

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
JULY 19, 2004**

Present: Dean Michael Binder, Connie Foster, Timothy Mullin, Haiwang Yuan, Brian Coutts, and Jan Renusch.

Minutes: The minutes of the July 12, 2004, meeting were approved as corrected.

Web & Virtual Library Report: Haiwang distributed copies of the minutes of the "Collections & Connections" committee meeting held July 14, 2004 for the Department Heads review and input.

Dean's Report: Michael announced that there would be a CLDH meeting next Monday, July 26.

-Michael distributed copies of an email regarding a SAALCK/LAMA Workshop, "21st Century Organizational Effectiveness", at Northern Kentucky University, August 13, 2004, for discussion. He requested that each Department Head and one faculty member from each department attend and requested that they let him know by Friday, July 23. Connie inquired about the date for the Library Kick-off. August 18 is the tentative date.

DLSC Report: Timothy gave an update on the storm damage to the Felts House and also noted that M-O Galleries had some leaks in the recent storms. A guide manual and training sessions for the students who work in the Felts House are in the works.

-Timothy continues to meet with faculty and staff to become familiar with the inner workings of the library and museum.

-A gift of courtship letters for the turn of the last century has been received.

-University Archives received an Action Agenda grant of \$10,000 to fund student workers. A records management workshop with two sessions is full and has a waiting list of 25. Also they are working on the decorations for the new on-campus sports dining facility, Red Zone.

-Sandy Staebell has an article in *Kentucky Humanities* magazine on Carrie Taylor, a dressmaker from Bowling Green and Nancy Baird has an article in *The Register* on a Kentuckian in WWII.

-Timothy with the help of faculty and staff will be reviewing and updating the collections and exhibit policies and the mission statement for approval by the Advisory Council.

DLTS: Connie reported that Jack Montgomery has moved into her Serials office and currently has his phone number forwarded to 6160. Rose Davis will be moving to 3rd floor conference room soon and her phone situation is to be determined. These are temporary moves until the renovation is complete.

-Connie applied for a Unit Productivity Exemplary Achievement Award for authority work implementation since mid February.

DLPS: Brian met with Lori Douglas in Academic Computing to discuss computer needs of Library Faculty. New PC's have been approved for Timothy Mullin, Sandy Staebell, Donna Parker, Rose Davis, Katherine Pennavaria and Sean Kinder. An upgraded PC has been approved for Connie Mills. A new MAC has been approved for Pat Hodges. A new PC will be made available to the new Health Sciences Librarian. Academic Computing will also make available some newer computers from their stores to replace aging computers on Cravens 4 and perhaps some other public areas.

-Two candidates were interviewed for the vacant Health Science Librarian's position.

-Connie Foster, Brian and DLPS faculty met with Dan Havercamp, our new Blackwell's representative to discuss collection profiles and improvements to Collection Manager, Blackwell's online bibliographic database, on Thursday July 15.

-Dan Forrest and Brian met with Jeff Wagner of 3M Security Systems, also on July 15 to discuss security system needs for our new Visual and Performing Arts Library and to review proposals for upgrading the security system on Cravens 4.

Adjournment: There being no further business before the Council the meeting was adjourned at 11:05 a.m.

For the Council,

Jan Renusch