Council of Library Department Heads Minutes

October 14, 2002

Present: Michael Binder, Nancy Baird, Earlene Chelf, Brian Coutts, Rose Davis, Haiwang Yuan, and Heather Slack-Ratiu.

Development Report: Heather reported that she will be working on an updated report of the foundations accounts. She is encouraged by the attendance at events, especially by some Advisory Council members. She is working on some trusts for UL. The Book festival is coming along very well. Council members have been a big help in securing donations for the Festival. She will verify Trace Die Cast’s support for the Kentucky Live series and notify Brian. Heather will check with Bell South about sponsorship of Faraway Places for 2003-2004. Heather expressed “kudos” for the Whitey Sanders invitation. People are commenting on the excellent quality of our marketing efforts.

Minutes: The minutes for October 7, 2002 were approved with corrections.

Dean’s Report: The search for DLSC Department Head has been approved. The committee will be appointed today, Nancy has prepared a position description. Brian Coutts will chair the committee with the DLSC Faculty comprising the committee. The Faculty Handbook will be consulted regarding additional members of the committee. The interview process should also include Heather and the Museum Advisory Board. The search for the Museum Director position will be delayed until the Dept. Head is in place. Java City had a very successful grand opening event Friday, October 11.

DLATS Report: Rose reported that David has installed all but four new PCs in the Department.

DLSC Report: Nancy commented on the good publicity that has been received for the KLM programs. She reported on a roof leak on the new part of the KY. Bldg.
**DLPS Report:** Brian distributed an updated copy of the list of equipment to be installed. Adam Arnold has been hired as a temporary employee to assist Louise. Daily News had a very good article on Michael Trapasso’s Civil War presentation. Brian presented two suggestions for consideration: the University of Texas’ program of displaying faculty publications in their Special Collections areas and LSU’s online newsletter. The last big rain storm created some leaking in the Helm building.

**Marketing & Special Events Report:** Earlene showed the football program ad for the KY. Museum which Rose brought. She expressed the need to have a media appreciation day. Whitey Sanders pre-opening events are Oct. 22, 5:30 - 7:00 p.m. and will be followed by a presentation by him. Sat. Oct. 26, the exhibit will open to the public. Oct. 17 Cal Turner Jr. will speak during a meeting of the Business College at the KLM. Oct. 21-26 there will be several special programs in the building.

**Web & Virtual Library Report:** Haiwang reported that the Book Festival student assistant has been helpful. The redesign of the UL web page may take on some of the features of the WKU main page. He will demonstrate at the next meeting. Discussion of the slow response of the network. Rose reported that Nelda is in daily contact with Dave Beckley in regards to the slow response. Everyone is asked to send technology problems to Nelda and copy to the Dean.

For the Council,

Rose Davis