

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
DECEMBER 10, 2007**

Present: Dean Michael Binder, Timothy Mullin, Cindy Troutman, Tracy Harkins, Connie Foster, Brian Coutts, and Jan Renusch

Minutes: The November 19, 2007, minutes were approved as submitted.

Community Outreach: The Macy's Used Book Sale will return to L&N Depot. The dates are February 8-10, 2008. There is no charge and they will provide tables. Tracy has signed the contract.

-One Book - The Corvette Museum has been reserved for the author discussion February 28 at 10:00 am. Tracy may be able to get free tours for those that attend. She has ordered books for UL faculty and staff to arrive before break.

-Meet the Authors - Tracy has reserved Carroll Knicely Center as a back-up for Meet the Authors event. Olde Stone venue is also being explored.

-KY Literary Award - Jonathan Jeffery is open to having the awards ceremony the morning of Book Fest instead of at the Meet the Authors event.

Marketing: Evelyn Thurman Award web pages are up. Cindy worked with Amanda Tuscan on the design and Haiwang made them work!

-Albert Bell, Jr., winner of the Evelyn Thurman Award teaches at Hope College in Michigan. His picture and information on the award have been added to the front page of their news section at www.hope.edu

-Christmas in Kentucky attendance was 990 this year! More than double that of last year.

-Cindy handed out samples of newly printed materials: TopSCHOLAR brochure, spring '08 calendar, pocket folder and bookmark.

HGTVs "If Walls Could Talk" will be using Duncan Hines photos in their upcoming segment - they will be featuring a restaurant recommended by Hines.

Dean's Report: Mike updated the Department Heads as to the work flow due to Lynn Pawley's medical leave. He is meeting weekly with Jan and Matt who have temporarily taken on Lynn's responsibilities.

Department Reports:

DLTS: PIE grant results do support anticipated outcomes. Bryan Carson thanked Rose Davis and Nelda Sims for access to the Early American Imprints ultra fiche now on TOPCAT. The history department requires all 300 and 400 level classes to use primary documents, so this material has become more important.

-Deana Groves had an article published in the fall issue of *Kentucky Libraries*, "Practicing Librarianship around the World" and she also uploaded to TopSCHOLAR™

-Jo Ann Mitchell and Jack Montgomery are absent due to illness. Connie is handling invoices for Serials and Acquisitions staff is filling in, where appropriate, in consultation with Connie as needed.

DLSC: Timothy announced that this year's President's Gala will be held at the Kentucky Building as part of the opening of the Civil War Exhibit.

-KET will be filming the Kentucky Building on Wednesday for the Kentucky Life Series.

-Timothy will be teaching a Continuing Education course in connection with the Community College in the spring on "Not Getting Fooled When Collecting Antiques."

DLPS: The annual UL holiday luncheon is scheduled for Cambridge Market, Thursday, December 13 at 11:30 a.m.

-With support from SGA and volunteers from the faculty and staff of University Libraries hours will be extended in the Helm-Cravens Library until 2:00 a.m. from Sunday December 9 until Thursday, December 13.

-University Libraries will have a drop-in reception for the retiring Sheila Hause from 9:00 a.m. until 11:00 a.m. on Tuesday, December 11.

-The advertisement for the new/revised Late Night Circulation Supervisor position appeared in the Daily News on Sunday.

-Brian, Connie and Bryan Carson met with Barbara Brazis of ProQuest to review existing products and talk about new products. UL recently added the Historic LA Times and a new accounting database from ProQuest.

Barbara talked about their new Civil War era database and the British Periodicals Collection I.

-Brian distributed copies of the approved winter/spring schedule for 2008.

-Brian, Peggy Wright and Haiwang met with Public Television regarding the creation of a new libraries video.

-The Library Technology Team updated the 5 IBM wireless laptops that patrons check out so they would be ready for the end of term rush. It dealt with Microsoft Access issue for individuals in DLTS, dealt with lack of audio issues for cataloger in DLTS, drilled holes for cables in computer desks for Periodicals, installed two new computers for DLPS staff, continued to work on remaining new computers for distribution to DLPS staff, dealt with print server problems on the networked laser printer in Reference, dealt with Novell login problems on computers in VPAL, Cravens Circulation and Helm Reference, installed and configured additional Voyager Module on two computers in DLTS, assessing damage to one IBM wireless laptop that was dropped by unknown patron, provided wireless laptop for use in Information Fair in DUC.

New 25-Year Certificate Design: - Connie showed Tom Meacham's updated design. It was suggested that signature lines for the Dean and Department Heads be added.

New Team-Based Award: Connie presented a draft copy of University Libraries Award for Outstanding Team for review and discussion. Connie will prepare a new draft to include changes that were discussed and present at the next meeting.

Adjournment: The meeting was adjourned at 12:15 p.m.

For the Council,

Jan Renusch