

COUNCIL OF LIBRARY DEPARTEMENT HEADS
MINUTES
JANUARY 24, 2005

Present: Dean Michael Binder, F.A. McMichael, History Department, Connie Foster, Jack Montgomery, Brian Coutts, Timothy Mullin, Carrie Barnett, Earlene Chelf, Jayne Pelaski, Haiwang Yuan and Jan Renusch

F.A. McMichael - History Department Civil War Collection: Andrew presented the History Department's plan to purchase one of the largest Civil War collections in the world on Micro Film/Micro Fiche and housing it in the Kentucky Library which will provide staff services to maintain the collection. He also explained several funding options. Included in the plans are conferences for researchers to be held every couple of years. Andrew has presented the project to several of the Departments in Potter College with very positive feedback in favor of the purchase.

Minutes: The minutes of the January 10, 2005, meeting were approved as corrected.

Development Report: Carrie reported that she will be making calls this week to Book Fest funding prospects still pending - BB&T, KY Trust Bank, Houchens Foundation, Harlin Parker and Logan Aluminum.

-The Kentucky Library will be receiving letters from Don Porter of Louisville in May when he comes down for a visit. Carrie is also working on getting documentation on the estate gift he is planning to make.

-US Bank Celebration of the Arts merit award request letters are going out this week. She will also try to contact some local art supply vendors per Earlene's recommendation.

Community Outreach Report: Jayne reported that the One Book kick off would be held on Thursday, Jan. 27 - 2:00 - at Java City. Free books will be given to the first 100 attendees. Aramark will be serving free coffee. An ad for One Book is in the Jan. 25th edition of the *Herald*. -SoKy Book Fest is being featured in a Disney World travel publication, along with *Family Fun* magazine. The Book Fest is also being listed in the *Southern Living* Calendar of Events and the HGTV Calendar of Events.

Marketing/Special Events Report: Earlene reminded the group of the Museum Advisory Council meeting this evening at 5:30 at the Kentucky Museum.

-Earlene reported she was turning her attention to publicity and promotion for a number of things, including publicity about the Museum's now being open on Mondays, exhibits for Black History Month, several workshops, the US Bank Art Exhibition and the spring series of "Faraway Places" programs.

-Earlene said she was also updating information about the Kentucky Library and Museum for a tourism promotional piece coordinated by the Convention and Visitors Bureau. In addition plans were moving forward to develop a Kentucky Museum brochure, and in the development of banners to publicize the audio tour. Earlene said she is also investigating the possibility of placing ads in the spring KENTUCKY MONTHLY magazine, which will focus on museums and tourist sites and an

ad that will promote the Kentucky Museum in the city/county map being developed by Mass Marketing Inc.

Web & Virtual Library Report: The " Collections & Connections" Editorial Committee has finished the Spring 2005 edition of the Libraries' online newsletter Collections & Connections. It is ready to publish pending the Dean's approval.

-With Jayne Pelaski, Haiwang has substantially updated the Southern Kentucky Book Fest web site. Michael suggested that a link be added to the One Campus-One Community-One Book web site to archive previous One Book events.

-Per the discussion at the last Web Site Team meeting, Bryan Carson, collaborating with David Runner, has made changes to the Libraries' database web page. As a result, the user will be given the option to go to the databases directly or read the related information. In so doing, a layer of navigation is cut to be benefit of the users.

Dean's Report: Michael invited the Department Heads to continue discussion of the Civil War Collection plans.

-Michael reminded the Department Heads that staff appraisals are due next week - February 4th to Human Resources.

-The February 7th CLDH meeting is cancelled due to Timothy being on vacation that week.

DLSC Report: Timothy reported that there was an excellent turnout (275) for MLK Day exhibition openings and reception.

-Two workshops last week also had excellent turnouts. The Anti Slavery workshop for teachers had 30 attendees and the quilt workshop was so successful that plans are being made for scheduling another one.

-The Kentucky Building will now be open on Mondays. Student workers will be working more hours to make this possible.

-A new position is being created for a weekend manager and the hiring of this person is in process.

-Timothy announced that Laura Harper Lee is retiring the end of February.

DLPS Report: Brian reminded everyone of Lucy Daniel's retirement party on Friday, January 28th at 10:00 a.m. in Helm 5.

-Brian reported that the stage for Java City has arrived and has been installed.

-A substantial amount of the accumulated surplus stored in the sub basement in Helm has been relocated to shipping and receiving. Matt Bogard hopes to finish liquidating the remaining surplus by the end of the spring semester.

-Matt has also been calling our Benchmarks gathering information on their holiday opening policies and how they are funded.

-Brandon Peters is working on PR for the spring Faraway Places Series that opens February 17 with Charles Bussey, Professor of History, presenting Norway.

-Brian announced that Phillip Edwards is the new Weekend Circulation Assistant replacing John Wheatley. He was formerly the Weekend Reference Asst.

-Technology Report: The Library Technology Team has been working on several problems including computers not connecting to the network, network printing problems in the InfoLab and Extended Campus office, and both computers at the Reference desk, and Adware/Spyware infections. They are continuing to update library computers with an

updated Windows XP image that is necessary to work with the new release of OCLC Connexion software and the new release of Voyager.

DLTS Report: Connie reported with ½ year gone, what they have accomplished from July-Dec. 2004. They are staying the course, statistically speaking. Serials completed 14,290 processes (orders, claims, holdings maintenance, withdrawals) compared to 17,968 in 2003. This is NOT less activity because they shifted bindery stats to Bibliographic Access. That unit has completed 32,548 processes compared to 27,034 in 2003 so half of the difference is in binding. The other half represents authority work. Acquisitions completed 44,447 processes compared to 45,980 in 2003. That difference is reflected in no special collection books being accessioned so far. All of this shows steady progress within budgetary constraints and physical limitations without elevators.

-Emily Hock met with Connie about furniture requests and will revise the options to go with reupholstering and a new 2-seater sofa and end tables and see what figures emerge. Connie will then discuss the two pending service requests with Michael concerning electrical arrangements and furniture.

Adjournment: With no further business before the Council the meeting adjourned at 11:40 a.m.

For the Council,

Jan Renusch