Council of Library Department Heads

Minutes - December 3, 2001

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

Minutes - Minutes of November 19, 2001 were approved with corrections.

Dean’s Report - Michael reported that he had met recently with Dr. Kirchmeyer, Vice President for Information Technology, to explore the possibility of a pilot project in the Helm-Cravens Library, to use wireless laptops. This would be a cooperative venture with Information Technology and involve the checking out of laptops from Circulation. A key concern will be adequate power supplies.

David Runner has been appointed to the University’s Laptop Implementation working group.

Michael has had discussions with Dr. Burch about the possibility of developing a Cyber Café in the Helm Lobby. It’s likely to be included when the University’s “Food Services Contract” is rebid.

Dean Elmer Gray has established a university committee to explore the feasibility of digitizing WKU theses.


Dr. Jim Klotter, DLSC consultant made a second site visit to the Kentucky Building.

The Lexington Children’s Theater will perform “The Lion, the Witch and the Wardrobe” on Tuesday and Wednesday, December 4th and 5th.

At Home: A Kentucky Project with Judy Chicago and Donald Woodman has its opening reception at the Kentucky Museum on December 9, 2001 at 1:30 p.m. Shuttle buses to 522 University Boulevard will be available.

The Museum Store will host their annual open house Wednesday and Thursday, December 5th and 6th from 9:30 a.m. to 4:00 p.m. Special discounts to faculty/staff will be available.

Nancy Baird is at the Filson Club giving a presentation on noted Kentucky sculptor Enid Yandell.

DLPS Report - Brian reported that arrangements had been reached with the SGA to sponsor “Extended Study Hours” in Helm-Cravens until 2:00 a.m. beginning Sunday December 9th and running through Thursday, December 13. Refreshments will be provided in the Helm Lobby. The library will be staffed by faculty/staff volunteers.

Brian and Peggy Wright completed final editing of the new general library video. Production should be completed by the end of term. Haiwang provided digital pictures for the project.
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 Spring Schedule was distributed and approved by Dr. Binder.

Work continues apace on the new chiller for the Helm Building.

Plans are complete for the annual Holiday Party scheduled for the Parakeet Café at the Fletcher House on Thursday, December 13, 2001 at 11:30 a.m. Numerous door prizes will be given out along with the Margie Helm Faculty and Staff Awards.

Development Report - Michael reported that Evelyn Thurman had given gifts in memory of Elaine Moore’s mother and to commemorate Elaine’s retirement this spring. Elaine expressed her sincere gratitude.

Marketing & Special Events Report - Earlene reported the following recent events:

The lighting of the Girl Scout Christmas Tree was held on Sunday, December 2, 2001. This marks the 25th consecutive year for this tradition.

“Books and Baskets” project was featured in a front page story in the Daily News on November 30, 2001.

Books collected at a recent WKU basketball game were donated to children at the International Center, 806 Kenton Street (behind Riley’s Bakery). WKU basketball players took part in the presentation.

154 authors have now committed to next year’s Southern Kentucky Festival of Books. Recent pledges of support for the Festival include:

$1,000 from Baird, Kurtz & Dobson, Certified Public Accountants.

$300 from Sumitomo Electric Wiring Systems, Inc.

$500 from the Noon Rotary Club

The festival will take place April 19th and 20th, 2002. The festival web site developed by Haiwang is up and continuously being updated.

Electronic Information Report - Elaine reported that the operating system for the new proxy server has been installed.

The 2002 schedule for the BellSouth Community Internet Workshops has been finalized. This year’s series will feature six of our most popular workshops.

A special workshop on new databases will be held on Tuesday, December 4th at 1:30 p.m. in Helm 5.

Elaine distributed new handouts on database activations and cancellations.

Web and Virtual Library Report - Haiwang reported that he has held preliminary discussions on E-Books. Among the first steps will be to provide links to public domain electronic collections and curriculum related sites.

One of our goals will be to create our own e-book collection of Kentucky books.
E-Reference - Haiwang will be setting up a demo with commercial company for CLDH.

Work on the Mammoth Cave project continues. The plans call for digitizing collections related to the Park. Funding is provided by the National Park Service.

The Web Site Team has been expanded to include Todd Wilson and David Runner.

The PDA Pilot Project is underway.

For the council,

Brian E. Coutts