Council of Library Department Heads

Minutes - February 4, 2002

Present - Michael Binder, Nancy Baird, Earlene Chelf, Brian Coutts, Elaine Moore, Haiwang Yuan and Linda Allan.

Minutes - Minutes of January 28, 2002, were approved with corrections.

DLSC Report - Nancy discussed upcoming programs at the Kentucky Building. She invited everyone to the launching of Kentucky Building Online at 2:00 p.m. on February 14.

DLPS Report - Brian reported on the progress being made to find a company that can repair the railing at the Cravens entrance. A manufacturer in Franklin may be able to fabricate the needed pieces.

The painters have started working on the ground floor of Helm. Requests have been made to paint Helm 201 and 102B and Cravens 303.

Promotional materials for the libraries’ newest series “Kentucky Live!” have been developed by Brian, Peggy, and DLPS student, Michael Dunn. Printing is underway at Gerald’s Printing. The invitation will feature a copy of an original watercolor of Kentucky artist Helen Crocker.

The ERC has distributed the newsletter ERC Bookends.

Additional security cameras are being installed. There will be a total of ten cameras when the work is completed.

Marketing & Special Events Report - Earlene reported that plans are progressing for the 2002 Southern Kentucky Festival of Books.

Electronic Information Report - Elaine distributed KYVL usage statistics and WKU Bibliographic Instruction statistics. Excluding KCTCS, WKU makes the most use of KYVL databases.

Nelda will add a statement on the OPAC cautioning users to use the TOPCAT internal browser buttons rather than the browser buttons to avoid losing data.

Endeavor is working on a patch to correct the timing out problem people are experiencing.

Elaine also issued a reminder to lock rooms where portable PC's and projectors will be unattended.

Web and Virtual Library Report - Haiwang reported that there is now a prototype of the PDA library portal. He also reported that TIP has been updated.

Sara Tyler Awards: A new committee will be appointed for the Sara Tyler Awards.

SACS Committee: There was a general discussion of library assessment and possible appointments to a library committee. This will be discussed further at a later CLDH meeting.

Faculty Sick Leave and Vacation: Human Resources is aware of the problem with sick leave and vacation days appearing on library faculty check stubs.
For the council,

Linda L. Allan