

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
JANUARY 31, 2005**

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

Minutes: The minutes of the January 24, 2005, meeting were approved as submitted.

Development Report: Carrie reported that \$47,900 has been raised for the Book Fest to date with a new goal of \$50,000 that should be attainable if three renewals pending come through.

-The Kentucky Museum has received 2 pieces of Joe Downing artwork from Mr. Downing in support of the permanent exhibit. The artwork will be used as a display for a luncheon to entertain potential donors for the space conversion.

-Carrie is working on proposals for carpet in the Kentucky Building. Timothy and Carrie will meet to go over what has been requested through the Provost's office.

-Carrie is planning trips to Indianapolis and Chicago in the next month along with Louisville, Lexington, BG and other KY visits.

-We currently have six awards named for the US Bank Celebration of the Arts exhibit. Carrie distributed the Merit Award forms and asked all present to consider naming an award. Michael agreed to a \$200 award and Jayne agreed to present an award and will check with Tony to confirm which award he chooses.

-Carrie distributed draft copies of the Case of Support and explained the basics of the piece. She asked for syntax corrections to be made. Photographs were discussed and it was agreed that Carrie would contact the Daily News about a better Community Outreach photo as well as try to get one taken on Thursday in Glasgow. Brian suggested a collage of the posters and postcards of the Faraway Places and Kentucky Live Series. Michael noted he would like the photos to include people.

Community Outreach Report: Jayne showed the council the front-page article in the Daily News about the One Book project. She also showed an article in Kentucky Monthly regarding the One Book project.

-Black History Month @ your library celebration will feature Nikky Finney at the Glasgow Campus at 3:00 p.m. on Feb. 3 and at WKU's South Campus that evening at 7:00 p.m. The events are free and open to the public.

-She reminded everyone that donations are still being accepted for the Famous-Barr Used Book Sale that will start on Feb. 11.

Web & Virtual Library Report: Haiwang reported that he and Jue Wang have hired a new student worker. Her name is Sri and she has already been trained. Their former student worker Salaija is graduating.

Marketing & Special Events Report: Earlene said Bryan Carson had forwarded to her e-mail providing information about a partnership between the American Library Association and ABC Television to promote "The Campaign for America's Libraries." The e-mail indicated that PSAs

would be sent by satellite feed on successive Fridays in February to ABC affiliates across the country. The PSAs would feature a number of network personalities as spokespersons. The ALA e-mail encouraged libraries around the country to contact their local ABC affiliate, asking them to run the PSAs. Earlene said she needed to review the ALA information in more detail to see what action should be taken.

-Earlene also said she hoped to begin Kentucky Library and Museum brochure development in earnest and asked Michael to provide the guidelines, etc., which would enable her to apply for funding through the Provost's Office.

Dean's Report: Michael reminded everyone that there would be no CLDH meeting next week. The next meeting will be February 14.

-Michael distributed copies of the report of the meeting to discuss details of implementing "full and complete" faculty status for University Libraries faculty. Michael and the Department Heads reviewed the document and listed the tasks to be completed and by whom. Michael will meet with his office staff regarding forms, budgetary concerns and personnel lists. He will then report the information to the Department Heads.

DLSC Report: Timothy reported that paper work is underway for two positions... a faculty position for Education Curator and a Weekend Manager.

-Work is underway on the Centennial exhibit.

-Nancy Baird will be conducting a Teachers' Workshop on WWII Feb. 10

-Timothy will be attending a meeting with President Ransdell re: Civil War microfilm project this afternoon.

-The Provost has tentatively found off-site storage space for KLM, possibly in the Supply-Services building. When, and if, this space is available, a series of changes can begin to take place in the museum, allowing a broader range of services to be offered to the community, and giving us space to grow.

DLPS Report: Brian reported that Lucy Daniel's retirement party, Friday, January 28 was very well attended including several family members.

-An Intradepartmental search is being conducted for a circulation desk supervisor. All fulltime staff are eligible to apply. The job description will be available soon.

-Library Facilities Specialist Report: Matt Bogard will be receiving his procurement card sometime in the next two weeks and will be able to manage ordering inventory more expeditiously. He has met with the representative from Boise Office Systems, and will soon have an account and user ID.

-Helm Electric Problems - Matt said Doug Ault is taking over temporarily for Steve Barz in Facilities Management. They will meet soon.

-Library Technology Team Report: The team has dealt with power problems on two public access computers in Gov/Docs and the Dean's office, network printing problem at the Helm Reference Desk, assessed a printer problem in the Dean's office, dropped Windows XP images on two computers in Cataloging. They have worked with the Libraries' Systems Coordinator testing on/off campus access to new databases and added new databases to the Library Web pages, assessed the client/server software for another new database, SciFinder Scholar, and the methods to utilize for dispersing the installation software to client computers on campus.

DLTS Report: Connie reported that she and Rose Davis will give a workshop "MARCing through the OPAC: Interpretations and Observations" on February 25, 9-10 a.m. in Helm 201. They will present some information about MARC records and address questions people may have about MARC, effective OPAC searches, and serials information.

- Connie has requested that Shiu Mak's computer be upgraded in the next round of faculty upgrades, based on a specific rationale provided by Rose Davis regarding Mak's initiative with Connexion and the need to build expertise without constant technology roadblocks. David Runner is also aware of several remaining DLTS workstations that need the XP upgrade for Connexion before May implementation/changeover.
- Rose and Jack Montgomery developed a guideline for handling office use and internal use only records that affects technical processing. Those involved met this morning to review and understand how these items or records need to be entered and checked.
- The 2005 Holiday Committee will be co-chaired by Katy Roe and Nancy Steen. Other committee members are Ann Brown, Linda White, Janice Haley, Rose Davis, and Paula Owens.
- David Runner will be working with Connie on capturing and sending files to the bindery for changeover to a web-based system.

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

For the Council,

Jan Renusch