Present: Dean Connie Foster, Deana Groves, Brian Coutts, Nancy Richey, Amy Hardin, Haiwang Yuan, Bryan Carson, Jennifer Wilson, Tracy Harkins, Mike Binder and Jan Renusch

Minutes: The April 25, 2011, minutes were approved as submitted.

Dean’s Report: Connie announced that the IT Computer Lab will stay open the same hours as the Libraries for late night finals week.
- The OCLC Partnership agreement was signed and faxed on Friday.
- Connie attended the BOR meeting on Friday morning then a luncheon and the Grand Opening of the Gary A. Ransdell Hall and toured the facility.
- FOKAL borrowing privileges were discussed. It was suggested that a copy of a person’s driver’s license should be made for security purposes.

Web & Emerging Technologies: Haiwang announced the completion of the creation of the Kentucky Museum Store’s e-Commerce (Online Store) web site and the redesign of the Kentucky Museum web site. These projects have been outsourced to a local web development business hitcents.com. Haiwang thanked those involved in the projects, particularly Dr. Binder, Timothy, Jennifer, Connie and the Kentucky Museum and Store employees. Per the discussion with Corie Martin from WKU Public Affairs Office and John Bowers from the IT Division, the newly designed Kentucky Museum web site, temporarily hosted at hitcents under the domain name www.bgkymuseum.org, will be relocated back to WKU by the end of the summer. The Online Store, however, will still be hosted by hitcents using the domain name www.kymuseumstore.org for a protracted period of time. Haiwang will update the links and images on the home page to launch these two web sites, with the approval of Interim Dean Foster.
- Haiwang and his team are moving on to the next big project of migrating the WKU Libraries’ web site to the OUCampus CMS (Content Management System). As required by the University, the Libraries’ home page and department pages will have been migrated by July 1.

Development: Amy met with Connie, Jan, Paula Jarboe (WKU Foundation) and Alex Downing (College Heights Foundation) to discuss library accounts. We now have a better understanding of each account’s restrictions, parameters, available amount, etc. Connie, Jan, and Amy all have access to this information, so please come to us with concerns or questions. Also, department heads who have requested to receive this information as it becomes available (monthly or quarterly) have been added to the list.
Please have all development requests to Amy via email by Friday, May 6.
Also, please have all development brochure edits to Amy by June 1.

Community Outreach: Tracy said that she will be stepping down from her position as Community Outreach Manager with WKU Libraries to become Executive Administrator of the World Council for Gifted and Talented Children which recently relocated to WKU. Her last day will be May 31st. She and Kristie Lowry will be meeting with Connie this week to discuss possible transition options for the community outreach area. Tracy has been with Book Fest for four years and feels like she has been able to grow the Book Fest and Community Outreach events and is leaving it in a good place and in good hands. She said she is sad to be leaving her library colleagues but felt like it was an opportunity she couldn’t pass up.
Marketing: Jennifer talked about the need to encourage faculty and staff to get a professional photo taken with Clinton Lewis. There was some discussion from the group about safety issues being a concern with online photos and how it conflicts with our mission of public service. She also mentioned the need for all staff and faculty who work with the public to have name tags. WKU Libraries will have a late night ad in the Herald for students. ERC brochures are printed and have been distributed to Cravens Circulation and ERC locations. TopSCHOLAR brochure is slated to be completed sometime this week. Jennifer is working on the newsletter to have a proof by the end of the week. Other brochures in line are the Development piece, Kentucky Museum and Membership.

Jennifer reminded everyone of the reception for Mike on Monday, May 9th at 2:00 pm.

Grants & Projects: Bryan will be filing the application today for the travelling exhibition “Lincoln and the Constitution.” If granted, this exhibition will be housed at the Kentucky Library & Museum.

Department Reports:
DLSC: It was a very labor intensive project but Suellyn Lathrop recently finished adding 759 WKU theses to TopSCHOLAR and is looking at the costs of digitizing the older theses that are on microfilm.

