Present: Dean Michael Binder, Connie Foster, Brian Coutts, Haiwang Yuan, Amy Hardin, Tracy Harkins, Jennifer Wilson and Jan Renusch

Minutes: The November 15, 2010, minutes were approved as corrected.

Web & Emerging Technologies: LibGuides - The agreement/contract signed by the Dean, the customization form, and WKU’s tax exempt form have been faxed to LibGuides. The invoice has also been paid. With the completion of the paperwork, we have subscribed to LibGuides. The customized domain is libguides.wku.edu.

-Per Jennifer’s request, Haiwang has asked Hitcents to provide us the ability to enter a different code for each of the four levels of Libraries and Museum membership. Hitcents is working on the request. Haiwang has printed the prototype sub-pages and given them to Timothy for him and the staff related to the project in the KY Museum to review them. Haiwang will relay their feedback and get the project going.

-Tracy, the Dean, Haiwang, Jennifer, and Kristie met Chris at Hitcents last Monday morning trying to improve the draft of the redesign of the SOKY Book website. Chris has sent a revised version, but we think there’s still room for betterment. Therefore, a second meeting is scheduled for Tuesday so that Tracy and Haiwang can talk directly to the programmer/icon designer about the improvements.

Development: Amy is continuing to work on Soky Book Fest sponsors. As of now we have Bowling Green CVB, Southern Foods and a verbal commitment from Fruit of the Loom. Amy has a call into Brown-Forman to sponsor the bourbon tasting at the Meet the Authors reception.

-Amy is going to a conference in December where she will do more research pertaining to library benefits for alumni (per task force). She will report back to Amy Slowik when she returns.

Community Outreach: Tracy said that Fall into Books was very successful and she appreciated everyone’s help. However she reiterated that these events will not be able to continue in the future without sponsors. The events require money for marketing, books for students, and author travel and if the events don’t have sponsors than the money used comes from the general Book Fest fund. She did an interview this morning with WKYU-FM regarding the news about the Book Fest headliners. She remains concerned about the new design for the Book Fest website and will be meeting with Hitcents again tomorrow morning to review the home page work to date.

Marketing: Jennifer is working to get two separate promotional pieces to the printer before Thanksgiving break: US Bank brochure and Collections & Connections newsletter. She thanked Connie, Brian, Timothy and all others for proofing and providing feedback. Both are projected to be mailed shortly after this week’s holiday. She mentioned the food drive went very well with more than 600 food items collected to donate to a local charity. Jennifer has spoken with Paula Bowles and both believe the increased number of weeks helped with having more food. She also mentioned that the Horse in Kentucky booklet had recently received an honorable mention from the Kentucky Tourism Council. Jennifer was sent a certificate from the KTC in the mail.
Dean’s Report: Mike sent an email soliciting nominations for the Margie Helm awards. The deadline for submission is Friday, December 3 at noon.
-Mike has completed the faculty evaluations. All have been signed and are ready for delivery to Academic Affairs.
-Brian distributed draft copies of the library hours for the winter term and spring session. Mike approved the hours. (see attached)

Department Reports:
DLSC: Jan reported in Timothy’s absence that the new Kentucky Librarian, Allison Andrews, starts on Dec. 1. They are planning to introduce her to everyone at the Christmas Party. If the Dean would like her to come to a CLDH meeting to be introduced, that can certainly be done also.
-DLSC is working on the arrangements for Christmas in Kentucky.
-Timothy is participating in a conference call this morning regarding the China Exploratorium which is vital to understanding the hows and whys of the TV screens that will go into the exhibit space so Natasha, and Timothy will understand how to design and build the spaces necessary to install them.

DLTS: The Library Technology Team worked on the following:
Provided tech support for Far Away Places presentation @ Barnes & Noble Dean’s Suite: diagnosed power supply failure problem on one office computer - power supply was replaced by IT department; ran software updates on iMac in the Marketing office.
DLTS: replaced hard drives on 2 student assistant computers in Bib Access and Acquisitions units and reinstalled all software; still working w/OCLC Tech support on OCLC Connexion problem on 1 staff computer; began trouble shooting OCLC Connexion problems on two other Bib Access computers.
DLPS: re-installed two Zebra label printers on replacement computers for two staff in Gov Docs; replaced 4 additional staff computers in main Circulation area; re-installed all software on new Faculty Pool computer for Carol (Sean’s has also been done - waiting to hear when Kath’s will be installed in Glasgow); resolved AD login problems for staff member.
DLSC: re-installed software on 4 new Faculty Pool computers - Sandy, Donna, Sue lyn and Jonathan; began working thru the purchase plan for replacement of DLSC staff/service desk/ and student assistant computers.
David is working with Timothy to firm up the PC needs in the building so a proposal can be drafted soon.

