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

Minutes: The March 28, 2011, minutes were approved pending additional information from Tracy Harkins, Community Outreach.

Announcements: Mike said this was his last meeting presiding over the Council. He is stepping down as Dean but not retiring. He will be serving as special assistant to the Provost through June and then returning to the Libraries as a faculty member. Mike also announced that the Task Force on Structure has been cancelled.

Web & Emerging Technologies: All the research guides have been migrated to LibGuides, thanks to Prashanth, John, Amy and all the faculty involved. - Haiwang, along with Jennifer and Timothy, have been working with Chris at hitcents to get the KY Museum web site redesign completed as soon as possible. So far, there are only a few phone conferences with him to go.

Development: Amy officially returned to work on April 4th after a 9 week maternity leave. She is already working on the Horse in KY exhibit and setting up a meeting with Alltech. Amy is also working with Timothy regarding a possible donation of WWII memorabilia. She will be attending and volunteering at the SOKY Book Fest. Amy complimented everyone involved with the US Bank Art Show on a job well done. Amy will contact CHF and the WKU Foundation and send updates on all accounts to all parties involved. Amy let the members present know that while all gifts in kind will be noted in the WKU database, they cannot provide an actual amount for tax purposes. It is up to the donor to speak with his/her tax professional.

Community Outreach: Tracy discussed the final plans for Book Fest this coming weekend and thanked everyone at WKU Libraries for their help. She said that anyone at the table was welcome to attend the Meet the Authors reception Friday evening at Carroll Knicely Center from 5 to 7:30 pm for their efforts and to just let her know if they would be coming. They have hired a videographer to cover the Nicholas Sparks talk and broadcast it into an adjoining room for potential overflow crowds. On Friday the KY Writers Conference and Children’s Day will be going on simultaneously so there may be some confusion. There are also now two entrances to Carroll Knicely because of the addition so there may be some confusion there as well but the staff is doing their best to adapt by making maps and schedules available, etc.

Marketing: Jennifer distributed draft copies of the TopSCHOLAR and Educational Resources Center brochures. Jennifer has been working closely with Connie on the TopSCHOLAR brochure and it’s almost ready to print. The goal is to have the ERC brochures ready for the grand opening of Ransdell Hall on April 29. Comments are always welcomed and appreciated. She passed around the ad for the Parent Guide and asked if this is what the council would like to see again in the Parent Guide. The Parent Guide Company will be printing 15,000 copies sending one to each new incoming student’s household along with other circulation areas. The ad we purchase will also go online
for the course of the year. For $450, it is a reasonable offer. The council mentioned several positive comments regarding moving forward with this year’s ad. It was agreed that last year’s ad was very nice and could be easily updated with the latest web address at the bottom. Jennifer will be assisting with Book Fest and is working on the newsletter.

**Grants & Projects:** Bryan reported that the new faculty grant applications will be passed along this week to the research office. Bryan and Timothy are applying for a travelling exhibition from the American Library Association entitled "Lincoln: The Constitution and the Civil War."

**Department Reports:**

**DLPS:** National Library Week in Glasgow - DLPS will hold its April 13th meeting on the Glasgow campus preceded by lunch and followed by a reception at 3:00 pm in the Glasgow campus library.

- E-town Library - Brian, Eric, Doug and David made a site visit to the E-town Campus where they reviewed the space proposed for the new library/reference center. Eric has since forwarded our proposal to E-town Campus Director Ron Stephens. Two scenarios have been advanced. The first involves conversion of the former break room by removing some counters and cupboards. This would create space for a reference desk, carrels for computers, soft furniture and five units of shelving along one wall. A second more expensive option would involve expanding into an adjacent storage room.

- E-town Librarian Search - The search committee for the new part-time librarian met last week to review applications. The committee is being chaired by Kath Pennavaria.

- Kentucky Live! - Noted southern writer Jana McMahan from Columbia, South Carolina talked about writing “The Modern South: So Much to Consider” on Thursday, April 7th at Barnes & Noble. She discussed how the South as a distinct region has changed as regional barriers have been eliminated. She added that it was harder to write about the contemporary characters in her newest novel about homeless people than it had been in her first novel set in 1970s Western Kentucky.

