

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MAY 24, 2004**

Present: Dean Michael Binder, Nancy Baird, Connie Foster, Carrie Barnett, Brian Coutts and Jan Renusch

Minutes: The minutes of the May 17, 2004, meeting were approved as corrected.

Development: Carrie distributed a draft copy of the case of support statement for UL for the Department Heads review, and revision. Carrie would send an email version for those who like to edit electronically. Carrie asked that any corrections and additions be returned to her by June 14.

-Carrie is planning visits in Louisville, Lexington, and Henderson area and hopes to get the letters she had mentioned in previous meetings for the museum and she will be attending the next Book Fest Fundraising Committee meeting.

DLSC Report: Nancy reported that the 2nd annual fellowship recipient, Brian McKnight, is with us this week. Dr. McKnight is an assistant professor of history at the University of Virginia College at Wise. His research interests concern our Civil War letters, the Champ Ferguson trial transcript (apparently ours is the only known copy), and items about the Korean War in the Pearl Carter Pace collection.

-The "In Stitches" quilt and needlework exhibit opens June 1.

-All the new computers have been installed except for the new Department Head.

DLTS: Connie reported Rose Davis reports that they have cataloged two cooperative doctoral dissertations and changed the location to Reference since WKU does not have the archived copy. Normally, dissertations circulate. The titles are: "Enhancing rural student postsecondary decisions" by Tracey Gard Young and "Women in school leadership: a study of female superintendents in Kentucky" by Youlanda Odessa Cumings Washington. Ten more will be added soon.

-We are working on a TOPCAT information "card" to the Natcher Collection and hope to have it by early fall.

-Shiu Mak and Rose Davis gave a presentation at the Kentucky Solinet Users Group/Voyager Libraries User Group meeting on May 21 on the topic "OCLC Connexion-Client or Browser, Which Will You Use?"

DLPS: Brian distributed a draft copy of the entry in the University Student Handbook for review. Tuesday, May 25 at 1:00 p.m. is the deadline for corrections to be sent to Brian.

-Michael Kenney will take over the inventory project as David Runner is in the hospital.

Dean's Report/Agenda Items: Michael announced that there would be no CLDH meetings on May 31, June 7, and June 28.

-Renovation Update: Brian is in touch with Annie regarding the renovation of Cravens second floor. Her report is due back late this week. Louise Pruitt is doing follow up on shelving, info labs computers, security, furnishings and carpeting.

-Connie reported that Emily Hock will have 3rd floor renovation information to her early this week as she tries to gather final, essential costs.

-Nancy will send Michael the HVAC summary report for the Kentucky Building.

-Salary Information Gathering Update: Michael distributed copies of the compiled Benchmark salary data. Discussion ensued on establishing criteria for the Department Heads to use in assigning salary increase dollar amounts. The deadline is May 27.

-Michael reported that at the SAALCK meeting, Friday, May 21, he was asked to co-chair the newly formed Salary Study Committee.

Adjournment: There being no further business before the Council the meeting was adjourned at 11:30 a.m.

For the Council,

Jan Renusch