

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
APRIL 11, 2005**

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

Minutes: The minutes of the February 21, 2005, meeting were approved as corrected.

Marketing/Special Events Report: Earlene reported that Sunday evening the US Bank art show closed and the artists came by the Kentucky Building between 5 and 7pm to pick up their work. This was a very good event for the Kentucky Library and Museum, bringing a large number of people throughout the exhibit's run.

-Earlene reported that nearly all members of the Council had received a copy of the preliminary flier, publicizing this year's "Appraisal Day," which is scheduled for Saturday, May 21, 10am - 3pm at the Kentucky Building. Ken Farmer, one of the most popular and respected appraisers on PBS' "Antiques Road Show," will be the featured appraiser. More information will be forthcoming; for now, Earlene is working on publicity and promotion. Carrie Barnett is also doing fundraising to help fund the event.

-Earlene is meeting with the Museum Advisory Council Nominating Committee to find replacements for four members rotating off the Council and officers for next year. She is working with Mike Harper and William Skaggs to develop new lists for the membership campaign, which has been scheduled for the beginning of the fiscal year.

Web & Virtual Library Report: Haiwang reported that the Collections & Connections Editorial Committee is scheduled to meet this week and the next to work on the coming May issue.

-Web Site & Virtual Library and Community Outreach have purchased a high-resolution camera for their events, particularly for fine prints. The other camera is now under the care of Glenda White. Those who need it for library projects and events can borrow it from her.

-Haiwang will leave for China in mid-May to do his fieldwork for his book project.

Dean's Report: Michael distributed his email regarding the QEP meeting scheduled for Wednesday, April 13 in Cravens 111 at 2:30 p.m. He asked that all staff and faculty make every effort to attend.

-The Helm Fund Committee will meet Monday, April 18 following the CLDH meeting.

DLPS Report: Brian reported that National Library Week would be celebrated at our Glasgow Campus Library on Wednesday, April 20th at 3:00 p.m. with refreshments and door prizes. The celebration will be preceded by luncheon at Bolton's Landing and a DLPS Faculty Meeting.

-Brian and Matt Bogard met with Paula Sadler from Cardinal Office Systems and Natasha Smith, Planning and Design Manager to select furniture for the new Leisure Reading Room (Helm 100). The \$22,215 project was funded from the 2004-2005 Classroom Improvements Fund. Delivery is anticipated within a month.

-Brian, Matt and Dan Forrest met with Paula Sadler and Natasha Smith to select furniture for floors seven through nine in the Cravens Building. The \$24,793 project was funded from the 2004-2005 Classroom Improvements Fund (CIF Fund). Delivery is anticipated within a month.

-Brian, Matt and Bryan Carson met with Paula Sadler and Natasha Smith to select new furniture for the reference information desk. Brian, Matt and Beth Knight met with Paula Sadler and Natasha Smith to select new furniture for our Owensboro Community College staff. Both projects are funded from the above CIF Fund.

-Brian, Jue Wang and David Runner met to discuss priorities for New Staff Computers funded through the 2004-05 Classroom Instructional Equipment Fund (CIE Fund) in the amount of \$15,749. An order for 9 Pentium 4.53's; 4 Pentium 4.54's and 1 Pentium 4.56 was submitted.

-Brian, David, Matt and Terri Baker met with Gary Faucheux from The Lang Company to discuss color printing needs for the ILL Office Ariel Workstation. Funding in the amount of \$1,779 is available through the CIE Fund. Lang is willing to allow us to test out a new high-speed laser printer. If purchased--it could be traded in on a color printer/copier after July 1.

-Bryan Carson has drafted requests to the Smarter Kids Foundation for grants to purchase new smart boards and projectors for Helm 5, Cravens 111, ERC, and Helm 201 or Cravens 100 or the VPAL. The CIE Fund provided funding in the amount of \$11,472.

-This week's Far Away Places talk at Barnes & Noble features C. Thomas McCollough from Centre College who will be talking on digging in the Holy Land based on his archaeological work at Sepphoris, Israel.

