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

Introduction: Timothy introduced Allison Andrews, the new Kentucky Librarian who started December 1, 2010.

Minutes: The November 22, 2010, minutes were approved as submitted.

Community Outreach: Tracy said that Book Fest is wrapping up reservations and has over 100 authors lined up so far. The KY Writers Conference is also in great shape and Kristie has finalized the schedule with her advisory group including booking an author who was a recent editor for “The Joy of Cooking.” The next Book Fest event coming up is the Macy’s Used Book Sale which is February 4-6, 2011. Tracy will need volunteer help when loading begins on February 1 and with the overall sale. Also, she is continuing to work with Hitcents on the update of the Book Fest web page and she is pleased with the progress they have made on the design in the past week and their willingness to keep incorporating her team’s suggested changes.

Web & Emerging Technologies: Haiwang reported that Springshare, the provider of LibGuides, had received all the required documentation from us and was in the process of setting our site with the libguides.wku.edu domain name up very soon. Then Haiwang and Amy Slowik, co-chair of the LibGuides @ WKU Libraries Work Group, will call a meeting before the holiday break to work out a deadline for the completion of migrating current research guides to this new Web 2.0 platform.
- Haiwang has received feedback from Timothy and Sandy on the prototype sub-pages of the newly designed Kentucky Museum web site. He will get more feedback from the museum faculty and staff before contacting Hitcents.
- Thanks to the hard work of Tracy, Jennifer, and Kristie, who have made great efforts in communicating with Hitcents, the redesigning process of the SOKY Book Fest web site has finally kicked in and will soon be completed.
- Two companies with different offers are ready to turn our Collections & Connections newsletter into an interactive e-magazine. One asks a higher cost and recurring fee for iPhone/iPad apps while the other charges a one-time fee without iPhone/iPad apps but smart phone-friendly pages. The CLDH members suggested that iPhone/iPad apps were not necessary at this point.

Development: Amy attended the Book Fest meeting on November 30 and continues to work on sponsorships. Tracy and Mike will be made aware of any face to face meetings scheduled.
- Brown-Forman has been in communication regarding a bourbon tasting at the Meet the Authors reception.
- Bell, Orr, Ayers and Moore gift of $1,000 for Book Fest has been received.
- Amy is working on gift-in-kind forms for donated materials. She brought Timothy items for the HIK exhibit.
- Amy will be meeting with Timothy regarding the Courtyard project.
Marketing: Collections and Connections newsletters are printed and distributed to our mailing list. US Bank brochures are being printed and distributed this week. Jennifer is also planning on getting the sponsorship letter to previous sponsors out before break. She is working on the Museum gift store advertisement including a new look and shifting our contractual column inches around to have larger ads less frequently in a week’s time. She hopes to coordinate the online store with the new look and roll out together. Jennifer has also been working with Elizabeth Romero from DELO, Amanda Hardin, Roxanne Spencer and John Gottfried in putting together a user-friendly script to aid students with the research cycle online.

Dean’s Report: Mike will be meeting with the Department Heads regarding their evaluations this week.
- The Margie Helm Awards Committee will meet today immediately following the adjournment of the regular CLDH meeting.

Department Reports:
DLTS: TopSCHOLAR® was mentioned in the November 2010 issue of Doers and Deeds (second page) for its ranking worldwide.
- Nelda changed the ERC circulation calendars (Reserve and regular) to indicate that the library will be closed during Winter Term so that materials will not be due during that time period. Students won’t get charged fines. Everything checked out by students who have registered for next semester will be due on January 24. She also created a Kentucky map location to help patrons locate those items more easily.
- Nelda, David, and Deana sat in on the quarterly KYVL Voyager Consortium quarterly meeting (conference call) at noon on December 2. Highly important funding and systems issues and organizational structures were discussed that will impact us significantly. Two groups are going to explore Open Source Systems (Koha) and ExLibris’ URM/Other Vendor Systems for the next generation ILS.
- Kentucky withdrew from SELA as a state and section. The move was to save the cost of having a SELA representative. There were only 23 SELA members left in Kentucky when we decided to leave. Individuals will still be able to join and participate.
- Acquisitions verified an all-time high 2,100 orders en route to placing them. The acquisitions staff has maintained a high rate of processing this fall and it reflects in the workflow for bibliographic access also. With books coming in the cataloging flow is better and items get to the shelves sooner.
- The Library Tech team worked on the following:
  DLPS: installed 4 new computers – installed all software and copied email and data files to new computers in: ILL Office & Periodicals office and replaced old computer at Gov Docs Services desk w/newer computer; provided tech support for copyright webinar; resolved web server connection issue for DLPS faculty resolved network printing issues for 2 staff and 1 faculty; installed web and photo software in DLPS office; checked problem on KIC scanner, but found it to be working ok; reported missing monitor from Tech office when office left open by lighting work crew - company saying they would replace monitor to stay in good standing w/WKU - still unknown, who took the monitor; installed temporary replacement printer in ILL office for Ariel print jobs; researched and resolved problems w/Finale software in VPAL - (Music Departmental lab may have different version of software).
DLTS: continued working w/OCLC Support to solve 2 Connexion problems for two staff; resolved Connexion problem on another faculty computer; scanned 1 staff and one faculty computer to resolve virus issues; prepared faculty computer for Outlook email conversion; working toward resolution of problems w/vendor web site (Coutts) for 1 staff person.

Systems: Josh provided reports for main and VPAL circulation areas; TDNet reports; and updates to AD listings.

DLSC: Timothy reported that Christmas in Kentucky was again successful. Not equal in numbers to past years – maybe due to the weather. They had 850 visitors.

- Nancy Richey has a chapter accepted in an upcoming book on preservation for small libraries and historical societies.
- DLSC is gearing up for their part of the transformation of the China Exploratorium which will begin January 3. They will work with Eric on locations for their supplies.
- Timothy and staff are meeting with the Confucius Institute director, Dr. Wei-ping Pan, on December 13 to review plans for the space.
- Suellyn reported that the last of the theses have gone for filming.

DLPS: WKU Libraries’ Holiday Party – This year’s party will be held at Mariah’s at 801 State Street on Thursday, December 16 from 11:30 a.m. to 1:00 p.m. The lunch will be a buffet with fried chicken, vegetarian lasagna, mashed potatoes, corn casserole, cookies, brownies, and beverages. The cost is $15 payable in cash at the door. RSVP to planning committee chair Amy Slowik.

- First Look at New ERC – University Libraries faculty and staff got their first look at the new ERC on Friday, December 3. The Dean, Department Head, ERC Coordinator, and Ellen, Doug, Eric and David got their first walk through the spacious facility. Furnishings and security system have not yet been installed.
- Moving the ERC – The ERC will close December 17 and reopen on Monday, January 24. In between some 50,000 books and other materials will be packed and readied for movers. Boxes will be moved on Tuesday, January 11. The next day students and staff will begin shelving materials in the new facility. New computers have been purchased for public areas and will be installed prior to opening day.
- New Art in Java City Lower Lounge – Kentucky Museum staff installed 7 new works of art by Phoenix, AZ artist Julio Rodarte in the basement lounge area of Java City. The colorful geometric art is already drawing favorable comments from students. A reception is planned for the spring once captions have been printed.
- Extended Study Hours – Dan Forrest is coordinating our Extended Study Hours with funding from the SGA. The Helm-Cravens library will be open until 2:00 a.m. from Sunday, December 12 until Friday, December 17. The library will be staffed by volunteer faculty, staff and students.

Adjournment: There being no further business before the Council the meeting was adjourned at 11:20 am.

For the Council,
Jan Renusch