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

Minutes: The November 16, 2009, minutes were approved as submitted.

Grants & Projects: Bryan said that he will be working on the application for HVAC for the KYLM and hopes to have it completed over the Thanksgiving break.

Web & Emerging Technologies: Haiwang distributed a screen-shot of the latest redesign of the Libraries' Web home page. CLDH reviewed it and made some suggestions. Haiwang reported that the Dean had formed a "Search Box" Task Force consisting of Deana Groves, who served as the Chair; Charles Smith; Nelda Sims; Sandy Staebell; Suellyn Lathrop; and Haiwang Yuan, who served as ex officio. The Task Force will meet this afternoon, and Haiwang will update the CLDH at the next meeting on the discussion and recommendation by the Task Force.
- Haiwang has been working with Tracy Harkins on updating the SOKY Book Fest Web site. The Dean and Tracy had decided that we use HitCents to redesign the Book Fest Web site home page. Haiwang will contact HitCents to get an estimate. The redesigned page would have a link to the Kentucky Museum Store shopping cart.
- Haiwang reported that his book Princess Peacock: Tales from the Other Peoples of China has received a 2009 Aesop Accolade Award from the American Folklore Society Children's Section.

Development: Josh reported that he has turned in a proposal for the Horse Exhibit to Vicki Fitch of the Bowling Green Area Convention and Visitors Bureau. He has several lunches scheduled with prospects.

Community Outreach: Tracy and Josh have been working on follow up letters for Book Fest donors. Hilliard Lyons and Logan Aluminum have come on board as sponsors. Literary clubs are being cultivated as potential sponsors too. Books collected at Books and Baskets are being donated to the Fairview Clinic. Tracy is working on the next Big Read grant and solicited suggestions of books to choose from. She is also working on a KY Humanities Grant for KY authors, save the date ads for Used Book Sale and Book Fest. Tracy reported that the Evelyn Thurman Luncheon had a great response.

Marketing: Jennifer was very pleased with the response from the Daily News for our recent Decorative Arts Opening as well as their response to the Food Drive. For as quickly as the food drive was put together, all those involved felt it was a great success. She suggested we partner with the Lambda Chi's whose philanthropic focus is hunger or any other organization interested to generate more enthusiasm. After discussing which food pantry was selected, it was suggested to distribute food to several local food pantries in the future if there is enough to go around. Jennifer is working on the newsletter which has expanded from 4 to 8 pages. She mentioned the plans for each page and asked for feedback. There were several good suggestions to add to the content that will be addressed as copy is completed. Jennifer plans to provide a
rough draft for department heads to review. There was much discussion regarding the annual report. Jennifer pointed out that it is difficult to focus on developing the annual report when we are in the thick of the semester and all of the promotion needs that come with it. Another concern is that the annual report tends to repeat a lot of what we put in our newsletters. The Dean suggested putting an insert in the newsletter with statistical data. It was agreed that this would be a great solution for the spring newsletter and also the annual report.

**Dean’s Report:** Mike is working on the Resolution to the Senate for inflation for library resources as a fixed cost and will meet with the Senate chair and other Senators.

**Department Reports:**

**DLPS:** Two Electronic Resources Librarian interviews are scheduled for Thursday, December 3 and Monday, December 7.
- Extended Hours Task Force - Dan Forrest is chairing a task force to explore the possibility of setting up a pilot project to "extend hours" in the VPAL during a selected period in the spring.
- Extended Study Hours - Dan Forrest is coordinating our “extended study hours” for finals week in December. The libraries receive support from the SGA for this biannual project.
- Far Away Places with Barry Kitterman - Austin Peay Professor and author Barry Kitterman used a combination of slides and readings from his new novel *The Baker’s Boy*, set in 1970s Belize to captivate a crowd at Barnes & Noble this past Thursday.
- Owensboro Planning Group - Planning continues for our new library in the WKU Owensboro building under construction. An ad for our vacant Library Assistant position appeared in this Sunday’s *Messenger-Inquirer*.

**DLSC:** Timothy gave the following schedule of events at the KYLM:
- Tuesday, November 24 Gatton Academy Lunch. The museum will be open Wednesday, Friday, Saturday, and Sunday during the Thanksgiving break.
- Tuesday, December 1 reception for Sponsored Programs
- Saturday, December 5 Christmas in Kentucky
- Monday and Tuesday, December 7 and 8 dinners
- Wednesday, December 9 possible reception for Chinese Delegates
- Thursday, December 10 WKU Libraries Holiday Lunch
- Friday, December 11 KYLM departmental party for students and volunteers
- Saturday, December 12 wedding
- Friday, December 18 Military Science Commissioning Ceremony

Timothy is working on the Horse exhibit with Solid Light.

**DLTS:** The Honors College has trained additional people to upload theses and added 43 in the past few days. Connie has been in contact with the English Dept. Creative Writing Committee regarding award-winning poems and other contest results from English events. She meets with Dr. Julia Roberts about TopSCHOLAR® content and information for her Center and Academy and other programs.
- Connie, Deana Groves, Nelda Sims, Nancy Richey, and Sue Lynn McDaniel met to identify further the internship for next summer, discuss projects, and ask questions to ensure we are all prepared for this responsibility and training experience.
- Deana will be working with Dan, Doug, and others for a consistent withdrawal process that will expedite information on TOPCAT and help us maintain accurate records.
- Raymond Poff announced publication of *Journal of Nonprofit Education and Leadership*, the latest TopSCHOLAR-hosted journal.
Technology:
In DLTS: worked with Systems Coordinator to find solution to a Voyager Reporter problem.
In DLPS: provided solution to Banner access problem for staff member in Circulation and referred a problem staff member in ILL was having with Banner access problem to the IT Systems staff - problem was resolved; dealt with a Voyager Cataloging problem in Government Documents; put 5 wireless laptops in service for patron check out and use within Helm Cravens Library. Provided tech support for 'Far Away Places' speaker at Barnes & Noble. Parts installed in network printer in Extended Campus office. Working with Student Technology office to incorporate changes necessary for new hard drive images on computers in our library labs and on public access computers - changes will incorporate access to S&P Research Insight and Uniprint system where appropriate.
Glasgow Campus Library put 2 wireless laptops in service for patron check out and use within the library; installed several software updates, including Voyager and disinfected several viruses on 2 computers at Circulation Desk.
In Dean's area: installed Design software on computer for staff assisting Marketing Coordinator.
Throughout out the Libraries: began installations, where needed, of newer version of Dreamweaver web site authoring software and FileZilla to deal with secure file transfers protocol required in file transfers to the new web site servers.
In Library Systems Support: Joshua worked on the Bindery Maintenance Report, KULS updates, updating Excel files, and Voyager Reports.

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

For the Council,

Jan Renusch