-Suellyn Lathrop, Sue Lynn McDaniel and Nancy Richey presented at a MAC (Midwest Archives Conference) in Minneapolis, MN, April 30th. Their topic was about how best to transfer institutional memory, as well as the value of Special Collections to libraries. At a time when “information” is everywhere, it is these types of primary materials that will help ensure the future of library collections.

-Nancy Richey is presenting at the National Genealogical Conference in Charleston, SC. Her topic is African American ancestry research. Also she is collaborating with a retired newspaper editor from Butler County for a new title in the Images of America Series about Butler County History.

-Jonathan Jeffrey recently received a copy of the new book, Beyond the Cabbage Patch: The Literary World of Alice Hagan Rice. This is the first and only book-length biography of Alice Hegan Rice. Her bestselling novel Mrs. Wiggs of the Cabbage Patch has never gone out of print since its publication in 1901. The author Mary Boewe used some manuscript resources from the Kentucky Library to recount the literary career of Alice and her poet husband Cale in the context of her fellow talented Louisville writers and the literary world at large in the first two decades of the 20th century.

DLPS: 2011 Faculty Award for Research - Rosemary Meszaros received the 2010 college award for Research at a dinner at the Knicely Center on Tuesday, April 26.

-Dedication of Gary A. Ransdell Hall/Tours of ERC - Following the dedication of Gary A. Ransdell Hall on Friday, April 29, 2011, ERC staff offered tours of the new Educational Resources Center. Recent artworks were hung prior to the opening by Timothy Mullin and DLSC staff for which we are most appreciative. Two of the artists toured the facility on Friday and were excited to see their art.

-Extended Study Hours The Helm-Cravens Library will offer extended study hours until 2:00 a.m. from Sunday night May 9th until Thursday night May 12th. Staffing will be provided by UL volunteers and student assistants with financial support from the SGA. This year for the first time the Student Technology Center will also be open the same hours as the libraries. Java City will provide coffee and cookies. Dan Forrest is coordinating the arrangements.
Flooding on Cravens Ground Floor - Extensive flooding of the recently renovated ground floor of the Cravens building forced evacuation of the Center for Leadership Studies. The water began rising on Thursday morning, April 28 following heavy rains in the area.

DLTS: BA received the first delivery of materials for the Chinese Learning Center: 28 DVD titles, 2 monographs, 1 serial title, 3 issues, multiple copies. BA expects a follow-up shipment of approximately 200 titles on May 3rd and the last shipment of approximately 600 titles before May 20th. According to Natasha Smith, shelving is due to arrive May 12th.

University Libraries and University Experience Student Award reception was successful. 25 people attended. The committee is considering ways to possibly expand to include the subject specific classes for the fall.

Tammera Race had a chapter proposal accepted for inclusion in the section about “User Behavior and Expectations” section in Planning and Implementing Resource Discovery Tools in Academic Libraries, to be published in early 2012 by IGI Global.

David Runner and Deana Groves will be attending the ELUNA conference May 10-14th in Milwaukee.

Technology Highlights:
- Dean’s office: finished copying first round of data files to computer from DLTS computer, tech support for Interim Dean’s meeting w/Library Faculty
- DLTS: changed font on all label printers to (Trebuchet MS 12 pt – no bold), resolved home email issues for faculty member; working on finding and assembling shelving in Tech team office
- DLPS: changed font on all label printers to (Trebuchet MS 12 pt – no bold); re-imaged one public access computer in Electronic Reference to deal w/ Windows Operating OS failure; worked w/IT staff to resolve font issue on Finale music software on the two iMacs in VPAL listening rooms; resolved issue w/Windows OS updates on one computer at Reference Desk; began prepping replacement computer for Helm 201 to resolve Windows Operating System and hard drive problems; Resolved Major Virus infection issues on 2 staff computers;
- Systems: Josh worked on Departmental stats. Reports

Adjournment: There being no further business before the Council, the meeting was adjourned at 11:30 am.

For the Council,

Jan Renusch