

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

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

Minutes: The minutes of the July 19, 2004, meeting were approved as submitted.

Marketing & Special Events Report: Earlene reported that extensive promotional activities to publicize August 14's "Clock Day" are underway. Promotional efforts include: Distribution of 5,000 brochures; some were mailed out to Associates, etc., many others hand-delivered to antique/flea markets in Franklin, Russellville, Auburn, Morgantown, Smith's Grove, Glasgow, Cave City and Bowling Green, and to Tourist Commission, Mammoth Cave, South Campus, etc. Video promotional spot to be produced by Insight will also be offered to WBKO, WKYU/PBS and WNKY for airing two weeks before the event. Releases/PSAs distributed statewide and in major markets in surrounding areas; i.e. Nashville, Evansville, Cincinnati, etc. On-air interviews are being arranged to occur during the two weeks prior to the event; articles/coverage from the DAILY NEWS and other print media in the area; information on Museum's Website and on University Libraries' Homepage.

-An anonymous donor will enable the museum to have an ad in the WKU football season program. This is the third year the museum's ad has appeared in the season Program, and this ad will promote the Big Red 25th anniversary exhibition, which opens Homecoming week.

-The Kentucky Library and Museum will continue underwriting for the WKYU/PBS "Great Museums" series, which airs Sunday evenings at 6:30pm. Cost for a nonprofit is \$500/year.

-Promotion is being done for the upcoming "Wearable Art Workshop," scheduled for 10am - 1pm, Aug. 28. Artist-in-Residence Lynne Ferguson is coordinating the workshop to be led by Alice Gatewood Waddell. Cost is \$10 for Library/Museum Associates; \$15 for nonmembers.

-The Kentucky Museum Advisory Council will meet at 5:30pm, Monday, July 26, at the Kentucky Building.

Web & Virtual Library Report: Haiwang reported:

-The Collections & Connections editorial work is making substantial progress and is on schedule.

-Haiwang has updated the "Search the Web" page of Topper InfoPortal (TIP) to reflect the latest development taking place in the field of search engines based on the studies made at searchenginewatch.com/

-With the help of Jayne Pelaski, Haiwang has updated the home page of SOKY Book Fest to highlight two headliners: *New York Times* best-selling author, Sue Grafton and 2004 Newberry Medal winner Sharon Creech.

-Haiwang will update the scrolling text on the University Libraries' home page to promote such library and museum events as "It's About Time: Antique and Heirloom Clock and Watch Appraisals" and "Wearable Art!"

Dean's Report: Michael announced that the next CLDH meeting would be Monday, August 2.

-Michael requested updates from the Department Heads regarding the SAALCK/LAMA Workshop August 13 as to who would be attending. They reported that Connie, Rose Davis and Jack Montgomery from DLTS; Timothy Mullin and Sue Lynn McDaniel from DLSC; Haiwang Yuan and Kath Pennavaria from DLPS would be attending.

-Michael announced that he is making available University support for cell phones for each of the Department Heads.

-He had a very productive meeting with John Petersen regarding faculty status and things are progressing nicely.

DLSC Report: Timothy reported that the Artist-In-Residence position was made a permanent position and that one candidate has been interviewed.

-Timothy has met with Steve Forrest regarding the roof on the Felts House and found out that split shingles are needed. He is going to contact Tommy Hines with the Shaker Museum in South Union for information on the shingles.

-He has finished his meetings with faculty and staff and now will start to schedule meetings with other museum directors in the community.

-The Lincoln Emancipation Proclamation exhibit will open in late October following the Natcher Exhibit and run through December.

DLTS Report: Connie reported that SOLINET will begin accepting credit cards on August 2 for registrations for workshops, Users Groups, and the annual membership meeting. This may be of benefit to us for various registrations.

-Rose Davis received information that MARC records for Early American Imprints microform collection (over 36,000) may be available free from the American Antiquarian Society. She has requested more information to see if this is as good an offer as it seems to be.

-Paula Owens has distributed sheets to be placed on or near computers that student workers use. These sheets remind them about the problems associated with extracurricular searching and no work-related programs being installed on computers, sometimes unbeknownst to the user through seemingly harmless links. Sometimes the computers lock up and are rendered useless until a technology person can uninstall the programs. These sneaky pop-ups and programs can happen to any of us but more frequently it occurs with students so we urge supervisors to monitor the use and also the arrangement of desktop icons.

-Connie has conducted two TDNet training sessions with 15 people attending and has scheduled two more sessions, July 29 and August 20. She and Earlene will be working on publicity next week to have widespread announcements on the launching of the new TDNet.

DLPS Report: Brian reported that he will be conducting new faculty orientation August 11.

-Brandon Peters, student intern, and Brian have updated the KERA database.

-The hiring of the Health Science Librarian is progressing.

-ACRL website will now include the portions of the library's travel series.

Final Review of Faculty Evaluation/Activities Report: Connie will make copies for Department Heads and the Dean of all changes made and have ready for the next CLDH meeting.

Adjournment: There being no further business before the council the meeting was adjourned at 11:15 a.m.

For the Council,

Jan Rensch