included Maxine Ray, Becky Levy and Elaine Walker. The workshop was co-sponsored by the Green River Regional Educational Cooperative.

-The "ribbon cutting" and official opening of the WKU Welcome Center at the Kentucky Building will occur on May 7 at 11:00 a.m.

-The Kentucky Library and Museum are the proud owners of 7 new computers, recently purchased with money from a generous Hilliard & Lyons grant.

-Jonathan Jeffrey is one of Bowling Green's 2004 Jefferson Award winners. Congratulations, Jonathan!!!

Faculty Performance Evaluation Documents: Connie, chair of the Revisions Committee, distributed copies of the Proposed Revisions to the WKU Libraries Faculty Member Performance Appraisal for further discussion, review, suggestions and wording changes by the Department Heads. Guidelines for Department Heads regarding academic research, publication and tenure and the differences for the Kentucky Library and the Kentucky Museum were discussed.
-Connie reported that she had clarified with Lois Hall that Department Heads are eligible for awards.

Adjournment: There being no further business before the Council the meeting was adjourned at 11:55 a.m.

For the Council,

Jan Rensch