Council of Library Department Heads

Minutes

November 4, 2002

Present: Dean Binder, Nancy Baird, Earlene Chelf, Brian Coutts, Haiwang Yuan, and Connie Foster

Haiwang Yuan opened the meeting with a view of the draft of the redesigned library homepage. The council shared positive observations and recommended some revisions to the draft.

Minutes: The minutes of October 28, 2002, were approved with corrections.

Dean’s Report: The dean announced that Glenda White, Office Associate, starts today as the full-time person responsible for personnel and travel and as a back up for accounting. Glenda worked in AHEC (Area Health Education Center) at WKU for seven years.

Collections & Connections was suspended for the fall 2002. Following discussion with the Library Advisory Council, Dean Binder decided not to pursue advertising options for the newsletter. The editorial committee, chaired by Roxanne Spencer, will work with the Website Team (to which Roxanne was added) to implement both a web edition and a one-page, two-sided print edition of Collections & Connections. The Museum Advisory Council also favors this Web presence. With two versions the newsletter can reach those faculty, staff, community, and others who have Internet access as well as those without online access.
Dean Binder met with Lynn Pawley, David Runner, Jue Wang, and Brian Coutts to examine procedures for purchasing and installing equipment. Procedures and changes will be clarified soon and distributed to everyone. The dean commended those involved for making progress on priorities.

**Department of Library Special Collections:** Nancy Baird said that the Kentucky Building is the official Welcome Center for the University, judging from the signs appearing near the building. Part of the Welcome Center initiative has resulted in wheelchair accessible, slanted sidewalks that will enable people to tour the Felts House and come from the old entrance to the new one. The Welcome Center concept evolved from the Kentucky Building serving as the starting point for the Topper Tours. The lobby entrance and restroom facilities will also be enhanced in keeping with a Welcome Center.

Nancy and Donna Parker are working towards a November 15th deadline to bid on the American Library Association’s Lincoln Exhibit, which originates from the Huntington Museum in California. Nancy announced that Opal Hensley returns to work today.

On November 10 from 2-4:00 p.m. in the Kentucky Building, Jonathan Jeffrey will have a book signing for *Bowling Green in Vintage Postcards* ($19.99), published by Arcadia Publishing Company for its Postcard History Series.

**Department of Library Automation & Technical Services:** Connie Foster reported that she, Jo Ann Mitchell and Brenda Wood will visit EBSCO Subscription Services in Birmingham AL, November 6-7, to tour the company and meet key people who handle the serials account.

Rose Davis is serving as Interim Catalog Unit Coordinator. She is already pursuing projects such as working with Nancy Baird to identify key collections that merit unit information “cards” on TOPCAT until the time when such collections can receive more thorough cataloging and with Rosemary Meszaros, Carol Watwood, Debbie LaMastus, and Dewayne Stovall so that they can catalog and contribute records to OCLC for Kentucky and federal documents that require original cataloging.

Connie held her first departmental meeting earlier in the day and a question arose that the Council might clarify. One question was the status of faculty and staff library advisory councils. These councils no longer exist. The consensus was that each department has mechanisms for discussing issues, generally an open-door policy to encourage anyone with a concern to approach the dean or department heads at any time. If some issue affects all staff or faculty, then the department heads can bring this to the dean and the dean will address as appropriate.
**Department of Library Public Services:** Brian Coutts announced that Louise Pruitt is back at work today and that Adam Arnold will continue as a temporary, working from 9-1. The new coin changer on Cravens 4th floor accepts the new money in exchange for quarters.

Searches are going forward for the Head, Department of Library Special Collections and Glasgow Campus Library Coordinator with ads in the *Courier Journal* and the *Chronicle*. Brian thanked Connie and Jue Wang for establishing links to Cambridge Journals Online to allow access to 27 Cambridge titles we subscribe to in print.

**Marketing & Special Events:** Earlene Chelf shared publicity from the *Courier* and the *Daily News* about the Whitey Sanders exhibit and the Southern Kentucky Festival of Books. She was pleased with the coverage we receive for special events.

The meeting adjourned at 11:40 a.m.

For the Council,

Connie Foster