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

Minutes: The July 26, 2010, minutes were approved as submitted.

Announcements: The next CLDH meeting will be August 30.

Web & Emerging Technologies: Haiwang reported that he and his student assistant had been updating the Libraries’ web site with a new template and make all active web pages ADA compliant. He and his student were collaborating with related personnel in the university’s Equal Opportunity Office to identify and correct ADA errors on the pages. The first round of update has finished, and a second round has just begun to eradicate the remaining errors and those newly identified by the Equal Opportunity Office.
- Since Apple’s iPhone app development has its limitations that dictate that we activate all Libraries’ phones for SMS functioning on an iPhone app though we need only one phone number for that purpose, the Dean decided that we put off the implementation of the iPhone app SMS service until technology catches up.
- Web-based e-commerce development is making progress. Haiwang has scheduled a meeting with Timothy, and Hitcents to discuss the design of the interfaces for the Kentucky Museum Store and Camp & Workshop programs.
- Haiwang also made an appointment for him and Tracy to meet with Daniel Tinsley at Hitcents to discuss the redesign of the Southern Kentucky Book Fest web site.

Community Outreach: Tracy said that the Book Fest partners have officially changed the name of the “One Book” program to “SOKY Reads!” featuring the book “Sweeping Up Glass.” The kick-off events will take place the week of September 26 and author Carolyn Wall will come to Bowling Green the week of October 24. She will do a Writer’s Workshop on October 27 at the Carroll Knicely Center and a community presentation on October 28 at WCPL Main Branch. The “Fall into Books” program will continue this year the week of November 14 with a lead in by the Books & Baskets event with the Lady Toppers and presentations by young adult author Laurie Halse Anderson on November 17. The Evelyn Thurman Award winner will also hopefully be present.

Marketing: Snacks Committee Update - A budget has been completed. Jennifer will send it to the Dean for his review. She covered the general plan for each location the night of the event including the illusionist, game room, etc.
- New Faculty Orientation - Jennifer is working on a Liaison List and will give to Dept. Heads for review. She needs student assistance for completion. Bryan Carson said his student workers can help. Department Heads are handling talk/tour-Time: 1:30-2:30. Brian and Connie will provide a brief 20 minute combined power point and then the rest of the time will be a tour with Timothy.
- Employee Kick Off - A flyer was put in each employee’s mail box. An e-mail campaign will go to all WKU Libraries employees (Jennifer will get a mock up note for the Dean soon). Brian Coutts suggested a big push discussing picture
before lunch and door prizes offered at end of day. You must be present to win.
-Marketing Ads – Map tourism ad will be out promoting KY Museum, Parent Guide ad passed around for review, ad promoting KY Museum with gift shop info to encourage future online shopping. Jennifer and Daniel Peach are working on Lecture series posters/postcards. Jennifer needs postcards this week to go to Liberty Printing.
-CPR – Communications and Public Relations committee meets Thursday.
-HIK Reception – Date set for November 17 in “pencil” with confirmation to come in October. Due to the nature of her schedule Mrs. Beshear cannot firm up until a few weeks out from the date.
-Civil War 150th update - Jennifer met with area attractions (Lost River, Riverview, Railway, and CVB) to discuss a unified kick off to the Sesquicentennial Civil War celebration. A tentative date is set for Sept. 17, 2011 (a year from now). Committee is in full swing and making plans for a shuttle serviced event.
-Membership – To encourage membership growth, a letter to our artist lists will be sent encouraging them to become a member. Timothy suggested, as an incentive, to offer discount entry fees to members along with a reduction in sales commission percentages.

Grants & Projects: Bryan said that the NEH Louisa May Alcott proposal has been filed.
-The summer stipend for 2011 deadline is September 30, 2010.

Department Reports:
DLSC: Work begins on the floor and lighting in the new Quilt Gallery Tuesday August 3.
-Artwork for the Duncan Hines Art Show will be coming in on August 9 & 10. The show opens in conjunction with the Gallery Hop on Friday, August 13.
-A HIK meeting with Solid Light representatives, President Ransdell, Mike, and Timothy is August 10 at the Kentucky Building.
-The New Faculty Orientation in the Kentucky Building is August 16.
-Additional scheduled events for the Kentucky Building: President’s dinner on 8/17, Luncheon 8/18, Workshop 8/20, Wedding reception 8/21, CHHS Retreat 8/23, WKU Libraries Kick-off 8/24, Afternoon meeting 8/26, DLSC retreat 8/27 and a rain date dinner 8/30.

DLPS: DLPS Retreat at Barren River Lodge – The department’s annual retreat will be held on Wednesday, August 25 from 8:45 a.m. until 3:30 p.m. Kath Pennavaria is coordinating arrangements. Dean Binder, Amy Hardin (the WKU Libraries’ new Director of Development, and retired faculty Fina Simpson and Gay Perkins will be our guests for lunch.
-Agreement with Bowling Green Technical College (BGTC) - WKU Libraries has signed a new agreement with the BGTC to provide access to collections, research instruction and tours for their students here and in Glasgow, and to maintain reserve materials for their students in Glasgow. This agreement is reviewed annually.
-Weekend Librarian Positions - Bryan Carson and Brian Coutts have reviewed applications for two positions—one for Saturday and one for Sunday. We have received many excellent applications and hope to receive permission to interview this week. Lee Pedigo’s last weekend with us will be next weekend.
-Plumbing Upgrades – Facilities Management is using an outside contractor to replace all of the commodes and urinals in the Helm-Cravens complex with new water saving models which use only half as much water as the older fixtures. Their work should be complete this week.
Java City Remodel continues apace and is on target to be finished by the second week of August. The new café has been repainted and new floor coverings are being added. The design incorporates all three levels of the Helm Lobby and the vending machine area below.

Glasgow Library - New furniture for housing leisure reading magazines and selected journals has been ordered with funding from the Glasgow Library Foundation account.

Old Furniture - Eric has arranged to use down time at Shipping and Receiving to remove large numbers of old broken down and surplus furniture from the building.

Form 3 (Expectation Paragraph): Mike reviewed a new procedure regarding the approval of Form 3 that applies to faculty appointment letters. An expectation paragraph, written by the Department Head, should explain what the expectations are for the position and will be included in a letter from the Dean notifying the applicant that they have gotten the position. This letter will accompany the Form 3 sent to Academic Affairs for approval.

Adjournment: With no further business before the Council the meeting was adjourned at 12:15 p.m.

For the Council,

Jan Renusch