

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

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

Minutes: The minutes of the December 6, 2004, meeting were approved as corrected.

Development Report: Carrie announced the total to date for Book Fest has reached \$43,650. We are on track to exceed our goal of \$45,000 with the announcement of gifts this week from BB&T and Dollar General. I've given BB&T several options for the book fest, KY Writers Conference and One Book respectively. We should know something about this by the end of the week.

-Carrie made several visits over the past few weeks and will be taking gifts to some of her prospects this week in celebration of the holidays.

-Carrie will be sending a letter to the Library and Museum Associates and her assigned prospects concerning the great things that are going on at the libraries and museum and some of the things planned.

-A proposal was sent to Joe Downing concerning the permanent exhibit and she has talked with both Dr. Downing and Dr. Ransdell about the project and received their blessings.

-Carrie has begun work on the CPB/IMLS grant, with a first draft to be available at the beginning of January.

-Connie asked about the Case of the Support project and we went over the need for the photos to be non-dated so the piece could last as long as possible. Discussion ensued regarding new images for the libraries thank you cards and stationary. Haiwang will submit current images on hand.

Web and Virtual Library Report: Together with Jayne, Haiwang has updated the authors' pages on the SOKY Book Fest web site. With the help of Brian and his KERA working group, Haiwang has updated the KERA web site. He is planning to redesign the UL home page as the Web Site Team has discussed. At the same time, he is leading the Collections & Connections Editorial Committee in working on the fall issue of this library newsletter. He thanked the contributors for their hard work during the busiest time of the year.

-Haiwang has been awarded a 2005 Summer Faculty Fellowship in the amount of \$3,000 for his research project in the field - China - collecting Chinese tales. This is the first ever awarded to a library faculty member in the history of WKU Libraries.

Dean's Report: Michael announced that the next CLDH meeting would be January 10, 2005.

-The Library Advisory Council will meet January 3, 2005 at 5:30 p.m. in the Kentucky Building.

DLSC Report: Timothy reported that there would be two workshops in January. On the 15th the workshop will be on quilting. On the 22nd it will be a teachers anti slavery workshop.

-Timothy is working on a proposal to keep the museum open during Thanksgiving and Christmas breaks. Michael suggested that Brian write a proposal to keep the main library open during the holiday breaks including Thanksgiving, Christmas and New Year's. The deadline for submission of the proposals to the Dean is March 1, 2005.

DLPS Report: Brian reported that the KERA Web Site editorial committee consisting of himself, Rosemary Meszaros, Roxanne Spencer, Deana Groves, Debbie Lamastus and Gayle Novick met Wednesday, December 1. A number of changes were proposed for the opening page including the addition of "What is KERA" and a change from "Recent Articles About KERA," to "Publications About KERA." Deana agreed to develop a proposal for the Faculty Research Committee to fund hiring a student to digitize the full-text of the original court cases related to KERA. Gayle agreed to develop a draft of a bookmark to promote the web site. Haiwang (who is also a member of the editorial committee) has already implemented some of the request changes.

-Cambridge Scientific Abstracts CSA Demo: Jue Wang hosted a demo by our CSA database vendor on Tuesday, December 7.

-Extended Study Hours - At its final meeting of the year, the SGA passed a resolution to support funding extended study hours in the Helm-Cravens Library. Library Faculty and Staff volunteer their time in return for the SGA's contribution to the Margie Helm Awards Fund at the College Heights Foundation. Hours have been extended until 2:00 a.m. December 12 to December 16. Dan Forrest is the project coordinator. An advertisement promoting the hours appeared in the College Heights Herald on December 9.

-Library Technology Team Report: The team has dealt with network printing problems in Helm Reference, spyware/adware and viruses at ERC and the TOPCAT Systems computer. They are continuing to update and patch Windows 98 computers and the surplussing of remaining old equipment.

DLTS Report: Connie reported that the DLTS held its annual student holiday party on Wednesday, December 8th, an all-day come and go opportunity for not only students but DLTS faculty and staff to enjoy lots of good food.

-Nelda Sims attended the quarterly Voyager workgroup meeting and reports that Voyager 5 will impact five major categories of our system and bring exciting functionality such as deleting old patron records through batch processing, finer enhancements to circulation, serials and search strategies in the OPAC.

-All catalog faculty attended the Kentucky SOLINET Users Group meeting in London KY on Friday the 10th.

-The department has discussed possible email tag lines and will decide on one quite soon.

Collaboration with Bowling Green Technical College: Brian, Bryan Carson and Dan Forrest met with representatives of the Bowling Green Technical College including the President and CEO, Dr. Jack Thomas and the Director of Information Resources and Services, Janice Gabbard on Wednesday, December 8, to discuss ways in which we might collaborate to provide library services to Technical College Students in Bowling Green and Glasgow.

University Centennial Committee: Discussion ensued regarding the University Libraries involvement. Timothy said that he, Sue Lynn McDaniel and Nancy Baird are already serving on the committee. In addition Peggy Wright was recommended to serve on the committee.

-Spring Schedule: Brian distributed copies of the Helm-Cravens 2005 Spring Schedule for review. Michael approved the 2005 spring schedule, a copy of which is attached to the minutes.

Adjournment: With no further business before the Council the meeting was adjourned at 12:00 p.m.

For the Council,

Jan Renusch