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

Minutes: It was noted that the DLPS Report was not included in the minutes. The December 6, 2010, minutes were approved as corrected.

Announcements: Mike announced the approval and funding of the Classroom Improvement and Teaching and Research grants in the amounts of $37,741 for TRE and $53,447 for CIP. Also announced was the 2011/12 budget cuts process.

Web & Emerging Technologies: Haiwang is glad to be back from a three-week study abroad trip to China. He led 11 WKU Honors College Flagship Chinese Pilot Program students to 9 Chinese cities traveling from one to another on bullet trains. He gave lectures while showing the students around, exposing them to historical and monumental sights of China and assisting them in interacting with the Chinese. Haiwang thanked Tracy, Mike, and Kristie, who had worked with Hitcents to get the SOKY Book Fest website launched after a smooth transition from Access Kentucky.
- Haiwang will meet related faculty and staff in the Kentucky Museum to get their feedback on the museum’s web redesign and relay the feedback to Hitcents to get the project moving. He will also contact Epsilon to get the iPhone and iPad apps finished for the Collections & Connections newsletter. Haiwang thanked John Gottfried for leading the LibGuides project and will get the migration of the research guides to LibGuides started.
- As the university’s website is adopting a CMS platform, Haiwang is planning for the Libraries’ website to follow. It may be a big task initially, but in the long run, a CMS website may be easier for all faculty and staff to do their updates without worrying about any software and HTML coding.

Development: Amy is continuing to work on SOKY Book Fest sponsors. She recently signed Smucker’s as a new sponsor (presenting sponsor of Judith Viorst) and renewed Jim Johnson as a sponsor. She still has 2 or 3 previous sponsors whom she is waiting to hear from for this year’s event. A meeting has been scheduled with Dollar General on 2/8/2011 at 9 a.m. to discuss their sponsorship. Tracy Harkins will be attending this meeting.
- Amy has met with Timothy regarding the courtyard renovation project at the Kentucky Museum. She is waiting for sketches/artist renderings to present to potential donors.
- Amy is working with Brett Riley in the Annual Giving office on US Bank Art Show award donors.
- Information was sent in early January to a prospective donor for an estate gift regarding library technology.

Community Outreach: Tracy announced that the Macy’s Used Book Sale load in will be January 31 and February 1. Any staff members that would like to help with the load in and sale are encouraged to contact her. Tracy also said that the updated SOKY Book Fest website is now up and running. Comments have been flowing in and changes are still being made while it is in this beta testing
phase. She thanked Haiwang and the Dean for all of their technical and financial support. A press release about the new website and the Nicholas Sparks breakfast went out this morning and is already on the WKU home page and twitter. Only 50 tickets for the breakfast are being sold at $100 each and include breakfast and a signed copy of one of Mr. Sparks’ books. The fundraiser will allow 50 area middle and high school students to attend the breakfast for free. Book Fest posters and bookmarks are also being printed and will be done by the end of the week. “Meet the Authors” solicitation letters are being sent out this week as well to former and potential supporters. Latest headline authors for Book Fest include Jean Auel who wrote “Clan of the Cave Bear” and will release her final installment of the series in March. Brian Coutts mentioned she was a big hit at ALA.

Marketing: Jennifer reminded all that are to attend that there is a Museum Advisory Council meeting tonight at the Kentucky Museum at 5:30 pm. She is working on US Bank sponsors and promotional materials. The previous sponsor letters went out in December and Bret Riley from the Alumni Office is assisting Amy Hardin in her absence with following up with these individuals. Several have said they will sponsor again and Jennifer said how she has appreciated the alumni office assisting. The Artists reception and Preview Party are on the same night this year. Since the Quilt Gallery will be open without quilts, artwork for the show will be in both upstairs room and on the walls in the Kentucky Room.

- She reported on the online tutorial on the research cycle. The script has been edited down to its final stage and Extended Learning headed by Elizabeth Romero will be working on the visuals to go with the audio. The committee worked hard to get the audio under five minutes to keep students’ attention. They think it’s easy to understand for those wanting a quick initial reference to the research cycle and can be used by all faculty. A question was asked regarding when council members will get to see a draft. Jennifer thought it was an excellent question and said she would bring it up to the committee. Committee members include John Gottfried, Roxanne Spencer, Amanda Hardin, Jennifer Wilson, and Elizabeth Romero from DELO.

- Promo materials that need to be tended to soon are the ERC brochure and the Kentucky Museum brochure.

- The Marketing Tourism grant is at the halfway point so Jennifer needs to assess what receipts she can turn in for the Museum attraction.

- The lecture series postcard has been mailed and Jennifer asked for brief info on the February speakers so she can get out a press release for February.

