Council of Library Department Heads Minutes

March 25, 2002

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

Minutes: The minutes of March 4, 2002 were approved as corrected.

Announcements: Dean Binder will call a meeting of University Libraries faculty for Wednesday, March 27, at 1:00 p.m. in Cravens 111. The Dean will be providing an update on the 2002-03 budget.

Dean’s Report: There was a discussion of the problem of “lost” paperwork. To make it easier to follow the paper trails, Lynn will be handling only purchase orders, payments and the accounting. Todd will be responsible for the processing and follow-up required for all personnel and travel forms.

DLSC Report: Nancy reported that the Billy Kennedy presentation on Scots-Irish emigration to the U.S. was well received.

The shelving for the Robert Penn Warren Room was to be installed this week. The shelving will hold the Bo Grimshaw papers.

DLPS Report: Dan Forrest has accepted the position of Access Services Coordinator.

DLATS Report: Voyager Record Count for February 2002

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<tr>
<td>Item</td>
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Marketing and Special Events Report: Earlene reported several items about the Southern Kentucky Festival of Books.


(2) The Chamber of Commerce will hold a ribbon cutting at 9:30 a.m., Friday, April 19.

(3) C-SPAN's Book TV will be coming to the book festival to film five of the sessions.

Electronic Information Report: Elaine announced that she is delaying her retirement until July 1. She also distributed a report, Sustaining WKU Libraries’ Electronic Resources In a Static Libraries’ Materials Budget Environment.
**Web and Virtual Library Report:** Haiwang reported that the PDA library portal project is moving forward. Haiwang and Gay Perkins met with Bob Cobb about doing a survey of PDA use on campus.

Haiwang’s book, *Virtual Libraries Yesterday, Today and Tomorrow*, has been published.

**Margie Helm Library Fund Committee:** The committee met before the CLDH meeting and approved purchases of a Canon Micro printer for Helm Library, a Muratec fax machine for the Owensboro Center, and a server for the Virtual Library/Museum Project. The committee also approved Nancy Baird’s request to combine the Heritage Fund with the Kentucky Library Special Collections Fund.

For the Council,

Linda L. Allan