Present: Dean Michael Binder, Timothy Mullin, Connie Foster, Carrie Barnett, Haiwang Yuan, Jayne Pelaski, Brian Coutts and Jan Renusch

Minutes: The minutes of the January 31, 2005, meeting were approved as submitted.

Development Report: Carrie reported that we have $1925 in awards for the US Bank Art Show. The amateur division is complete and there are still several professional awards available.
-Carrie has been in contact with Joe Imel, photographer for the Daily News, concerning photos for the Case of Support brochure.
-The Kentucky Library and Museum is in receipt of artwork from Joe Downing valued at $4,400 with possibility of more to come.
-Carrie distributed a list of current projects and gift opportunities for University Libraries. She asked that the Council review the list and let her know what else is on the table now as well as anything planned for the next year and any print deadlines that are required so as to give her a date for actual completion. A minimum of six months is needed to effectively garner sponsorship underwriting.
-Carrie is going to New Orleans for the ALADN conference, March 7-9 and will possibly be making visits in Indiana March 14-15 and Chicago March 16-18.

Community Outreach Report: Jayne reminded everyone that Black History Month @ your library continues with Pandora Jackson Sears at the BGFL Thursday at 6:30 p.m.
-The final One Book discussions with author Scott Elliott will be Thursday, March 3 at Java City at 2:00 and BGFL at 6:30. Scott will be at Barnes and Noble on Friday, March 4 at 10:00 a.m. An ad will run in the March 1st issue of the Herald.
-Results from Famous-Barr Used Book Sale: Cleared $16,000.
-The Java City Entertainment Committee met last week. Jack Montgomery is booking the performers. An ad will run in the Thursday, Feb. 24th issue of the Herald. Haiwang is putting all the performing guidelines and events on the web site. ImageWest will be doing the marketing for Java City.

Web & Virtual Library Report: Working with the WKU Libraries Java City/Helm Library Entertainment Committee, Haiwang has updated the Java City web page so that it includes the information about the committee, the agreement form, and a photo album. A calendar is pending upon the availability of the entertainment schedule.
-The Encyclopedia of Contemporary Chinese Culture has been published by Routledge. Haiwang has contributed 27 of the entries and translated about the same number.

Dean’s Report: Michael distributed copies of an article from the Library Journal pertaining to the Book Fest and the cover of College & Research Libraries News, reflecting Strawberry Delight, a painting by Alice Gatewood-Waddell, that is a part of the WKU Libraries collection.
Michael reported that he and Timothy met with Dr. Burch regarding the Storage Facility Building. They will meet with President Ransdell, Dr. Burch, Doug Ault, John Osborne, and Ann Mead regarding the plans for change at the Kentucky Building. Michael and Timothy also met with DELO regarding use of the Kentucky Building.

Connie inquired about OAR participation.

Michael distributed an email and an attachment form from Mike Dale for discussion regarding Request for Additional Positions or Market Salary Adjustments for FY 2005-06 From Academic Quality Fee Phase II Funds for Dr. Burch’s consideration.

Salary Guidelines were also discussed.

**DLSC Report:** Timothy reported that he and Andrew McMichael have met with President Ransdell regarding the Civil War History Microfilm Collection.

US Bank Art Exhibit will open March 5, 5-7 p.m.

**DLTS Report:** Connie reported that Lucinda Scanlon, Collection Management Librarian (serials/gov/docs) from MTSU and Margaret Willingham, our EBSCO account services manager met with Jo Ann Mitchell, Nelda Sims, and Connie on February 7 to discuss EDI implementation and observe it in practice. The meeting was very helpful to Lucinda who is seeking to implement EDI and better functionality between vendor and system.

Nelda Sims has generated a URL checking project using CyberSpider; Rose Davis is reviewing the report to structure workflow for Nada Durham. Nada will begin this week and continue throughout the semester on this project.

Rose Davis, Western Kentucky University, Edid Wohlstein, KYVL, and Reinette Jones, University of Kentucky have a presentation accepted at the 2005 Strategies for Change: Kentucky’s Ethnic Minorities in Higher Education Conference, March 28-29, in Louisville. The conference is cosponsored by WKU and CPE. Their presentation is “Pathways to Postsecondary Education: Librarians as Trail Guides.” They will be sharing a 90-minute session with Hannelore Rader, University of Louisville.

**DLPS Report:** Brian reported that at the February 16 DLPS Faculty Meeting they discussed how to cope with the increasing number of requests from English 100/300 classes for Library Research Instruction Classes. More than 16,000 students attended the DLPS/DLSC classes last year.

Haiwang and Bryan Carson are working on development of electronic research instruction report forms.

Brian distributed pie charts illustrating budget and funding allocations for University Libraries. They will be posted on the website soon.

Brian reported that the libraries have subscribed to the Marquis Who’s Who.

Norway, the first program in the spring Faraway Places Series was presented by Charles Bussey, Professor of History, February 17 at Barnes & Noble.
Library Facilities Specialist Report: Helm Electric—According to Ben Johnson who works with Facilities Management in Planning Design and Construction, two new electrical panels could be installed in Helm to address the power supply problem. He estimates the cost of this project to be near $60,000, but will provide more accurate information later.

-Helm elevators—James Kemble, ABC Elevator Inc., has informed us that elevator renovations are running slightly behind schedule due to ice covered road conditions during December. The elevators should be ready for testing and hopefully return service to floors 4-9 by the end of the month.

Library Technology Team Report: The Technology Team most recently dealt with network printing problems and an infected computer in the Dean’s office. They also dealt with an unresponsive mouse in DLTS’s serial unit, an Adobe Acrobat file display problem on two computers in Helm Electronic Reference. They are in the process of dealing with problems on the computer in Helm lobby and problems on two computers at the Circulation desk at the ERC.

Summer Working Hours Expectations: Campus and library office hours for the summer schedule were discussed. Due to campus offices remaining open until 4:30 p.m. the Department Heads/Supervisors will determine a rotating working schedule to ensure operations are covered.

Adjournment: With no further business before the Council the meeting was adjourned at 11:30 a.m.

For the Council,

Jan Renusch