Dean’s Report: Mike congratulated Brian and Connie on the response to their TRE and CIP proposals.

- Staff evaluations are due February 11.

Department Reports:

DLPS: DLPS has received $44,447 to fund the acquisition of replacement shelving (two 6 section ranges, one 9 section range, and two 8 section ranges) plus 63 laminate panels. The new shelving and panels will be installed on the fifth floor of the Cravens Library by Central Business of Louisville. DLPS has also received $9,000 to purchase three SmartView Synergy
Video Magnifiers to be installed on Helm second floor, the new ERC, and the Kentucky Library.

-New ERC Opens for Business - After packing and unpacking almost 2,000 boxes of library materials ERC staff and volunteers have almost everything back on the shelves in their location on the first floor of Gary Ransdell Hall which houses the College of Education and Behavioral Sciences. The attractive new facility includes new furnishings and new technology along with spacious areas for leisure reading.

-Holiday Party at Mariah’s - Amy Slowik and her committee arranged a wonderful Holiday celebration on Thursday, December 16 complete with decorations, games and door prizes. The Dean presented the annual Margie Helm faculty, staff and team awards. Department Heads presented respective student awards and a special award to the Dean in recognition of his 25 years at the helm of WKU Libraries.

-Spring Series - Daniel Peach completed work on the new postcard to promote the Spring 2011 Far Away Places and Kentucky Live series. These were mailed out last week.

-DLSC: The Dorothy Grider Exhibit has been installed in the new ERC.

-The Chinese Learning Center is well underway. Timothy met with the Confucius Institute Committee on January 16 to discuss progress. Timothy will be gone February 1 & 2 on a shopping trip for the Chinese Learning Center.

-Space is ready for the US Bank Art Show including the new E-300 Richardson Gallery.

-The Garden Café is well underway and work on installing electric and plumbing is being completed.

-VSA Art Show opened with a reception on January 16 with about 80 people in attendance.

-DLTS: DLTS received $37,741 in TRE funding for the PRIMO search and discovery (one box) interface for TOPCAT and other databases. More details later. This is great news for several reasons: it is one of DLTS rare avenues to get Teaching/Research Equipment funds and users will be able to enter a search term and the system will pull results from our databases and article finders like TOPCAT, TDNet, KenCat, TopSCHOLAR®, ScienceDirect, etc.

-Connie is working with bepress to have minor modifications to the TopSCHOLAR® site until the University unveils the new design and other changes might need to be made. The primary change is to move up the statistics to “above the fold,” so that they are viewable without scrolling down.

-Connie Foster and Deana Groves attended the American Library Association Midwinter Meetings in San Diego in early January.


-Technology Report: The Library Technology Team worked on the following:

-DLTS: reinstalled all software on computer in Serials unit after WKU IT Support Services replaced hard drive; fixed audio problem on one faculty computer in Bib Access unit; ran multiple scans to disinfect faculty computer in Bib Access unit; working on problem with two Zebra label printers in Serials Unit; working on problem with networked laser printer in Serials Unit;

-DLPS: fixed problem with public computer in Reference sending multiple print requests to printer; Re-imaged one public access computer in Reference to resolve login issue; corresponded with OCLC ILLiad tech support to schedule migration to newer version of ILLiad software client when spring Term starts in January; moved computers, printers, barcode scanners and other equipment from old ERC in TPH to new ERC location in GRH; moved old public access
computers to Helm for decommissioning and surplus; installed new computers in ERC for staff and for use at new Circulation Desk; reinstalled all software on faculty computer in new ERC location after WKU IT Support Services replaced hard drive; set up networked laser printer in new ERC in GRH after creation of new static IP addresses by WKU IT Services Support; prepared 6 new computers for use by patrons in new ERC location but waiting for additional network installation due to computer carrel reconfiguration and hard wired electrical connection to the computer carrels to be installed by contractor (should be finished Monday 1/24/2011) and arrival of additional end panel for one stand alone computer carrel; trouble shooting failure of USB ports on one staff computer monitor in Cravens 4th floor Circulation area; investigated problems one faculty member was having with remote access to OVID Journal (AJN); working on problem with Zebra label printer at ERC, resolved problem with networked printer in ILL/Document Delivery office.

DLSC: installed all software on new faculty member FP computer and worked on price quotes for computer replacements.

Systems: Josh ran Crystal reports, KULS updates, updated Voyager monthly Circulation reports, worked on Bib Access online access form, updated Library AD credential lists.

Budget Reduction Recommendations for FY 2011/12: Mike distributed and discussed the spreadsheet that is to be used for each department’s recommendations. The deadline for submission to Mike is Thursday, 4:00 pm.

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

For the Council,

Jan Renusch