

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MARCH 20, 2006**

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

Minutes: The minutes of the March 6, 2006 meeting were approved as corrected.

Michael announced that the Council would not be meeting on March 27. He also reviewed his upcoming schedule for March and April. The next scheduled meeting is April 3.

Community Outreach Report: Jayne asked the group for ideas for the next PSA for WKYU. It was agreed to feature Java City. She also asked everyone to remind their associates that Book Fest volunteers are still needed.

-The One Book Choice Committee will meet April 18 at Barnes & Noble.

-While Jayne was still in attendance the interview schedules for the Marketing Coordinator's position were reviewed and updated.

Web & Virtual Library Report: From a recent workshop sponsored by the Greater Cincinnati Library Consortium named "Future Trend of Technology" attended together with Michael, Haiwang learned that some public libraries podcast children's book reviews. After discussion with Jayne, the Southern Kentucky Book Fest partners will podcast samples of the "On the Same Book" discussions in 2007.

Dean's Report: A copy of the August 2006 calendar was distributed for review and discussion of dates and meetings. Michael announced that the date for the Kick-Off is August 21 and that the PD is for faculty and professional staff. He said he would invite Glen Horton, Technology Director of the GCLC (Greater Cincinnati Library Consortium), to be the speaker.

- Those appointed to serve as this year's Review Committee for the 2006 Faculty Awards in Public Service and Research/Creativity from the area of University Libraries and Information Technology are Haiwang Yuan, DLPS, Sandy Staebell, DLSC, Deana Groves, DLTS and Tom Foster, IT. Haiwang will be serving as the chair and will be in touch with the committee members regarding the date/time for their review of the nominees' support materials. Michael has notified the four individuals who have been nominated (two for Public Service and two for Research/Creativity). Following the meeting, Haiwang will be informing LaDonna Harris in Academic Affairs of their selections.

DLSC Report: The CAP Grant Assessors have been selected. They are Barbara Moore from Pittsford, NY for Collections and Michael Emrick from Nashville, TN for Structures.

-A painting of Mammoth Cave from our collection is on display in US Embassy Riga magazine.

-The Traveling Exhibit is in Elizabethtown for two weeks.

DLTS Report: Tomoko Hayashi completed cataloging or providing information for cataloging approximately 30 titles in Japanese language materials in our collection. The single periodical issues will go in the leisure collection. Her work is appreciated and also that of Rose Davis and Jack Montgomery in coordinating this project.

-A candidate was on campus for the Social Sciences catalog position on March 13.

-Deana Groves is the ACRL Legislative Coordinator for Kentucky.

-Jack Montgomery discussed accepting the video collection of the Academic Technology Center, (formerly Third District Film Library). We will like any gifts—shelve on 3rd floor, let librarians decide, and place in main or ERC collections. There are many current and diverse subjects represented.

DLPS Report: Brian and Matt Bogard met with Paula Sadler from Cardinal Office Furniture to finalize selection of materials for Cravens 4th floor renovations.

-Roxanne Spencer completed selection of furnishings for the ERC. Doug Wiles completed specs for security cameras to be installed in the ERC.

-After several public lectures—furnishings have been returned to Helm 100 and it is now available for leisure reading and study.

-Matt has completed the temporary transfer of the UL Mailroom to the 6th floor of Cravens.

-Despite difficult weather conditions Paul Wells, Director of the Center for Popular Music at MTSU, drove through the storms and delivered a very interesting talk on the history of that center in this month's Kentucky Live program on March 9.

-Brian and Peggy Wright talked about their "Forty Years of Travel and Research in Belize" in this month's Far Away Places program on March 16.

-Paula Bowles and Nancy Marshall completed new displays on Belize and Pat Conroy and continue working on next month's display on "Banned Books" for the "First Amendment Conference."

-University Libraries hosted lectures on the "Three Phases of the Holocaust" by Jack Thacker and "Joseph Gavi: Hero of the Minsk Ghetto" by Carleton Jackson as part of the "Living On" Exhibit.

-Nancy Heathman, a graphic design student working in Government Services donated a print of "Johnny Depp." Rosemary Meszaros arranged for framing the print.

***Technology Team Report:** The team provided tech support for Kentucky Live at B & N, dealt with a browser e-mail problem and set dreamweaver up for a DLPS faculty member. Now that the new computers for DLTS staff have inventory control numbers they have begun the process of creating a new, updated image for 13 computers. The installation process should begin during the spring break.

Tenure & Promotion Documents Revision: Each department is to review and revise its documents to include QEP using the DLTS version as a guide.

SKYMAPP (Southern Kentucky Musical Archives/Preservation Project)

Proposal: Copies of emails regarding the project and a Musicians Survey were distributed for review and discussion. The project would fall under the DLSC under the direction of Timothy and his faculty.

Challenged Materials: The Study Group Recommendations Report was distributed for review. It was decided that Donna Parker be added to

the study group representing museum collections and that an addendum to incorporate museum collections be added. The document is still under review.

Gift Policy & Procedures: The WKU Libraries Gift Policy and Procedures draft document was presented for final approval. With minor corrections being made the document was recommended by CLDH for adoption. Michael gave his final approval of the document.

Cravens Building Name Change: Since the Graduate Center is no longer located in the Cravens Building and after discussion by the Department Heads it was recommended that the name of the building be changed from Cravens Graduate Center and Library to Cravens Library. Michael agreed and said he would discuss this with the Provost.

Adjournment: With no further business before the Council the meeting was adjourned at 12 Noon.

For the Council,

Jan Renusch