

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
OCTOBER 18, 2004**

Present: Dean Michael Binder, Timothy Mullin, Connie Foster, Carrie Barnett, Brian Coutts and Jan Renusch

Minutes: The minutes of the October 14, 2004, meeting were approved as corrected.

Development Report: Carrie discussed her recent trip to Chicago specifically mentioning Mr. Ray Garrison who has some quilts and other artifacts he is considering gifting to the Museum. Carrie stated that proposal would be sent to Mr. Garrison relating to an estate gift to benefit the Civil War collection. She will also be following up with Museum staff regarding a manuscript belong to one of his family members that is housed at the Kentucky Building.

-Carrie also mentioned Mr. Terry Tatum, a prospect who is currently the director of research for the Chicago Landmark Division on planning and zoning. He is interested in learning more about the historic buildings on campus. She invited him to speak to a folk life class and to visit the Museum.

-Moving on to Book Fest, Carrie announced a \$1000 gift from Quebecor and a \$500 gift from Kiwanis. This is the first year Kiwanis has supported the event and wants a representative to speak to them about the event and receive the check while there. Carrie stated we were at more than \$31,000 for the event and she would be spending the week following up with committee members regarding progress on their prospects.

-The Book Fest Scholarship press release was sent out on Friday to an extensive list of media across the state. Since the scholarship is statewide, the release should be picked up by some of the small weekly papers across the commonwealth.

Community Outreach Report: In Jayne's absence Michael distributed copies of the Book Fest's full page ad in Sunday's Daily news and the press release announcing the Book Fest's sponsorship of a WKU Scholarship to a Kentucky student who shows strong support for the mission, which is to encourage reading and the love of books by all, both children and adults.

Dean's Report: Michael reported his presentation on *On The Same Page* at the Council of Academic Dean's meeting was well received.

-Evaluations are now due in the Dean's office. They are due to Academic Affairs November 15.

-Action Plans will be reviewed on Friday.

DLSC Report: Timothy reported that the Big Red Exhibit would open on Wednesday, October 20. There will be a luncheon Saturday for former "Big Reds."

-One more sexual harassment training session will be scheduled for those who were unable to attend last week's sessions.

-The Natcher exhibit ends Tuesday and will be moved to the lobby outside the manuscripts area. Michael suggested the Natcher Exhibit be

a virtual exhibit online if this is not already being done and that a policy should be developed for virtual exhibits.

-Timothy distributed copies of the proposed mission statement for the Kentucky Library and museum for review and input from the other council members. It will then be presented to the Advisory Council for their recommendation to the Dean.

DLPS Report: Brian reported that we had one of the largest crowds ever for the Kentucky Live Series presentation by Dr. Paul Pearson on the life and times of Thomas Merton at Barnes & Noble on October 14.

-This month's speaker for the Faraway Places series is Dr. David Keeling, Head of the Department of Geography and Geology who will be talking about contemporary Australia.

-Michael Lofaro will be speaking as part of the Kentucky Live Series on Daniel Boone: An American Life, November 11.

-The schedule for the spring 2005 Faraway Places series is now complete:

-Dr. Charles Bussey will speak on Norway on February 17
Bussey, a historian was a recent Fulbright scholar there

-Dr. Michael Keyser also from History will speak on Cyprus
March 17

-Dr. Tom McCollough, the Rodes Professor of Religion at
Center College will discuss his current excavations at
Sepphoris and at Khirbet Kana in Israel on April 14

- The new 3M Surveillance System has been installed and is functioning nicely on 4th floor Circulation Department.

-Review of applications for the part-time Documents/Law Librarian will begin this week.

-Review of applications for the part-time Library Assistant position is underway.

-Review of applications for the Library Facilities Specialist will begin this week.

-Library Technology Team reported they have dealt with spy ware and aware infections on four public computers at the Glasgow campus, reinstalled software and then installed a control program to help prevent future installation of software by the public.

-Reinstalled necessary software on one computer after the hard drive was replaced.

-Installed software on faculty replacement computer in KY Library

-Replaced parts and serviced the laser printer in Document Delivery.

-Reinstalled necessary software on staff computer in Circulation and student assistant computer in Helm Reference.

-Worked with Lynn Pawley to clear the Helm sub-basement of remaining surplus computer equipment.

-Uninstalled Netscape browser from 12 public computers in the ERC to remedy a problem with slow access to e-resources.

DLTS Report: Connie reported that Jue Wang continues to add the TDNet Tour to key databases. This proves to be a time-consuming process, and she is methodically accomplishing it. To date, we have "buttons" for EBSCOhost, ProQuest, Wilson and FirstSearch. She is working on GALE, JSTOR, and CSA. Some databases we subscribe to do not have the linking capacity but she is working with the ones that do and in order of importance/high usage. In many cases a search on Academic Search Premiere, for example, can take users directly to the full-text article (search "Peter Lynch" as example, or "chocolate" to see the link resolver).

-We have reviewed and adjusted the 2003/04 Action Plan and completed our 2005/06 Action Plan, faculty evaluations and post-tenure review process.

-ACRL Excellence in Academic Libraries Award: Connie distributed copies of Guidelines and Purpose of the award for the Department Heads review and discussion of consideration for application.

Adjournment: With no further business before the Council the meeting was adjourned at 11:20 a.m.

For the Council,

Jan Rensch