

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
JUNE 14, 2004**

Present: Dean Michael Binder, Connie Mills, Connie Foster, Carrie Barnett, Brian Coutts and Jan Renusch.

Minutes: The minutes of the May 24, 2004, meeting were approved as submitted.

Development Report: Carrie thanked the department heads for returning case of support drafts with their edits. Dr. Binder will make final approval. She hopes to have some design ideas for review at the July 12th meeting.

-Carrie met with the Book Fest Fundraising committee last week. Two new members: Cathy Pillow of US Bank and Mac Jefferson of BB&T are both excited and have added some new contacts to the usual list.

-Carrie met with Donald Porter in Louisville. She should get his letters for copy on her next visit and also hopes for him to document in his will that they will be given to the library. She also met with Jack Smith III of Jack Smith Thoroughbred Horses, Inc., who is a definite prospect for UL because of his enjoyment at reading the "Courier Journal" daily in the library while he was a student. She hopes for a library tour this fall, potentially Homecoming Weekend. Carrie is also working with Alumni Relations to get those attending events at Homecoming to tour the library as well.

-Carrie received contact information on the family who used to own the Union County Advocate. She went to high school with the gentleman who sold it. She will be reaching him soon to see if he would be willing to donate the funds needed to add the UC Advocate to the microfilm collection at the Kentucky Library.

-Carrie inquired about the renovation plans since there may be potential for in-kind gifts of furniture and carpet. Connie explained what is needed and Michael explained timeline for 2nd floor. Brian Coutts brought up the Helm reading room 100 and discussed some furniture needs there. Connie Mills mentioned the need for carpet in the Kentucky Library reading room. Carrie will get with the department heads to go over specifics to see what we might be able to get donated.

Dean's Report: Michael announced that the June 21, 28, and July 5 meetings are cancelled.

-Michael reported on his meeting with Dr. Burch regarding the renovations of the second and third floors, HVAC for the Kentucky Building, and the Task Force report on Library Faculty Status.

DLTS Report: Connie reported that seventy percent of DLTS faculty and staff attended the Kentucky Voyager Users Group meeting in Lexington on June 4. The sessions were very useful, particularly for realizing that we are doing many things right and that others are just now refining their systems to points where we have already been.

-The coordinators spent time reviewing the Case Report developed by Carrie and Connie provided some early revisions.

-On Friday, June 11, the TDNet Implementation Group (aka Task Force to Study E-Journal Management Systems) gathered in the Dean's office around Mary Grove's computer and speakerphone for a walk-through with Brian Noone who unveiled our link. We now will work on any problems and immediate enhancements prior to a "live" link in the very near future.

-Michael has signed the Service Request for carpeting and office renovation of Technical Services with \$40,800 allocated to this project.

DLPS Report: Brian noted that Louise was in the final stages of completing the annual inventory.

-Almost 50 applications have been received for the Health Sciences Librarian's position and the Search Committee has selected candidates for interviews. Two part-time positions for Library Technology and Late Night Periodicals/Microforms are also being advertised.

-Charles Smith hosted a representative from CABI Publishing, one of the world's leading agricultural and applied life sciences publishers.

-The Helm 100 Task Force has delivered its report, which Brian is reviewing and will discuss with the Council at a future meeting.

-The Virtual and Performing Arts Library Task Force, chaired by Terri Baker, is drafting a final report for submission to Brian and the Dean.

Unit Productivity Award: Connie distributed copies of Guidelines for Unit Productivity: Exemplary Achievement Awards 2003-2004 for the department heads review and discussion. The deadline is July 1, 2004 in Academic Affairs Office.

Adjournment: There being no further business before the Council the meeting was adjourned at 11:40 a.m.

For the Council,

Jan Renusch