

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
APRIL 17, 2006**

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

**Minutes:** The minutes of the April 10, 2006 meeting were approved as submitted.

**Community Outreach Report:** Jayne asked for ideas for the WKYU commercials. It was suggested that we use the Kentucky Building's summer camp programs.

**Dean's Report:** Michael thanked everyone for their hard work and promptness in giving him their merit salary increases and rationale.

**DLPS Report:** Rosemary Meszaros reports that 3096 items have been catalogued since the MARCIVE project began in February. This includes 1910 paper documents, 16 fiche, and 1170 older items not on MARCIVE but catalogued using OCLC Connexion.

-New furniture for the 4<sup>th</sup> floor Cravens entrance has arrived.

-The library received a box of old Saturday Evening Posts dating to 1919, which were discovered in the basement of the Academic Services Building.

-The concluding program in this year's Far Away Places was held on Thursday, April 13. Dr Shawn Parkhurst, Director of Portuguese Studies at U of L spoke on his travel and research in Portugal to a large audience.

-Dan Forrest is coordinating the extended study hours from May 7 until May 11. Please contact Dan to volunteer for one of these time slots. The library partners with the SGA to sponsor these extended hours each semester.

-Brian reminded everyone of the "Banned Book Exhibit" that will be on display April 20<sup>th</sup> in the MMTH Gallery as part of the First Amendment First Conference.

\*Matt Bogard reported that work is progressing on the Helm Chiller. It was running on Friday then shut down for the weekend.

\*David Runner reported that the Library Technology Team provided tech support for Far Away places at Barnes & Noble, dealt with mice and keyboard problems in DLPS, installed all necessary software on new computer provided by Faculty Pool for new cataloger in DLTS, got replacement computer ready for extended campus student assistants, provided technical assistance for three candidates for the University Libraries Marketing Coordinator position, dealt with "normal" problems involving adware and spyware, networking printing problems, etc. as they occurred.

**DLSC Report:** The Kentucky Building AC was turned on Friday.

-The Kentucky Building has a scheduled event every night this week and two events on Thursday.

-Eighteen applications have been received and are being reviewed for the Weekend Manager position.

**DLTS Report:** There are 2,065 titles in the leisure video collection. English, French, Spanish, Chinese, Italian are the primary languages

represented. There is also Catalan, Arabic, Japanese, Mandingo, Persian, Portuguese and quite a variety of other languages represented (or country codes).

-Progress is being made on the Challenged Materials document with Jack Montgomery and Donna Parker incorporating the museum procedures.

-Uma Doraiswamy starts today as Social Sciences Catalog Librarian. Her computer is set up and she is working on email access.

**Travel Reimbursement for Car Rentals:** Connie brought up the topic of travel reimbursements. After discussing the matter, Michael said a copy of the travel form with his signature of approval will be forwarded to the person and an email will continue to be sent as well. There was also discussion of car rentals. Michael said that if more than one person is traveling in a rental car/van, and a University credit card is used, the cost will be allocated equally to each individual's travel account.

**Student Personnel Budget and Funding for Glasgow and ERC Summer Terms and Reference May Interim:** In an email to Michael, Brian will outline the costs and separate them between the 05-06 and 06-07 budgets.

**VPAL Position Funds for Cataloging Media:** Michael said a temporary waiver could be used to hire someone using funds for 1½ months from the 05-06 budget and 6 months from the 06-07 budget.

**Marketing Coordinator Search:** The committee has completed the interviews and will be sending a report to Michael.

**Adjournment:** There being no further business before the Council the meeting was adjourned at 10:50 a.m.

For the Council,

Jan Renusch