

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
OCTOBER 17, 2005**

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

Minutes: The minutes of the October 3, 2005, meeting were approved as corrected.

Development Report: Carrie announced that \$39,600 has been raised to date for the 2006 Book Fest with Jim Johnson and Stupp Bridge Company both coming back on board last week. She also stated that with \$10,000 in renewals pending and an additional \$4,900 in renewal requests that the \$50,000 goal is well within reach.

-Carrie then passed out a packet of synopses and a spreadsheet outlining her annual sponsorship recruitment. She stated that these were all the things she was to raise annual corporate gifts for in 2005-2006. She further asked for any corrections, additions or deletions. Brian asked for current account balances. Carrie will have those at the next CLDH meeting.

-Carrie reported that she is working with the Dept. of Education's development officer to make sure plans are being made for the ERC in the new education building. She has a donor whose estate gift would make the naming of that space possible, close to \$500,000. She will keep CLDH up to date on the progress of that request and the education building.

Community Outreach Report: Jayne reported that the Homecoming parade drill team and decorations were well received.

-On the Same Page kicked off today at Cumberland Trace Elementary. We will be at various elementary schools this week. The public kick off will be Thursday, October 20 at 6:30 p.m. at the Bowling Green Public Library.

Marketing/Special Events Report: Earlene reported that she is continuing to work on promotion of a number of events and programs coming up over the next two weeks.

-The Museum Advisory Council meets Monday, Oct. 24, at 5:30pm at the Kentucky Building. After approval of minutes, discussion of any new business, etc., the group will divide into committees and work on the various member activities coming up; i.e. Wine/Cheese Reception/Behind-the-Scenes tour, Nov. 10; Holiday Reception/Musical Performance, Dec. 1; the pre-opening and opening of Centennial exhibit; and the pre-opening/opening of US Bank Art Show.

Web & Virtual Library Report: Haiwang reported that he attended a web cast conference, "Creating Websites for Academic Libraries", in his office on October 13. The web cast focused on user ability and laid emphasis on the use of Cascading Style Sheet (CSS) for ADA compliance. He found that the newly issued Dreamweaver 8 would facilitate the implementation of CSS for web layout. The Dean approved the purchase of a copy. Haiwang will attend another web cast conference about academic

library blogging on October 18 in his office. Attending the web cast will be Mike, Brian, and two members of the UL Blog Planning Task Force.

-Haiwang will replace Robert Harbison on the University Blog Committee. He thanked Rob for his initial work in the field.

-The UL Blog Planning Task Force will meet on Thursday, October 20 to draft UL blogging policies and guidelines and identify initial UL Blog projects. The Task Force members include Haiwang Yuan (Chair), Rosemary Meszaros, Roxanne Spencer, Sandy Staebell, Deana Groves, and Robert Harbison.

Dean's Task Force on Membership: Mike distributed a report on the proposed Task Force on Membership comprised of the department heads, Earlene, Carrie and a representative from the Library and Museum Councils, for review and input from the department heads, Earlene and Carrie. A lengthy discussion followed with additions and suggestions being made. Mike will formulate the new version and email to all concerned.

Design for New Logo for DLSC: Timothy distributed copies of a graphic design student's rendering of a new logo for the Kentucky Library and Museum to be used on stationary and brochures. It was suggested that Western Kentucky University be included in the design.

Dean's Report: Mike reported that he had met with Dr. Burch regarding staffing plans for University Libraries:

1. Fill out VPAL staffing with 3 PT assistants.
2. Divide the current curator/registrar position into two positions.
3. Make the PT Library Assistant position in the Kentucky Library into a full-time position.

DLSC Report: Timothy reported that the Felts House has a new roof. It took 1½ days to complete.

-New banners are hanging outside the entrance to the KY building identifying the structure and what's inside.

-Planning for the US Bank Show has begun.

-Timothy encouraged everyone to take the opportunity to see the Centennial exhibit as it unfolds. It is exciting to see.

-Lexus Nexus will be giving a presentation on the Civil War Collection at 2:00 p.m. Tuesday, October 18 in the Orientation Room.

DLPS Report: Brian reported that the 2nd annual Government Info & Law open house would be held on Tuesday, October 18 at 9:00 a.m.

-This week's Far Away Places features, Dr. David Keeling (Geog./Geol.) talking about his recent travels in Tanzania.

-Kentucky Live! Featured Bill Jackson from Jackson's Orchard.

-Lisa Schwie from West Publishing will demonstrate their new products this Friday at 10:00 a.m. in Helm 201.

-Action Plans for 2006-07 and faculty evaluations have been completed.

-Requests for funding for Classroom Improvements and New Equipment have been submitted.

-Kim Harbison is the new Extended Campus Assistant. Kim formerly worked for the library as a student.

-Two new displays by Tosha Dupras and James Baker Hall are forthcoming.

***Library Technology Team Report:** The Library Technology Team provided assistance for "Kentucky Live" at Barnes and Noble, upgraded the

computer for the Dean's office student assistant with a newer computer, replaced the Library Webmaster's computer with new computer, began working with image for 11 new computers that have arrived from the "faculty replacement pool" computer for (Mak, Rosemary, and Charlie's computers have been finished - working with Microcomputer support staff to transfer data from the old computers). Migrated Nancy Steen to a newer computer. Replaced a CD-ROM player in one DLPS faculty member computer. Dealt with regular workflow problems involving printers, software, network connections etc. Preparing Library Webmaster's old computer to replace computer for office staff in the Dean's office.

DLTS Report: Connie reported that they are looking at ways to handle the influx of DVDs & CDs given cataloging shortage and new faculty contracts.

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

For the Council,

Jan Renusch