Present: Dean Michael Binder, Connie Foster, Timothy Mullin, Brian Coutts, Bryan Carson, Tracy Harkins, Josh Hawkins, Haiwang Yuan and Jan Renusch

Minutes: The November 9, 2009, minutes were approved as submitted.

Web & Emerging Technology: Haiwang reported that Hitcents is working on an integrated search box that toggled among our Libraries' catalogs TOPCAT, WorldCat Local, and KenCat, with TOPCAT as the default. Haiwang said they were waiting for us to come up with a short list of names for the tabs on each of the catalogs. The Dean is going to set up a task force led by Deana Groves to investigate search boxes on other libraries' websites, consider our unique situation, and make a recommendation. This will include work on the tabs.

- Haiwang reported that with the migration of WKU Libraries' Web site to a new server, request for a newer version of Dreamweaver that had the option of "Security FTP" arose. He is getting information on how many copies/licenses the Web & Emerging Technologies Working Group members would need. Some of them, having the older version without the SFTP option, could not log into the Libraries' Web server.

- Haiwang told CLDH that the Electronic Resources Librarian Search Committee had finished the first phase of their job: Form 2 had been sent for approval.

Development: Josh gave an update on the Horse Exhibit. Financial solicitations are taking place and the project is moving forward.

Community Outreach: Tracy said the Big Read program concluded with the Gatsby Style Party at KYLM on Friday. She will be filing the final report paperwork with the NEA to receive the remaining $2000 of the grant. Books & Baskets was also a big hit Saturday night and the volunteers collected over 4 bins of children's books. They are looking for a worthy group to donate them to. The Fall into Books author program began this week and is mostly being managed now by WCPL. The Evelyn Thurman Awards Luncheon is this coming Friday and will conclude the Fall into Books program. SOKY Book Fest planning is going well. There are about 110 authors signed up. The partners are also excited that it looks like a hotel will be built nearby the Carroll Knicely Conference Center which would help them with author lodging in future years. The partners have begun creating the publicity for the Macy's Used Book Sale February 5, 6, and 7. The Dean suggested that Java City and Cravens Circulation be collection points for the books along with Macys and the WCPL.

Grants & Special Projects: Bryan encouraged the Department Heads to encourage their faculty and staff to apply for internal and external grants to support their projects.

KYVL Budget Decision: WKU Libraries is being assessed an additional $8,000 for the 2009/10 budget year due to KYVL’s budget shortfall. This increase will be billed by Lyrasis as membership fee.

Dean’s Report: Mike is working on the appointments to the Search Box Task Force. Mike brought up the Chinese Confucius Institute for discussion.
Margie Helm Award Nominations: The deadline for submitting nominations is December 3rd. Mike will send out an email to the Library faculty and staff announcing the nomination deadline. The Margie Helm Awards Committee will meet on Monday, December 7th at 10:00 am. The regular CLDH meeting is canceled. Brian will contact Tom Meacham regarding the award certificates and the College Heights Foundation regarding the checks after the committee meets.

Department Reports:
DLPS: 2009-10 Classroom Improvement Funds - DLPS has been approved for funding for Phase III of the Cravens Circulation Area Renovation/Remodel in the amount of $28,022. The remodel will include a tear down and replacement of staff offices and the installation of new furnishings. The department also received funding in the amount of $6,897 for updating technology in Helm 100 with the addition of a projector, screen and audio/laptop hookup.
- Far Away Places @ Barnes & Noble, November 19th - This month’s speaker is Barry Kitterman who heads the creative writing program at Austin Peay State University in Clarkesville, TN. The Baker’s Boy: A Novel is his first novel which he labored over for 10 years. It recently won the 2009 Maria Thomas Fiction Award for the best novel of the year by a former Peace Corps worker. Barry was a Peace Corps volunteer in the 1970s in Belize. He’ll be talking about that experience and his novel on Thursday, November 19 at 7:00 p.m. The Baker’s Boy was reviewed in the Sunday Reader’s Section of the Bowling Green Daily News on November 15th by Peggy Wright and Brian Coutts.
- Robert Dickey Tells Tales of Charles Garvin - Former legal counsel and Beech Bend Park publicist Robert Dickey regaled an appreciative Kentucky Live audience with tales of Charles Garvin and Beech Bend Park on Thursday, November 12 at Barnes & Noble. Dickey, who’s recently retired to Florida, is the author of Charles Garvin’s Dynasty of Dimes. He’s hard at work on this third book about a woman from Bowling Green who made a fortune in Havana and Las Vegas before being murdered.
- Extended Study Hours - Dan Forrest is coordinating this term’s extended study hours during final weeks. Volunteers are welcome. Contact Dan. SGA funding supports for this program supports our annual Margie Helm Awards.
- Owensboro Planning Group - Eric Fisher is coordinating furniture purchases with Happy’s of Madisonville. Doug Wiles has developed the specs for our new 3M Security System. David Runner is handling orders for seven public service computer workstations for the new library. Rob Harbison has submitted orders for new books and subscriptions. An ad for the vacant Owensboro Library Assistant position is scheduled for this Sunday’s Messenger Inquirer.
- Latin American Interest Group Meetings - UL will host two meetings for faculty/staff interested in Latin America on Monday, November 16 at 4:15 p.m. and on Tuesday, November 17 at 4:00 p.m. Both meetings are scheduled for Helm 201.
- The 2010 Spring Schedule has been sent to the Dean for approval.