DLPS: Leisure Magazines Committee - The committee held its biannual meeting on Tuesday, November 16 in Helm 201. Current subscriptions were reviewed. Family Handyman, Kentucky Explorer, Looking Back, Reason, and Scots Magazine were targeted for cancellation. Logan was recommended for addition now that it is publishing again. Emphasis this year was on international magazines. New titles recommended for addition included: Monocle, Timothy McSweeney’s Quarterly Concerns, World Pulse, Earth Island Journal, Attitude, Fortrean Times, Real Simple, Empire, Q Magazine, Cheese Connoisseur, Scotland Magazine, Gentlewoman, and Fantastic Man. The committee recommended that Verge be moved to the permanent collection. Ten titles have lapsed since our last meeting.
-Far Away Places: Medellin, Colombia - John Dizgun from KIIS and Holli Drummond from Sociology spoke to a large crowd at Barnes & Noble on Thursday, November 18. John described the history of Colombia and the rise of the cocaine cartels in Medellin in the 1980s. Holli discussed their recent survey of adolescents in three schools in a poor neighborhood formerly characterized by urban violence. Their findings were contrasted with a disadvantaged neighborhood in Mobile, Alabama.
- Benjamin Franklin Awards: 2011 - Brian has been appointed as an editorial judge for category 42-Travel in this year’s Independent Book Publishing Awards.

- Building Update (see attached report from Eric Fisher)

**Adjournment:** There being no further business before the Council the meeting was adjourned at 12:05 pm.

For the Council,

Jan Renusch
Blasting will start today @10:30 for the New Music Building. A warning signal will sound before the blast and areas will be blocked by PDC and contractors.

Helm Lighting Project
The lighting project includes removing old light fixtures, bulbs and ballasts except where some fixtures had been replaced previously from the original fixtures. They have completed the basement and 1st floors of Helm and are currently working on the second floor. They are about 1/3 done with it at the present time.

Helm Window Project
The window project will include replacing all of the windows in Helm. The windows will be able to open, but each window will have a lock. The large windows are expected to be replaced and the contractor is investigating whether they can be made to open. The install date is not set at the present time, but it will be about 4 weeks from the window order date which at this point appears to be sometime after finals week.

Helm and Cravens HVAC Projects
The Helm and Cravens HVAC projects both include installing new wireless thermostats that will be controlled via Facilities and replacing many of the nonfunctional actuator box that control the air flow. These projects are ongoing in Cravens at the current time and work will start in Helm over the Christmas break and January term. In addition, a crew will be cleaning all of the duct work in both buildings. The scheduling for this work has not been set yet. Cravens will also be getting a new chiller installed sometime between now and the spring.

Confucius Institute
The Confucius center area work has begun. The removal of the ceiling tiles and lights has been completed and removal of the carpet tiles and refinishing of the floor will occur over the Christmas break and the whole area will need
to be closed off then. At the current time electricians are rewiring for the new lighting and exhibit areas that are needed, a new drop ceiling grid for black tiles is being added, reconstruction around the pillars is being added and painting will be done as permitted.

- **Asbestos removal in Helm Sub-basement**
  Asbestos is being removed from the locked electrical room in the sub-basement that may have been left from the 60’s remodel. They are expected to be finishing this Friday.

- **Cravens Bridge work**
  The majority of the work on the bridge that leads into Cravens fourth floor is about completed with the exception of some painting on the underside where repairs were made. The repairs were to seal the bridge to keep water from damaging the steel reinforcement in the concrete and stop piece from possibly falling off.

- **Utility line work**
  It appears the utility line work that traveled down Normal Street has about passed the Cravens building a depending on weather the back drive will hopefully be repaved for use within the next week or two. Once all the lines are run through the new piping that was installed Helm and Cravens will be added to the new power grid, which should avoid future problems with “squirrels at the Dogwood Power Substation”. The power outage should be a minimal time frame and may be done afterhours.

- **Helm Leak**
  A main water line outside of Helm in-between IEB has a leak that entered the basement storage room is trying to be repaired at the current time a backhoe was brought in to dig up the line around the area where the water line enters the building to find the leak outside. Once the leak is located the water to the building will have to be cut off until the line can be repaired. I assume it may be at the least a couple of hours depending on how bad the line is damaged. I will lock the restrooms at that time and place signs referring patrons to Cravens.