Present: Dean Michael Binder, Nelda Sims, Timothy Mullin, Brian Coutts, Amy Hardin, Haiwang Yuan, Tracy Harkins, Jennifer Wilson, and Jan Renusch

Minutes: The July 12, 2010 minutes were approved as submitted.

Web & Emerging Technologies: Haiwang updated progress on the various projects he and his student have been working on over the past month.

Development: Mike welcomed Amy Hardin the new Director of Development for WKU Libraries and Student Affairs. She talked briefly about her projects and goals. She will be meeting with Department Heads and Coordinators on a one to one basis to familiarize herself with their departments/areas, ideas and interests.

Community Outreach: Tracy gave an update on her various projects – Louisa Mae Alcott grant, Fall into Books, Books and Baskets, One Book name change possibility.

Marketing: Jennifer gave an update on progress for the HIK preview party and advertising/promotion for the event.
- There is a Museum Advisory Council meeting tonight - 5:30 at the Kentucky Building.
- An ad for the Kentucky Museum will be in the Parent’s Guide.
- Jennifer attended a WKU Marketing Council meeting regarding design management and web page template among other issues.
- New faculty orientation is August 16. The Libraries have one hour from 1:30 to 2:30 for the presentation and a tour of the museum.
- Snacks in the Stacks – working on budget for event.
- Library Kick-off – progress being made on the schedule for the day. The kick-off will begin at 11:00 am with Mike’s highlights, lunch break from 12:00 to 1:00, Marshall Weems, speaking on “Delivering the Extraordinary Customer Experience” from 1:00 – 3:00, door prizes giveaway at 3:00.
- Jennifer met with the Rail Park committee for the Lincoln event. Jennifer will be in charge of shuttle coordination.

Dean’s Report: The CLDH will meet next Monday, August 2. Meetings are cancelled for August 9, 16, 23. The next meeting will take place on Monday, August 30.

Department Reports:
DLPS: Copier Lease – Eric Fisher distributed copies of Projected Yearly Cost per Lease Offer from IKON and Office Ware for review and discussion. The lease with Lang Company expires in August. IKON was recommended for approval. Mike accepted the recommendation and approved the lease offer from IKON.
- Furnishing the New ERC – Roxanne, Ellen, Brian and Eric attended two meetings last week with the Dean of Education, architects, furniture contractor, and interior designers to make final selections of furniture for the new ERC. All furniture, shelving, floor coverings, cabinets and shelves will be new as will a new 3M security system. The new ERC will be located on the first floor, room 1073 just inside the front door. Dean Evans referred to it as the showpiece of a beautiful new building. Soft furniture will include: 2 end tables, 1 coffee table, 8 lounge chairs and a sofa. There will be 3
study tables with 18 task chairs in red upholstery plus 6 study carrels. The circulation desk is being custom made to accommodate 3 workstations, 2 vertical files and 2 bookcases. There will a separate ERC office and a workroom with files, bookcases, a refrigerator and microwave. A separate resource area is located behind the ERC office with 2 tables and 4 chairs designed to hold our laminator and Ellison poster machine and dies. Compact shelving will be installed on the left side of the room to house the K-12 textbook collection. There’s a separate group study room with 4 tables and 16 chairs. The final run through of the building is scheduled for October and we hope the begin packing up the ERC collection in November. The collection will be boxed and moved in December. The new building will open in January.

-Residual of the Warren County Law Grant - Brian and Rosemary have reviewed plans for spending the balance of the law grant account which has been inactive since 2002. Top priorities include acquisition of the printed 1910 Census from Norman Ross and acquisition of the American Founding Era Collection (digital) from the University of Virginia Press. The collection includes the papers of: James Madison, Thomas Jefferson, John Adams, George Washington, the letters of Dolly Madison, and Documents related to the Ratification of the Constitution.

-Visits with Copier Vendors - Brian and Eric met with representatives from IKON and Office Ware to review proposals for the WKU Libraries copier contract. The current contract with Lang expires on August 7.

-Java City Remodel - The remodeling of the Java City café continues and is on schedule to be completed in mid-August.

-Lighting Upgrade - Stones River Electric is currently replacing all lights in the Helm-Cravens complex with energy efficient bulbs and motion sensors which turn off lights automatically in some areas if there has been no motion in 20 minutes.

-Weekend Reference Librarian - Bryan and Brian have been reviewing candidates.

DLSC: The Horse in Kentucky exhibit is moving along. The Preview exhibit is underway and will be opening in the fall when we can coordinate schedules. The promotional video, including First Lady Beshear and other celebrity interviews, is well under way and a rough copy will be previewed on August 10. The video will be shown at World Equestrian Games at the KEEP booth and possibly BGACVB booth, on the HIK web page, in the Preview Exhibit and will be used by Development to raise funds for the actual HIK exhibit.

-Three DLSC faculty members were included on the Kentucky Humanities Speakers Bureau - Sue Lynn McDaniel, Nancy Baird, and Sandy Staebell.

-The wonderful Civil War Diary we hold by Josie Underwood, which Nancy Baird edited and published last year, stimulated a descendant to look through an old trunk and pull out Josie’s second volume - an amazing find. It has just been donated to the manuscripts unit.

-The copy of the portrait of Captain VanMeter is back from the framer and will be hung in VanMeter Hall.

-Nine applications have been received for the Kentucky Librarian position and will be reviewed. 41 applications have been received for the afternoon lobby clerk position.

-E300 is now empty of collections and is ready for renovations to begin, leading to the eventual installation of the Quilt Gallery.

DLTS: Nelda Sims represented DLTS in Connie’s absence. Ledgers and allocations are starting to be set up for the 2010/2011 fiscal year so that orders can resume after Jack establishes allocations based on the Banner Finance lines.
- Nelda has been working on the new Voyager public interface with an upgrade expected in August.
- Jack Montgomery has had a mini-session proposal approved for KLA this fall on dynamic followership.
- Roxanne has been asked by Education faculty to separate our children’s and young adult fiction titles in the ERC collection. Nelda will create a new location code for ED CENTER YA (or YOUNG ADULT) and the designation to be assigned to any orders coming through also.
- Reminder: The newly constituted Electronic and Continuing Resources Committee (ECRC) will have a new form and some new committee appointments in the fall. Haiwang will put up the new information and take down obsolete policies and links now. Amy Slowik is still chair of this committee.

Technology – David along with Brian Coutts & Eric Fisher attended two vendor sessions presenting options for replacing existing departmental copiers with new multi-function equipment; met w/IT Mac support tech regarding updating the Operating System of our iMac computers; along w/Connie Foster, met w/IT Department regarding annual faculty pool computer replacement; usual maintenance of scanning computers for viruses and other malicious infections throughout the Libraries.

DLPS: dealt w/KIC scanner problems in VPAL, replaced 3 VPAL circulation desk computers; re-imaged computer for new Business Librarian to use until IT installs his new computer; working on resolving printing problems in the Ariel and OCLC ILLiad systems in the ILL office; began investigating possible hardware or Operating System problems on one faculty computer

DLTS: resolved a reporting problem in Crystal Reports for Paula; researched replacement options for barcode printer.

DLSC: installed new network laser printer that employees will access for duplex printing needs, it will also be available to the public access computers and one of the microfiche/film readers.

Systems support: Josh worked w/Nelda to complete the Fiscal Year End reports; continued work on the Cataloging Project – Item Status updates; began work on a project for Connie compiling electronic thesis/dissertations.

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

For the Council,

Jan Renusch