DLTS: Jack Montgomery’s book The American Shamans: Journeys with Traditional Healers has been adopted as a textbook for Medical Anthropology at Seton Hall University taught by Prof. Peter Savastano, Dept. of Sociology and Anthropology.
- The CoLibri process is slowing down the accessioning and cataloging procedures. This is a point of information and concern from the standpoint of technical services as we depend on student workers for the CoLibri, their skills and schedules. We will continue to monitor. The CoLibri area is one more place where we must search for Rush books because they are not in the regular materials system.
Connie met again with Graduate Studies about theses procedures, copies, etc. and involving SIFE print center in the copies to be bound process. The Graduate Council Rules Committee (Kirk Atkinson) will discuss whether students should be required to have a copy for library circulation. Other options would be available through library resources if needed. More details to come.

Connie is making some adjustments in standing order continuations (also known as bill laters) and will shift about 40 titles to a different vendor in order to realize modest cost savings and more predictable tracking of these irregular orders. This process was done about 7 years ago and has worked well.

The Sci/Tech search process is complete. The committee will present strengths and weaknesses to the Dean for final review. We would like to have the new faculty member start January 1. Thanks to everyone who attended the presentations from public and technical services.

Technology:
In DLTS: worked on printing problems in Bindery; updated Voyager Cataloging Tag Tables on F/S computers on Bibliographic Access unit; worked w/ problem of time sheets (MS Word format) not printing correctly using IE; received barcodes for laptops and worked with Topcat Systems Coordinator in creating new item locations for Glasgow laptops, and the Glasgow and Main Library laptops were accessioned - they will placed in service in DLPS this week; provided tech support for 2 candidates for Science/Technology Catalog Librarian position.

In DLPS: installed software and configured 2 scanners we received from Student Technology in Extended Campus office for scanning documents and emailing digital copies to patrons rather than copying and mailing copies to patrons; worked on problems w/ network printer in Extended Campus office - additional parts are being ordered; worked on network printer problem in ILL office; worked out plan to fix problems caused by aging computers in DLPS locations with a combination of existing unused computers and purchase of additional computers; worked on access problems with online databases and ebooks for DLPS.

S&P Research Insight update: after a conference call and remote desktop sessions with IT staff in Systems Support, Academic Technology, Student Technology, and Active Directory Desktop Support a solution has now been worked out that will allow both F/S in offices and students in computer labs access to S&P Research Insight - once the program and data files have been moved to their new location on the network, instructions will be sent out to those F/S in the Business College that require access to the program.

In Library Systems Support, Josh, worked on KULS updates; updates to Active directory lists for IT.

DLSC: WNKY is coming Tuesday morning for a taped interview in the new Decorative Arts Gallery.

-The University Attorney is holding training sessions for State Troopers in the Kentucky Room the 17th, 18th, and 19th.

-Park Service is having a training session on the 19th.

-The Evelyn Thurman Award Luncheon is Friday, the 20th.

-A workshop on Native American studies is scheduled for the 20th and 21st.

-The new University Archives Assistant will begin after the background check is complete.
Adjournment: There being no further business before the council the meeting was adjourned at 12:10 pm.

For the Council,

Jan Renusch