Council of Library Department Heads

Minutes - January 28, 2002


Minutes - Minutes of December 10, 2001 were approved with corrections.

Announcements - The Dean announced that Linda would be retiring effective July 1, 2002. He thanked Linda for her 28 years of service.

The Dean also announced that Nada Durham would be retiring effective March 1, 2002 and expressed his thanks for her 39 years of service.

The following search committees have been established: (1) Electronic Information Coordinator - Nelda Sims, David Runner and Haiwang Yuan (Chair); (2) Department Head, DLATS - Ann Brown, Shiu-Yue Mak, Connie Mills, Jack Montgomery and Brian Coutts (Chair); (3) Social Science Catalog Librarian - Linda Davis, Connie Foster, Doris Hardcastle and Rose Davis (Chair).

Lynn Pawley is scheduled to have surgery February 12 and will be out of the office until March 4. Todd Wilson will fill in in her absence.

Dean's Report - The Dean reported on his attendance at the Board of Regents meeting, SAALCK meeting and KYVL meeting. The SAALCK directors are investigating obtaining electronic databases not included in KYVL.

DLSC Report - Nancy reported that DLSC is distributing flyers about events at the Kentucky Building. They are also planning for a February 14 launch of the Kentucky Building On-Line.

Nancy distributed information about a series of book discussions to be held at the Kentucky Building. The series is sponsored by the Landmark Association and Kentucky Humanities Council, Inc.

DLPS Report - Brian announced that the "Kentucky Live" programs will begin February 7.

Louise is investigating having several different areas of the library painted. A weeding project in Gordon Wilson storage will begin soon.

Roxanne Spencer has created a newsletter for the ERC titled ERC Bookends.

Applications are being received for the position of Document Delivery Clerk.

DLATS Report - Linda reported the TOPCAT statistics for December: 501,910 titles and 591,899 volumes

Development Report - Heather reported on a gift from Lila Green of $30,000 over 7 years. Proceeds will go toward materials and equipment for the Lila Green Music Listening Library.

Marketing & Special Events Report - Earlene announced that library programs will be on the university calendar for Black History Month.
The Kentucky Museum will have a display in Frankfort in connection with the Kentucky Museum Association.

The used book sale will be held February 15 through 17 at the WKU Center for Research and Development (formerly Fred's Department Store).

**Book Sale Hours**

- **February 15**: 8 a.m. to 6 p.m.
- **February 16**: 8 a.m. to 6 p.m.
- **February 17**: 1 p.m. to 4 p.m.

**Electronic Information Report** - Elaine distributed the following handouts: WKU Libraries' Database Access; (2) WKU Libraries' Internet Database Passwords; (3) WKU Libraries TopCat/Network Problem Reporting Procedures (attached).

Elaine reported that faculty and staff have the responsibility of installing Microsoft Office 2000 on their computers.

**Web and Virtual Library Report** - Haiwang updated the group on the E-Book and E-Reference Task Forces as well as the PDA Pilot Project.

"At Home" Replica - There was discussion of the request by John Warren Oakes that the replica of the "At Home" house be displayed in Helm-Cravens Library. Brian and the Dean will look at the replica before a decision is made.

For the council,

Linda L. Allan