

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
AUGUST 2, 2004**

Present: Dean Michael Binder, Earlene Chelf, Connie Foster, Jayne Pelaski, Haiwang Yuan, Timothy Mullin, Carrie Barnett and Jan Renusch.

Minutes: The minutes of the July 26, 2004, meeting were approved as corrected.

Development Report: Carrie announced the strong potential of a \$200,000 gift to fund a graduate assistant for KLM. She has a verbal commitment to the scholarship pending approval of their financial advisor. She is sending a proposal this week and hopes to have a confirmation of the gift by the end of the month.

-Carrie is working on a proposal for \$25,000 for a prospect in Louisville to fund a stipend for KLM work done by a Consumer and Family Sciences or History major. Hopes to deliver this proposal by month's end.

-The case of support copy is almost done. She'll be meeting with Dean Binder on Tuesday to go over design/layout.

-Carrie will be in Illinois and Indiana the week of August 9th visiting several library prospects as well as other university prospects. Tom Hiles will be at the next Department Head meeting. Michael will discuss specifics with the department heads.

-Thanked Sandy Staebell for her work on the graduate assistantship donor. She was instrumental in assisting the prospect.

Jayne asked about the Bookfest sponsorships and Carrie confirmed she was sending a follow-up email to the committee today.

Community Outreach Report: Jayne distributed copies of the UL Community Outreach Projects schedule for the next school year. (see attached)

Marketing/Special Events Report: Earlene reported that she and Connie will be meeting to discuss promotion for the new TDNet.

-She is continuing to work on upcoming exhibits and events.

Web & Virtual Library Report: Haiwang reported that he has gotten "The Wearable Art" images up on the web.

Dean's Report: Michael said that next week's CLDH meeting is very important for the department heads to attend. Tom Hiles, VP Institutional Advancement, will be here and Michael will give a report on progress on full faculty status.

DLPS Report: In Brian's absence Haiwang reported that DLPS had a faculty meeting July 28 and that action plans were discussed.

DLSC Report: Timothy reported that he has met with several landscapers regarding landscaping around the Felts House. Also, he is still seeking information on the shingles to repair the roof. Joanne Seif, a volunteer, will be in costume, weaving and spinning in the Felts house on occasion demonstrating her skills for any scheduled groups. He hopes she will expand her work to include open hearth cooking and possibly have her come on occasional weekends for the general public.

- Lynne Ferguson, now permanent artist-in-residence, is hanging work created in the summer programs in gallery A.
- Laura Harper Lee and Nancy Baird have presented a series of workshops funded by a GREC grant on oral history and local resources for teachers. They had 26 teachers in attendance last week and plan to have more of these workshops in and outside the museum.
- Laura is searching for a digital recorder for her oral history grant.
- Timothy has attended several meetings for the Centennial Exhibit.
- Objects from the Lincoln museum in Hodgenville are being borrowed for our Lincoln Exhibit, which will be installed immediately following the Natcher Exhibit. The Natcher Exhibit may be moved into the Jackson Gallery to extend its life.
- Duncan Hines memorabilia was photographed for a poster for the DH Festival.
- Sue Lynn McDaniel conducted two very successful workshops on document retention.

DLTS Report: Connie reported that she, Susan Todd and Ann Brown met with the bindery representative last Thursday for a regular field visit. Eric Fairfield answered questions and provided some useful information for ways they can improve the workflow. Later this semester they will switch to a web-based system (Able) that will provide more functionality than the current system (Lars) that is not being supported with upgrades.

-Connie has scheduled two final TDNet training sessions for library personnel: one on August 20 at 2:30 and one in the Kentucky Building at 8:30 August 26. She will work with Bryan Carson and others on additional sessions for faculty and other groups as needed. Feel free to contact her if you want a view of TDNet and have not been able to attend a session. TDNet recommends that we join CrossRef (free) which will enable us access to article-level links from more than 600 publishers who provide DOIs (digital object identifiers) as matching points for journal content. For more information visit www.crossref.org or read an article in *Serials Review* (2004, vol.30, no.1:3-9). Connie will research to see who is eligible to access TDNet.

-On July 29, Nelda Sims completed the fiscal period close and rollover for Voyager. Ledgers are in place for the 2004-05 allocations. On the same day the department had its email changeover to WKU Mozilla.

There being no further business before the Council the meeting was adjourned at 11:00 a.m.

For the Council,

Jan Renusch