Present: Dean Connie Foster, Deana Groves, Brian Coutts, Suellyn Lathrop represented Timothy Mullin, Jennifer Wilson, Eric Fisher, Bryan Carson, Kristie Lowry and Jan Renusch

Minutes: The August 19, 2013, minutes were approved as submitted on a motion by Deana Groves and a second by Brian Coutts.

Dean’s Report/Announcements: Connie displayed chair covering and table top samples for the 8th and 9th floor group study room renovations.
- Connie distributed and reviewed an email from Lindsey Gilmore regarding 3 questions to be incorporated into Map-Works at WKU. It was suggested that the questions could possibly come from the Library Survey.
- Connie discussed the placement on the Library website for “What Makes a Great Organization.” It was suggested that it be placed on the Vision/Mission page.
- Connie asked the Council if there is a need for a library staff council. Department Heads will discuss further with their staff. Few staff had responded after Friday’s meeting.
- At the Staff meeting on Friday, Connie said she wanted to begin again an orientation for the library student workers. Doug Wiles, Paula Owens, and others as needed would be the primary facilitators. The date is September 11. Class schedules will be checked and a suitable time will be chosen to accommodate as many students as possible.
- Connie will appoint a Task Force to study the WKU Libraries Website. John Gottfried as chair; members are Katie King, Terry Perkins, Daniel Pawley, Suellyn Lathrop, Laura DeLancey, and Rebecca Nimmo. Haiwang Yuan will be a voting ex-officio member and can join the group in the spring. A preliminary report is due on December 6 with a final report due March 3, 2014.
- Brian Coutts and Bryan Carson will be exploring possible ways to assist the University College with research services at South Campus.
- Connie reminded everyone that if they chair a search committee to contact HR to remove the post once the position is filled.
- There will be no LLC meeting next week. The University will be closed for the Labor Day holiday.

Grants/Assessments: Bryan reported that the Library Survey Committee will meet this week to analyze the results of the survey.
- Bryan continues to research grant funding in various areas with a concentration on support for literary events.

Library Systems Office: Eric gave highlights from the Library Systems Office:
- 20 requests/tasks were completed.
- Updates to the Sokybookfest.org site are still ongoing as needed.
- A trouble ticket to the HIVE (HiSoftware Compliance Sheriff software) helpdesk has been placed to help resolve scanning issues related to Blackboard pages.
- VPAL is now an OPEN LAB for students when the classroom is not scheduled for library instruction and teaching sessions. An online scheduling system is now being used for viewing when the room is scheduled.
- The online scheduling site can be found at: webapps.wku.edu/library/scheduling. It will be used to schedule all of the
classrooms. You must log in to view the reserved rooms. After logging in, library faculty and staff will be able to reserve the room desired by themselves with the exception of Cravens 100, 111 and Helm 100 which will be scheduled through Jan Renusch, but viewable by others. An email will be sent out on how to sign in and schedule rooms.

**Literary Outreach:** Kristie reported that the Kentucky Literary Award committee met last week and they are narrowing their selection for the award. -Kristie is working on various small grants for a variety of her projects. -There are currently 55 authors confirmed for Book Fest, with more being added daily. -Seven authors have confirmed for the Kentucky Writers Conference. Kristie has invited Erika Solberg, wife of the current English Department Head to be on the KWC committee. She’s a creative writing instructor. -Several YA authors who will be coming to Book Fest have indicated an interest in visiting area high schools the day before Book Fest.

**Marketing:** Jennifer discussed the MASTER Plan student fair she participated in. She felt that even though most of the booths were for student organizations and clubs, it was still worthwhile for the Libraries to be represented. She also mentioned it would be a great place for promoting the new book club. Several students who were legitimately interested in the library asked questions and wanted to know how to get to the library. Susan is working on an email list of students who signed up for the door prizes. -The press release for the September speaker series is ready to go out once approved by Dr. Coutts. Posters were made for both series. -The film series is waiting on Well U approval and will be online as soon as it is approved. All the digital signage and sliders are ready to go up. -Jennifer met with Timothy and Nancy Richey to complete the flyer for the Scrapbook and Photo Preservation Workshops. While most of the promotion will be online through niche groups, there is a need for some professionally printed copies. It was mentioned to have them for KLA meeting in September. Once the materials are complete, Jennifer will send to Bryan and Suellyn along with others in Special Collections for circulation. -Jennifer is working on the Kentucky Museum newsletter. -Topper Transit signs were a topic of discussion, and Jennifer will explore this marketing option. The cost is very minimal and is a direct audience.

**Department Reports:**

**DLTS:** Deana reported that Laura Bohuski is the new library representative for the United Way campaign. -DLTS is transitioning to using the US Postal Service to send books to the Owensboro and Elizabethtown regional libraries. Serials will be mailed directly to these institutions and will be checked in at their sites. The Glasgow Library will continue to utilize a courier for their materials. -Crystal Bowling updated the library Twitter account to include twitter lists.

**DLPS:** Brian reported that Audrey Robinson-Nkongola is the new Glasgow Campus Librarian replacing Kath Pennavaria who became the new Coordinator of the Visual and Performing Arts Library (VPAL) on July 1. The anticipated start date is September 15. Audrey is presently Library Assistant Manager of the Ivy Tech Community College in East Chicago, Indiana. Her MS in LS is from Drexel and she has an MA in English from Indiana State University. -Connie and Brian had lunch with Keiko Fujii, Project Manager for Cultural & International Exchanges, for the City of Kawanishi, Hyogo, Japan on Friday,
August 23. Ms. Fujii accompanied Japanese students who are spending two weeks in Bowling Green attending classes and staying with host families. Brian took her on a tour of the new Alumni Building. WKU Libraries annually exchanges library materials with the City of Kawanishi.

-Fall Series Postcard/Posters will be mailed out this week to some 500 supporters. The Kentucky Live series opens on September 12 at Barnes & Noble. Mike Veach will talk about his new book *Kentucky Bourbon Whiskey: An American Heritage* at 7pm with a book signing to follow. Veach is Associate Curator of Special Collections at the Filson Historical Society in Louisville. The Far Away Places series opens on Thursday, September 19 at 7pm at Barnes & Noble with Michael Cairo, Political Science Professor from Transylvania in Lexington talking about his new book: *The Gulf: The Bush Presidencies and the Middle East.*

-University Libraries will observe Banned Books Week 2013 from September 22-28. For the third consecutive year the national sponsors will host the Banned Books Virtual Read-Out. Jack Montgomery will chair our local committee and work with Roxanne Spencer, Jennifer Wright, and Bryan Carson to develop a special display. Bryan will contact one of our vendors for free copies of the Constitution to distribute.

-Jack Montgomery discussed the 2013-14 Library Materials Budget at the DLPS Annual Retreat. The budget allocates $538,670 for books and other non-serials and $2,186,049 for subscriptions for a total budget of $2,724,919 including 6% inflation recommendations from FY 2012-13. New accounts were established for Physical Therapy, Arabic Studies, ASL and for a Patron-Driven Acquisition eBook Deposit Account.

For the Council,

Jan Renusch