Council of Library Department Heads Minutes

August 26, 2002

Present: Michael Binder, Nancy Baird, Brian Coutts, Rose Davis, and Haiwang Yuan.

Minutes: The minutes for April 22 and August 19, 2002 were approved with corrections.

Dean’s Report: The Dean reported on his meeting with Dr. Burch regarding the DLSC consultants report. She has requested that the Department Head search be delayed until the consultants report has been reviewed. The Dean also explained his plan to appoint a study group to prepare a report on the continued need in Cravens for adequate space. He will appoint Brian, Bryan, Dan, and Jack to develop a summary plan to address the space needs for the general collection. Three phases are expected: Phase 1 - a plan for the acquisition of the second floor of Cravens to enable relief on the eighth floor, Phase 2 - a plan for compact storage on Helm ground floor, and Phase 3 - a long-term solution that will include full scale renovation and expansion of the Helm-Cravens Library. Todd Wilson will be leaving September 13 to take a position doing accounting for a computer company in Cincinnati, Ohio.

Announcements: University Libraries Student Assistants training will be August 27 at 2:30 pm. According to the Administrative Calendar Department’s Action Plans are due September 28; Progress Toward Tenure Reports for Non-tenured Faculty are due to the Dean by 4:30 pm. September 9; and annual reviews and all faculty reviews are due to Department Heads September 27. Activity report forms are available on the UL web page under “Forms” on the Dean’s Office page.

DLATS Report: Rose distributed copies of the 1999-2000 and 2000-2001 Library Collections reports prepared for the University Accounting office. The reports indicate the number of additions and withdrawals to the collection and are used to estimate the value of the collection. Additions include both purchased and gift materials.

DLPS Report: Brian discussed the Cravens need for additional space, possible compact shelving in Helm ground, and the idea of creating a Performing and Fine Arts
collection. Suggestions included moving the M & N books to Cravens second floor, creating a 24 hour reserve reading room and possibly a “smart” classroom. Connie Foster will be interviewed on Thursday, August 29 for the DLATS Department Head position. Plans for the DLPS programs have all been finalized. 2001-2002 circulation statistics compiled by Dan were distributed. Vacant part-time positions are in the interviewing stage. Lambrini is on a medical leave. Her liaison responsibilities have been temporarily assigned: Carol Watwood - Nursing, Jue - Public Health, and Rosemary - Social Work. DLPS faculty and staff will assume additional hours at the reference desk and Robin McGinnis will do the scheduled weekend instruction sessions. On September 17 Glasgow Library will demonstrate the laptop computers donated by the R. R. Donnelley Co.

**DLSC Report:** Nancy encouraged attendance at the University’s September 11 commemorative program to be on the Kentucky Building lawn, 7:30 - 8:00 am. Nancy is compiling a list of all the Kentucky Building activities to present at the next meeting. DLSC is still looking for a replacement for Catherine.

**Web & Virtual Library Report:** Haiwang reported that Deana received approval to create the KYVLUUG web page under the UL web page structure. A student assistant has been hired to assist Jue, Peggy, and Haiwang with various web projects. Far Away Places has been updated. Sandy will soon update the Calendar. The new library video is now available on the UL homepage.

The Dean discussed the Wireless Laptop Pilot Project. He met with Vice President Kirchmeyer in Spring 2002 and it was decided to purchase five wireless laptop computers by UL to be circulated from the Cravens Circulation Desk. Discussion has been held regarding procedures and policies. The Dean anticipates the Wireless Access Points (WAP) will be installed this semester. When complete there is expected to be wireless access on Helm 1 and 2, and parts of Cravens 4 and 5. There was a meeting of all involved from UL and Information Technology on August 23 and a follow-up meeting will be scheduled in about 3 weeks. Rose reported that Nelda is working on establishing a circulation method on TOPCAT for circulating the wireless laptop computers.

For the Council,