

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
SEPTEMBER 13, 2004**

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

Minutes: The minutes of the August 30, 2004 meeting were approved as corrected.

Development Report: Carrie reported she is working on the following:

- Book Fest
- 2005 Brown Forman grant request
- Staples Foundation grant request
- Wal Mart grant is pending
- New potentials based on literacy ad
- Meeting with Jayne and Diddle staff regarding Books & Baskets
- Kentucky Museum
- Meeting with Gary West, BG Area Convention & Visitors Bureau, regarding funding and Duncan Hines Exhibit
- Project for additional funding from US Bank
- In-kind research for Cupola Society
- Scheduling discovery calls for September and October

Marketing & Special Events Report: Earlene reported that a great deal of time was devoted to the Natcher Collection opening, including mailing of nearly 2,000 invitations, distribution of 50 press packets and arranging for printing of the commemorative piece that will be distributed at the event on October 1st. Earlene also said the Program Committee will meet on Wednesday, Sept. 15, to finalize plans for the reception, etc.

- The annual Alumni Office volunteer awards dinner will be Thursday, Oct. 21, at the South Campus. Members of both the Libraries Advisory Council and the Museum Advisory Council, spouses or guests and ex officio are invited to this event. Each volunteer council/board can nominate one member as its "Outstanding Board Member" for the year. For the LAC, Nancy Priest has been nominated, for the MAC Mike Harper. Invitations to this event will be mailed out from the Alumni Office.
- Earlene is working on publicity/promotion for the MP3 audio tour. She is meeting with Peggy Wright soon to discuss some of Peggy's suggestions about ways to promote the audio tour, and she would also meet with Dan Forrest and Bryan Carson.

Web & Virtual Library Report: Haiwang reported the 2004 fall issue of the Collections & Connections web edition was published on September 1, 2004, thanks to the intelligent and diligent work of the Editorial Committee members. Kudos also goes to the Web Site Team, the CLDH, and the Dean, who have helped during the publication process.

- With the help of Carrie and Jue Wang, Haiwang has made an accurate count of the databases available to the general WKU users (160 in total) and the Libraries and Museum Associates (85).
- Haiwang and the WST have made routine updates to the UL web site, including the pages of faculty profiles, calendar of events, and library hours.
- WST meeting was postponed due to its members' schedule conflicts. It

will be rescheduled presently. Its agenda will include locating obsolete information on the UL web site and updating it.

Dean's Report: Michael distributed copies of "Summit on Civic Literacy", Tuesday, October 5 at NKU Metropolitan Education and Training Services Center (METS). WKU will have a delegation and he requested that one staff or faculty member represent the Library. It was suggested that Jonathan Jeffrey be our representative. Timothy will check with him and let Michael know.

-Michael also distributed copies of a Departmental Lab Agreement Draft 8/19/04 for the Department Heads review and discussion.

-Connie distributed an information sheet for the KHECC that is taking place September 30 - October 1 at Northern Kentucky University's METS Center in Erlanger, Kentucky. Michael asked the Department Heads for suggestions for reps to attend. Connie confirmed that Nelda Sims would be attending. David Runner and Jue Wang were suggested for DLPS. Brian will confirm this with Michael. Timothy will check with Sue Lynn McDaniel and Sandy Staebell for DLSC and confirm with Michael who will be attending.

-Michael distributed copies of the Staffing Plan for University Libraries, 2004/05 for review and discussion. He thanked the Department Heads for their input on the plan.

DLTS Report: Connie reported that Nelda Sims successfully loaded 486 KDLA records, which Sue Lynn McDaniel will enhance in TOPCAT. These records provide significant access to University Archives materials through subject, keyword, and other searches.

-The DLTS faculty held their annual retreat on August 31 at Connie Foster's house.

-The movers began shifting furniture as scheduled today. DLTS faculty, staff and students did a tremendous amount of work preparing for this relocation, renovation, and carpeting. Hopefully their efforts will help keep the project on schedule.

-Delivery of the New York Times began last week as the library's participation in this fall semester project. We may adjust copy locations after we monitor use.

DLPS Report: Brian gave the following Library Technology update:

-Updated image created on the 12 public computers in the ERC and fixed scanning problem with two magnetic stripe readers.

-Dropped new image on new computer in the Kentucky Museum gallery to rid it of adware and spyware programs that were making the computer unusable.

-Installed all necessary software on new computer in the Kentucky Library.

-Cleared workspace in the Helm Info Lab for use by DLTS in their relocation from Cravens 3rd floor.

-Provided tech support for Kentucky Live at Barnes & Noble.

-Began investigating problem one DLPS faculty member is having with MS Excel locking up the computer.

-Prepared a replacement computer for use in Electronic Reference for the Mediamark Reporter CD-Rom.

-Began process of imaging the new computers for the Circulation Desk in Cravens.

-Brian and Peggy have completed the Spring 2005 schedule for Faraway Places. Speakers will include: Charles Bussey from the Department of

History on Norway in February, Michael Keyser from History on Cyprus in March, and Tom McCollough, the Rodes Professor of Religion at Centre College on "Digging in the Holy Land" about his 2004 archaeological excavations in Galilee in April.

-Robin McGinnis is representing the Department at the forthcoming meeting of the Foundation Center in Indianapolis.

-Katherine Pennavaria has been appointed to a newly created position as copy editor for the University Senate. The appointment is for two years.

-Jue Wang hosted a workshop on the Historic New York Times and Literature Online by Carolyn Cardwell our Proquest trainer on Friday, September 10.

-Beth Knight has developed a draft for a Memorandum of Understanding between WKU Libraries and the Owensboro Community and Technical College Learning Resource Center. Western's Library Assistant will be relocating there.

-Debbie Stofer, our part-time Library Assistant in Owensboro has resigned.

-Louise Pruitt, Library Facilities Specialist and Office Coordinator for DLPS will be retiring, Friday, September 17.

A reception will be held at 9:30 a.m. that morning in the Cravens 500 Conference Room.

DLSC Report: Timothy reported that President Ransdell is hosting a dinner for 14 people including the CEO of Makers Mark in the Felts House next Tuesday, September 21.

-The Natcher exhibit is the priority right now and work continues on the Big Red Exhibit opening October 20 and the Lincoln Exhibit opening in November.

-The Folk Music Tour is September 18th. Posters are being distributed. Arrangements have been made to move the concert inside in case of inclement weather.

-The Freshman Seminars are going strong.

Adjournment: With no further business before the Council the meeting was adjourned at 12:05 p.m.

For the Council,

Jan Renusch