

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
JANUARY 8, 2007**

Present: Dean Michael Binder, Connie Foster, Timothy Mullin, Jayne Pelaski, Cindy Troutman, Carrie Barnette, Brian Coutts and Jan Renusch

Minutes: The minutes of the December 11, 2006 meeting were approved as submitted.

Development Report: Carrie is in preparation for a luncheon in celebration of Beulah Winchel's 95th birthday today at the Kentucky Building at 11:30 a.m. She also continues to raise funds for the Book Fest.

Community Outreach: Jayne's report included the following calendar of events:

One Book Kick-off Events - THE MEMORY KEEPER'S DAUGHTER by Kim Edwards
January 25 at 2:00 - Helm 100
January 25 at 6:00 - BGPL
January 26 at 7:00 - Barnes and Noble
January 29 at 1:00 - KCTCS

Black History Month @ your library featuring Sheila Williams
January 31 at 3:30 - Girls, Inc. Workshop led by Sheila Williams for 75 girls. Free books, journals and pens will be given to each participant.

February 1 at 2:00 - Glasgow Campus
February 1 at 6:00 - BGPL
(February 1 at 7:30 - Barnes and Noble - Thelma Green exhibit opens)

February 2 at 10:00 - Helm 100
-Volunteers are needed for Macy's Used Book Sale
Sorting on Monday, February 5 and Tuesday, February 6 (10:00 - 3:00)
Book Sale (February, 9 - 7 - 5, Saturday, February 10 - 8 - 4, Sunday, February 11 - 1 - 4

Marketing: Evening of Wine & Roses - Great response - 52 have RSVPd, over \$650 has come in donations and 12 new friends have joined.

-Friends brochure - Copies of text was handed out to Department Heads for final review. Deadline to receive corrections is Friday, January 12.

-Annual Report - After discussion of University procedures it was decided that the Annual Report would be best done on a fiscal year basis. The report will come out in September '07 for July 1, 2006-June 30, 2007. Cindy is requesting that each area begin sending in their Fall '06 information, as well as Spring '07 as it occurs.

DLTS Report: Nelda Sims is upgrading Voyager to 6.2. David Runner will be loading documentation for 6.1 on each PC because the 6.2 is not ready for general release and the upgrade represents an early release. We hope the work disruption will be minimal and people can find non-computer-related tasks.

-The IR Task Force submitted its report to the dean on December 12. The report will be reviewed at today's CLDH.

-At the UL Holiday Party, Crystal Bowling received the first DLTS Margie Helm Student Award for Outstanding Performance.

DLPS Report: Brent Fisk has joined DLPS as our Late Night Reference Assistant. He replaces Carubie Rodgers who moved to Nashville for a new position. Brent worked previously for University Libraries cataloging videos for DLTS.

-Brian and Peggy Wright are working with Cindy to coordinate plans for the opening reception for Thelma Green's month long showing of art at Barnes & Noble in conjunction with Black History Month. A reception is scheduled for 7:30. Brandon Peters has designed an attractive invitation based on one of Thelma's paintings.

-Plans are underway for noted photographer James Archambeault's appearance in February's Kentucky Live program on Thursday, February 8. Nancy Marshall and Paula Bowles are developing a display on his photography.

-Haiwang is working with Professor Michael Trapasso on his presentation in the Far Away Places program on Antarctica scheduled for February 15.

-Dan Forrest coordinated the expanded hours during the fall semester's final exams. Thanks to the 20 faculty and staff volunteers and to our student patrollers for helping make it so successful. Thanks also to the SGA for their continuing financial support.

-Rosemary Meszaros reports that since the MARCIVE cataloging project began in February of 2006, 21,826 documents have been added to TOPCAT. These consisted of 7,793 paper documents, 3,889 microfiche, 29 CD's and 10,115 older documents not previously cataloged.

-The Fine Arts Committee acquired three new prints at the December student show. Funding supports the Art Club.

-Congratulations to Bryan Carson whose new book *The Law of Libraries and Archives* was published in December of Scarecrow Press.

-DLPS is providing expanded hours for this year's J-Term with evening hours until 8:00 p.m. Monday-Thursday and afternoon hours on Sunday from 2:00 p.m. until 6:00 p.m.

-Library Facilities Specialist Update: VPAL - Debbie has informed Matt that the official bidding for the construction would start this Friday.

-Matt will be receiving a bid from IT regarding the actual cost of the flat screen installation. They will want to meet with Haiwang to discuss administration of the software.

-The installation of the roller shades on the upper floors is being coordinated with Natasha Smith and the contractor that will do the installation.

-Currently the sub basement is at capacity. Nothing more will be able to be stored until the campus movers complete the surplus orders this spring.

-The goal for the renovation of the Helm Computer Lab and setup is to be completed by the start of the spring term.

-Matt has seen great improvement from facilities with regards to light repair. Great strides have been made in the government and law area. Cravens 5 and 6 are next on the list. Please do not hesitate to report any lights in your area that need attention.

DLSC Report: The combined reading room is now in use.

-Lynn Niedermeier has an article relating to Black History month in the Jan/Feb issue of the Echo. Also, her biography of Lida Obenchain has been accepted for publication.

-Nancy Baird's book *Healing in Kentucky* is now out.

- Because of all the personnel title changes the web pages need to be updated.
- The public computers have still not been installed in the library.
- Timothy's article on landscape in *Delaware History* is finally in print.
- The conservators will be here on January 16th through the 18th.
- The Very Special Arts Exhibit opening is January 21.

IR Task Report: Connie presented the Institutional Repository Task Force Report for review. Members of the task force included Nelda Sims, Jack Montgomery, Rose Davis and Connie as the Chair. Michael will be presenting the report at a retreat on research for the Deans. Michael requested that a PIE proposal be prepared for a one-year pilot project.

Adjournment: With no further business before the council the meeting was adjourned at 11:25 a.m.

For the Council,

Jan Renusch