Council of Library Department Heads

Minutes - February 11, 2002

Present - Dean Michael Binder, Brian Coutts, Nancy Baird, Elaine Moore, Haiwang Yuan, Heather Slack-Ratiu, and Connie Foster for Linda Allan.

Minutes - The minutes of February 4, 2002, were approved as submitted.

Dean's Report - Dean Binder announced that Gay Perkins will chair a newly formed committee on University Libraries Outcomes and Assessment for University Libraries and the Kentucky Museum. Dean Binder will appoint a committee to function over a long term.

Dean Binder will reconstitute the Margie Helm Fund Committee. Members include the department heads and two individuals closely associated with the University, Vera Guthrie and Henry Hardin. A committee meeting will be scheduled quite soon.

DLATS - Connie Foster reported that Margaret Willingham, Ebsco Account Services Manager, returned to the Serials Unit for a second week of bar-coding, February 4-8. She successfully completed the Ebsco barcode scanning project on Friday, February 8. The project took 8 ½ days. During that time she scanned in vendor changes and added title numbers and vendor reference numbers to 3,424 items in for our Ebsco subscriptions. These changes not only updated our subscription information but also will allow us to try electronic invoice loads in the near future.

Connie also thanked Nelda Sims for installing a series of macros during the second week that greatly expedited the process and expressed appreciation for Margaret’s endurance and efficiency during the project.

For the Western Authors’ Reception, Rose Davis (under the dean’s name) has sent email notification to solicit publications from authors for the reception and display to be held April 18, 2-4 p.m., in the Kentucky Building, Galleries K&L. Both President Ransdall and Provost Burch have the date on their calendars. Dean Binder will present the Faculty Library Award at 2:45 p.m.

Dean Binder will appoint a Faculty Library Award Committee to be responsible for the publicity and selection of a winner and the purchase of the award.

DLPS Report - Brian Coutts announced that the first Kentucky Live program had a highly successful turnout at Barnes & Noble with about one hundred in attendance. February 14 is the first Faraway Places program on India and Pakistan. Peggy Wright and Brian Coutts are planning the fall 2002 and winter 2003 series and hope for continued sponsorship.

Regarding facilities, Brian Coutts shared an update from Louise Pruitt that painters are working in Helm on the ground floor in Law and Government Documents and that six of ten security cameras are now in operation.

B. Coutts also stated that a deficiency cited by the State Fire Marshall in December 2001 in Helm 203 has been responded to in a fax to the appropriate agency. Corrections will be completed by February 28.

He presented a folder option from Gerald Printing Company to replenish the pocket folders used in library instruction, for new faculty tours, and advisory council meetings. These folders are also useful for visits to prospects by the development officer. Heather Slack-Ratiu will bring a sample used in development before a decision is made.
**DLSC Report** - Nancy Baird reminded everyone of the launching of Kentucky Building Online on February 14, from 2-4 p.m. in the Orientation Room. This internal project will offer online access to some of the photographs, posters, exhibits, and papers of William H. Natcher, to name a few items.

**Development** - Heather Slack-Ratiu met with Chantel Dunham, University of Georgia, during a recent CASE (Council for the Advancement and Support of Education) Conference in Atlanta. At the conference and in a lengthy conversation with Chantel, Heather learned much about effective development techniques. She will share more in the following weeks with the tip for this week being: the most important concept is the power of the handwritten thank-you notes as closure to the stewardship process. She distributed the Sept.2001-Jan.2002 development report and noted the importance of spending the available amounts so that they would not revert to the principal at the end of the fiscal year.

She raised the question about effective publications and asked that we review brochures and other publications to present the best possible information and presence to potential donors and prospective members.

**Electronic Information Report** - Elaine Moore reported that Gay Perkins had worked with Institutional Research in gathering statistics about the BellSouth Internet workshops 1999 through 2001. With these workshops, consistency is apparent. The primary demographics are female, over 50, attended by the community, alumnus, and then faculty, and perceived as good or excellent. A suggestion received from Tracy Boyarsky, part-time faculty at South Campus, may provide some impetus to attract more students to the workshops. Additional discussion focused on the possibility of providing a letter of certification for those needing additional professional development hours, particularly area librarians.

**Web and Virtual Library Report** - Haiwang Yuan continued his report from last week by demonstrating the prototype of our library portal being downloaded to PDAs. This project might possibly be one of the first in the country launched by a university library. A sponsor will be needed for ongoing support. Heather saw immediate benefits when making calls for development. Dean Binder commented that there is a task force of people advising Haiwang on this project.

**Announcement**: In the President's Progress Report, University Libraries received two mentions: 1) Elaine Moore received the 2001 Outstanding Academic Librarian Award from the Kentucky Library Association, and 2) the Topper InfoPortal received a 2000-01 Golden Web Award presented by the International Association of Web Masters and Designers.

The meeting adjourned at 11:30 a.m.

For the council by,

Connie Foster, representing Linda Allan