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

Minutes: The minutes of the September 26, 2005 meeting, were approved as submitted.

Development Report: Carrie reported that we were at $32,600 to date for Book Fest support. We have a new possible sponsor for Book Fest due to the signing of Rick Bragg as a headliner.
-Carrie asked everyone to check out the fall Alumni magazine to see a picture of one of our donors and State of Indiana Archivist, Faye Terry!

Community Outreach Report: Jayne Pelaski talked about the book cart drill team that will debut at the Homecoming Parade on October 14th. The team is led by Rose Davis. They will wear red sweatshirts with the Centennial logo on the back along with the name of the team.
-Jayne also mentioned that On the Same Page kicks off October 17th.

Marketing/Special Events Report: Earlene reported that the Libraries Advisory Council would meet at 5:30 pm tonight (Monday, October 3). Among agenda items would be a recommendation to appoint a committee to review the current bylaws and recommend any changes, particularly in the Council's roles and responsibilities.
-The end of September membership report indicates there are currently 70 Associates, which reflects both new members and renewals. A follow-up mailing will go out in mid-October to attempt to pickup those who overlooked the first mailing or just need a second reminder. It is hoped that this year's membership campaign will again reach at least the 180+ members of this past year and surpass it.
-The first of several events especially for members will be Thursday, October 6. By deadline, about 40 people responded, and about half will be attending the box lunch/behind-the-scenes tour. The next member event -- a wine/cheese and behind-the-scenes tour -- is scheduled for November 10th; and the holiday reception is December 1. Invitations will be mailed for both.
-Earlene’s time is being spent promoting a number of events coming up during October: Kentucky Live (October 13); Far Away Places (October 20); a tour of historic architecture on WKU's campus October 22); Civil War publication book signing (October 23); and a "Archives Month" presentation by Hugh and Carolyn Ridenour (October 29).

Web & Virtual Library Report: Haiwang reported that the Web Site Team met on September 27. Haiwang gave the same PowerPoint presentation about Blogs as he did for the CLDH. The team members asked questions and discussed University Libraries' application of Blogs. Haiwang has set up a UL Blog Planning Task Force comprised of himself, Rosemary Meszaros, Sandy Staebell, Deana Groves, and Robert Harbison. They will meet more often than the WST does. WST meets every last Tuesday of the month. Haiwang will schedule a meeting for the task force to work on UL
Blog policies and guidelines for the WST to review.
-Haiwang has registered for two webcasts. One is "Creating Websites for Academic Libraries" on October 13 and the other "Blogging in Academic Research Libraries: The 'Why?' and the 'How' on October 18.
-A student assistant will be hired to assist Haiwang and Jue Wang.
-Haiwang distributed copies of the manuscript of his interview by C&RL News.

Dean’s Report: Michael will be making appointments to two new task forces: Collection/Development and Challenged Materials.

DLSC Report: Timothy reported that the final payment for Phase I for the Duncan Hines exhibit was made to Solid Light and now they will begin Phase II.
-The Centennial traveling exhibit materials have arrived and will now have to be assembled.

DLTS Report: Connie reported that the faculty planning retreat on September 20 spurred them to investigate a multitude of projects, primarily with microforms and to continue next steps with MARCIVE, and internal workflow initiatives.
-There has been an increase in MyTDNet Alerts (from 21 in August 2004 to 53 in August 2005), which hopefully means more faculty are finding this function of the e-journal management system useful and that they are receiving this information through research instruction classes. TDNet is one-year old at WKU and is a huge plus for access.
-Connie will be scheduling individual, 15-minute staff conferences in mid-October through November to talk about service and find areas of improvement and strengths for each person’s position and the department. She feels that these conferences were very useful in 2002 and need to be repeated every three years or so to assess the “state” of the department and set priorities that represent many opinions that do not get included in other planning methods.

DLPS Report: Brian announced that the second event in the Kentucky Live Series, Jackson’s Orchard & Nursery Inc. by Bill Jackson takes place October 13 at Barnes and Noble at 7:00 p.m. Peggy and Haiwang & Peggy have met several times to develop ideas for his presentation. He will be giving out samples of Jackson’s apple cider.
-The James Baker Hall presentation in the Kentucky Live Series, about the tobacco cultivation in Henry County in the 1970s has been rescheduled to November 1 from November 10. Brian has arranged for review copies of Baker’s award winning book of poems, Total Light Process, to be available for a display in the Cravens Library and a review in the Daily News by Mary Ellen Miller from the English Department.
-Far Away Places series events: October 20, Tanzania, by David Keeling, Head of Geography and Geology and November 17, Life and Death in Ancient Egypt by Tosha Dupras. Tosha is a noted Forensic Anthropologist from University of Central Florida. Brian is arranging for her to speak to students on campus and has requested her books for a possible review in the Daily News.
-January Term Hours: Our plans are to be open:
- M-Th 8:00 - 8:00 p.m.
- F 8:00 - 4:30 p.m.
- Sat. Closed
- Sun. 2:00 p.m. - 6:30 p.m.
The department is hosting a PhD student from the Universidad Castilla La Mancha in Albacete. He will be here for a month doing research on the image of Spain in Hemingway’s novel *For Whom the Bell Tolls*.

Jue Wang is in San Jose at the LITA conference presenting a poster session on using cold fusion technology to develop a database for the Mammoth Cave project.

Roxanne Spencer will represent UL at an October 10 meeting about establishing new regional networks for teachers and library media specialists with regional universities being the facilitator for this initiative. The meeting is being hosted by the Library Media Services Consultant of the Kentucky Department of Education and will take place at the School of Library and Information Science at UK.

*Facilities Specialist Report:* David Appleby is remodeling the men’s restroom in Helm by removing some panels.

The mailroom on Cravens first floor was shifted to Room 107 from Room 109.

The Helm Building will delay opening until noon on Friday, October 7 due to an electrical outage.

*Library Technology Report:* The Technology team provided technical support for “Kentucky Live!” and “Far Away Places” events at Barnes & Noble. They moved computers out and back in to the Dean’s suite offices for AC problem, painting and new furniture arrival. They replaced computers at Helm Reference desk periodicals office, office assistant to the Dean, ERC staff and assistant, instructor workstation in Helm InfoLab and Helm 5. Working on various replacement, reformatted, and re-imaged computers and replacing aging desktop printers and regular work flow problems.

Brian distributed copies of the Classroom Improvement Proposals for review and discussion.

**WKU Libraries: Gift Policy and Procedures:** Michael distributed copies of the updated version prepared by Jack Montgomery. The Department Heads will review the document and discuss it at the October 31 meeting.

**Dealing With Challenged Materials Preliminary Draft:** Copies of the draft were distributed for review. It was decided that Michael would appoint a task force to develop a brief statement (with appropriate links) for dealing with challenged materials by November 18.

**Faculty Regent Elections:** A copy of John All’s email containing a current list of eligible voters for the elections candidates and deadlines. Michael requested that the Department Heads review the lists and email him with any errors, corrections or omissions.

**Adjournment:** There being no further business before the Council the meeting was adjourned at 11:55 a.m.

For the Council,

Jan Renusch