

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
JANUARY 10, 2005**

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

Minutes: The minutes of the December 13, 2004, meeting were approved as submitted.

Development Report: Carrie reported the following:

- \$46,300 raised to date for 2005 Book Fest and its ancillary events with \$3900 more being pursued. She will hear from BB&T and Houchens Foundation this week.

- Carrie made several visits over the holiday break the most significant being a visit to Mr. Don Porter in Louisville who verbally agreed to give the letters he and his wife wrote to each other while he was in the military and she was on campus in the early 50s.

- We received a \$10,300+ gift from John Helm to be used for capital improvements at the Kentucky Building. This was a personal gift after the foundation liquidated and did not give anything to KY groups. John was committed to the Kentucky Building and so made a personal gift. Earlene pointed out that John Grider was instrumental in this gift.

- The Case of Support is currently being designed at the printers. Carrie will have a mock up by the end of the month for review by CLDH members.

Marketing & Special Events Report: In addition to promotion of a number of events and activities coming up, Earlene reported on e-mail from William Skaggs she'd received before the holiday break. In it, William had "floated" the idea of offering patrons an opportunity to join six different areas - Library and Museum Associates, Hilltopper Athletic Foundation, WKYU-FM and WKYU/PBS, Friends of Lost River and the WKU Alumni Association - at the same time with one gift. While most memberships have multiple levels, William's idea would be to increase memberships at the basic level. Representatives of each area reacted to the proposal, providing both positive and potential negatives. Earlene said the plan holds great possibilities for increasing our memberships, and said she would be involved in continuing discussions about instituting such a membership campaign.

Web & Virtual Library Report: Haiwang distributed draft copies of the Libraries' newsletter Collections & Connections for review and reported that its draft version is up on the web. He thanked members of the Editorial Committee, CLDH and library faculty/members, including Roxanne Spencer, Sandy Staebell, Pat Hodges, and Dan Forrest for their contribution to the newsletter. Haiwang will have the articles proofread this week before the newsletter is published sometime next week.

Dean's Report: Michael announced that the next CLDH meeting would be January 24 due to next Monday being the observance of the Martin Luther King Holiday.

DLTS Report: Connie reported the new tag line for emails and on the departmental page will be "Creating Information Possibilities." She has asked the faculty and staff to make the change effective now and will have Deana Groves update the DLTS page.

-Rose Davis and Nelda Sims have had their proposal accepted at the Voyager EndUser Meeting in April on "Authority Control: Doing It Our Way - One Record at a Time." They will also receive a reduced registration rate for this participation.

-Jack Montgomery has received input from Sue Lynn McDaniel and Sandy Staebell for the University Libraries Gift Policy. He is compiling these policies and will have them ready for the Council in the near future.

-We are set for distribution of the NYT for spring semester with one copy going to Java City and one copy for the 4th floor area. ERC will get theirs at Tate Page Hall if CEB participates.

DLPS Report: Brian reported that the elevators renovation is on schedule and should be completed at the end of February or beginning of March. Lights are being replaced on 2nd floor. Carpet tiles are being rolled and glued down for conversion of Helm 100 to a reading room. The vending machines on 4th floor are being moved to a place closer to the entrance and away from the fire alarm.

-Brian received a note from the Medical Library Association stating Carol Watwood has been accepted for membership. Connie suggested we send the information to Doers and Deeds.

-Brian also received a note from Senator Mitch McConnell's office thanking him for the update on the use of NEH funds, which flow through the Kentucky Humanities Council for the Kentucky Live Series.

-Brian announced that Lucy Daniels would be retiring effective January 31, 2005.

-Brian distributed a comparison report he and Matt Bogard had prepared over the holiday break on Normal Operating Hours/Week for Benchmark Libraries for the Council's review and discussion.

-Brian passed around the new promotional card designed by CIS student Brandon Peters for the Faraway Places Series.

DLSC Report: Timothy reported that the departmental retreat January 3rd at the home of Nancy Baird was a good one stressing workplace attitudes and customer relations.

-The KY Library received a \$4,000 gift for manuscripts from the Joiner-Rogers Fund in the College Heights Foundation. Also \$1,000 from the George Boone will.

-A steam pipe located underground broke outside the Kentucky Building and steam is coming in through cracks in the foundation causing the temperature in the building to be very warm. Maintenance is working on the problem.

-Timothy reported that the History Department is trying to acquire a Civil War collection on microfilm and putting it on deposit at the Kentucky Library. Discussion ensued regarding the prospect of doing this project.

-The Kentucky Building will be open for Martin Luther King Day events, which include a reception after the march and an African American artists' exhibit and an exhibit by photographer Brent Whitlow.

Staff Performance Appraisals Review: The appraisal forms were distributed for review. The appraisals are to be completed by coordinators/Department Heads and are due to Human Resources February 4, 2005.

Adjournment: There being no further business before the Council the meeting was adjourned at 11:30 a.m.

For the Council,

Jan Renusch