- Far Away Places - James Siekmeier, historian from West Virginia University will be the final speaker in this year’s series at Barnes & Noble on Thursday, April 21st at 7:00 pm. Siekmeir is author of a new book on Bolivian history since the 1952 revolution published by Penn State University Press.

- Building Upgrades - Work is nearing completion on the window replacements for the Helm building. New glass doors between the café and the reference center have been installed as part of the renovations for the Chinese Learning Center.

**DLSC:** The US Bank Art Show sales total over $9,000. This year’s sales are the best ever. The Libraries share comes to over $1,000.

- Timothy will be helping Roxanne hang artwork in the ERC in preparation for the Grand Opening.

- The Snell Font is being transferred to the President’s Garden.

- Timothy met with Facilities personnel and architects regarding HVAC work. It is going to be more disruptive than previously expected due to the entire 1st floor ceiling being removed.

- Timothy has been asked to serve on a search committee for the Confucius Institute as they look for an Education and Community Outreach person.

**DLTS:** Nelda Sims currently serves on the Southeastern Library Association’s Constitution and Handbook Committee. Regarding systems, she is working with PRIMO on the Voyager profiling; she and Deana Groves are having a student in...
bib access check NetLibrary URLs for e-book records we are entitled to access.

-Susan Todd worked with Allison Andrews in bindery access; however, there are problems with Allison’s computer such that a complete training was not possible. David is trying to resolve and HF technology Adam Brouwer also is analyzing.

-Connie Foster uploaded content to the United Students for Fair Trade National Convergence conference site which will go live once bepress support reviews. Regarding shifts to Online from Print Project, the liaisons have been prompt and early in submitting their changes. This response will greatly expedite renewals and avoid a rushed process. After all titles have been renewed, we will be able to tell the impact and percentages of Online vs. Print.

-Suellyn Lathrop had a major breakthrough with the batch import of digitized theses with a test group of eleven.

-Anne Abate is planning a Next Generation Catalog Workshop June 9 & 10 to be held at the University of Louisville and open to anyone interested in library systems. More information is coming soon.

-Technology Report: Daniel Pawley and Eric Fisher are working on shelving arrangements for the technology room to free book trucks and improve space utilization. With HVAC work still going on and equipment shifted frequently, David and Daniel are planning for the near future. Provided tech setup for library open forum; provided tech support for KY Live! presentation @ Barnes & Noble; participated w/Brian, Eric, and Doug in site visit to WKU’s E’town campus in the KCTCS building to gather information on the physical setup of our Library room there - as we proceed we are waiting to hear back from KCTCS Facilities Management and others as to our requests for removing built-in cabinets, possibly capping off some plumbing and electrical fixtures, etc. WKU IT techs will be consulting and will give us quotes to send to WKU E'town for any additional network outlets and telephone line(s) that will be added in the room. Working w/WKU IT Support Services to gain access to and use of new procedures and methods for imaging new computers and reimaging problem computers w/Microsoft Windows XP/Windows 7 Operating Systems, Microsoft Active Directory networking configurations for WKU network, and software packages - we can no longer image computers until this new process is complete.

DTLS: resolved network outlet problems in Systems Coordinator office; diagnosing problems in Connexion client for Nancy in Bib Access unit; created export file for Mak’s use of OCLC Connexion Web client and updated browser; trouble shooting Adobe Reader problems on one computer in Serials unit

DLPS: installed new OCLC ILLiad client on computers in ILL and Document Delivery offices after OCLC migrated our data and software on their server; dealt w/network printer problems in Document Delivery office; prepped laptop for use w/barcode scanner for project moving various materials in the stacks to Wilson Storage.

DLSC: trouble shooting access problems one faculty member is having using Bindery vendors’ online java based web application.

Systems: Josh worked on AD updates for KYLM; met w/System Coordinator on Bindery Maintenance program and worked in Voyager Training Database testing functions; worked on Voyager reports; KULS updates, leisure Magazine report w/pricing for Brian Coutts.

Action Item: David Runner raised the question of what to do when the new PCs arrive for the Kentucky Building, given the shut downs.
Adjournment: There being no further business before the Council the meeting was adjourned at 11:40 am.

For the Council,

Jan Renusch