Council of Library Department Heads Minutes

August 19, 2002

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

Minutes: The minutes for April 22, 2002 were not available. They will be presented at the next meeting.

Dean’s Report: Progress on position searches was discussed. For DLATS the Department Head search is in progress and the Social Sciences Catalog Librarian search has concluded interviews with Theresa (Jody) Perkins and Wendy Shelburne and recommendations have been forwarded to Academic Affairs. For DLSC the consultants report has been received and the Department Head search is ready to begin. The Dean expressed his appreciation to Nancy Baird and Rose Davis for their service as Interim Department Head for their respective departments.

DLATS Report: Rose reported that preservation efforts continue as Jack Montgomery and his student assistants select and mend items from the collection in need of repair. DLATS is compiling a list of surplus items to be removed from the 3rd floor. Rose and Paula are planning the UL Student Assistants training for August 27, 2:30 - 3:30 pm, Cravens 111. Plans are underway for the 2002 Holiday party, December 12, 11:30 am at 440 Main. Rose has been appointed to the KYVL Users Group (KYVLUG) Task Force to establish the Users Group. WKU will host the KYVLUG web site with Deana Groves as webmaster.

DLSC Report: Nancy reported that Catherine Maddox’s position should be filled shortly. HVAC work in the Kentucky Building has been delayed due to excessive heat in the attic and phase 2 of the project has been half funded. Staff have received “new” computers from campus labs and one “newer” computer is still needed to help with running KY Online. The Smart Board is ready to be installed in the Orientation room. DLSC had a very successful retreat in May.
**DLPS Report:** A Glasgow courier has been hired. DLPS had a very successful retreat in August. Brian and Peggy are finalizing the Kentucky Live Series. Java City has opened and the Helm entrance is reopened. The picture of Margie Helm will be cleaned. A Leisure Film collection of about 100 DVD’s, mostly foreign titles, will be shelved in front of Circulation on the 4th floor. Barcoding of the Cravens stacks is almost done. New walking tours and folders were distributed. Luther Hughes provided partial funding for the brochures for all Freshmen Seminar students to receive a copy. Peggy, Brian, Rosemary, Nancy Marshall, and Gary participated in the New Faculty Orientation and showed the new library video. New DLPS Faculty: Dan Forrest, Coordinator of Access Services and Jue Wang, Coordinator of Electronic Information. Jue will now report to the DLPS Dept. Head.

**Development Report:** The Dean distributed June 30 WKU Foundation report for Heather.

**Marketing and Special Events:** Earlene reported that in September DLSC will host 3 book talks by Jonathan Jeffrey, Laura Lee, and Dr. Survant, Dept of English. Nancy is chair of the planning committee for the University’s September 11 commemorative program. Events will begin at 7:30 am and will include the photographic exhibit of James Kenney. This exhibit will open Sept. 15. Milwaukee cartoonist and WKU graduate, Whitey Sanders, will attend homecoming ceremonies Oct. 26 and be present at an exhibit of his cartoons. A sneak preview reception will be Oct. 22. Jayne has begun work on the 2003 Southern Kentucky Festival of Books with 45-50 authors and fund raising coming along. Earlene expressed pride in the Kentucky Literary awards and how the schools are participating. The used book sale will be in February. Earlene is serving on the Warren County School System’s Literary committee. DLSC hosted the Graduate Assistant’s session which had over 100 in attendance.

**Web & Virtual Library Report:** The new SOKY Book Festival page is up. Updates have been made to several pages. The new library video has been linked to the UL homepage.

For the Council,
Rose Davis