-Peggy and Brian continue to develop plans for the 2005-2006 Far Away Places series. Dr. Tasha Dupras of the University of Central Florida will be here in November. A forensic anthropologist, she will be talking about her work on "Death in Ancient Egypt" based on excavations at the Dakhleh Oasis, a desert oasis situated halfway between the Nile River and the Libyan border. Dr. Shawn Parkhurst, Director of Portuguese Studies at the University of Louisville will speak in April 2006. His special interest is the wine-growing region near Oporto. Other speakers committed include Andrew McMichael (WKU History Dept.) on Cuba; David Keeling (WKU Geography Dept.) on Tanzania; and John Dizghun (WKU History Dept.) on Yucatan. They are also planning an exciting Kentucky Live series for 2005-2006. William Baker Hall, former poet laureate of Kentucky will speak in November and Paul Wells, Director of the Center for Popular Music at Middle Tennessee State University will be here in March 2006. Other speakers committed include Anthony Harkins (WKU History Dept.) on Hillbillies and Bill Jackson owner of Jackson's Orchard.

-Gary Whittle has been appointed the new Circulation Desk Supervisor to replace Lucy Daniels who retired after 32 years.

-Library Technology Report: The Library Technology team provided tech support for Far Away Places at Barnes & Noble, dealt with network printing problems in several locations, Ariel problems in Document delivery, took possession of and began to make ready Pentium III computers to replace the old Pentium I computers used for public access of TOPCAT on Cravens 4th-9th floors. Continued migrating library faculty & staff computers to Windows XP Pro in preparation for change over from OCLC Passport to OCLC Connexion with training to take place April 18th & 19th and installation of new Endeavor Voyager clients in August. Dropped updated image on computers in the Helm Info Lab in preparation for the OCLC Connexion training. Installed new computer in

the Kentucky Library. Re-installed the Bindery program on one computer in Gov/Docs after upgrading computer to Windows XP Pro.

DLSC Report: Timothy reported that the Civil War Microfilm Exhibit has arrived and are now awaiting the storage cabinets.

-Timothy felt that the US Bank exhibit was a great success.

-During the month of March several faculty/staff including Timothy spoke at Rotary Club meetings.

-Timothy will be meeting on Thursday with an exhibit design firm regarding the Duncan Hines memorabilia.

-Lynn Ferguson received an Achievement in Art Award from the Human Rights Commission.

-Jonathan Sprouse has been hired as a temporary replacement for Mark Traughber who has left the position and Bruce Crawley is the new Weekend Manager for the Kentucky Museum and will begin this weekend.

DLTS Report: Connie's report included that:

-Katy Roe is the newly elected senator from DLTS; Deana Groves is the alternate. Nelda Sims is finishing her second two-year term.

-Deana completed work on the WKU Subject Guide to current Periodicals as a Web-based document and Haiwang has links from the DLTS resources to several DLPS pages including the dean's office and periodicals indexes. More links may need to be added as we explore how the information can be found.

-Nelda Sims and Rose Davis are looking at the best way to load MARC records into TOPCAT from vendors like the history e-book database in order to ensure consistency and quality in a timely manner.

-Nancy Steen is enhancing the notes contents for CD musicals so that patrons can locate individual titles within a musical (samples provided), such as "Hernando's Hideaway" within Pajama Game: Selections. This initiative will remain limited for now because time does not permit this for every resource; however, these title tracings should prove valuable for performing arts students and faculty among others.

-Connie is working with Rob Harbison to ensure that TOPCAT holdings correctly reflect the periodicals being moved from storage.

-Jack Montgomery's book is available now as an ALA edition. Its entitled Conflict Management in Libraries.

Elizabethtown Library Location Code: Connie asked if WKU Libraries has a formal agreement with Elizabethtown as we do with Owensboro. Nelda Sims will work on a code for the reserve collection. Brian said that it is referred to as WKU Extended Campus - Elizabethtown.

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

For the Council,

Jan Renusch