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

Minutes: The November 4, 2013, minutes were approved as corrected on a motion by Deana Groves and a second by Brian Coutts.

Dean’s Report: Connie discussed the revised closing date for the holiday break.
- Connie met with Sylvia Gaiko, Beth Laves and Peggy Crowe regarding review and editing for SACS Learning Resources.
- Connie shared aspects of the LITA Conference she attended November 7-9: Makerspaces - Georgia Tech is moving all its books to a remote site and will be making use of the vacated space for Makerspaces; student use of tablets and mobile devices for library information; Library Box and Arduino were also featured.
- There was discussion on Pinterest hits and Instagram.
- Connie will be sending an email for Margie Helm faculty, staff, student assistant, and team award nominations. The deadline is 9:00am December 2.

Grants/Assessments: Bryan reported that the survey committee is digging deeper into the data from last spring. Bryan showed a draft of the questions dealing with Special Collections, the ERC, and the regional campuses. Bryan also distributed the criteria for the ALA Excellence in Library Programming Award, which is due December 1. The award will be for the Neil White program. Bryan will write the narrative (using Kristie's information from the grant applications), and will consult with Kristie and Jennifer before bringing the document to LLC. Bryan also noted that no one from the library was able to supply research for the Tacos & Topics forum on PTSD November 11 because it is the same day as the DLPS meeting in Owensboro. However, Bryan will work on providing a bibliography to be handed out.

Library Systems Office: Eric gave highlights from the LSO:
- 47 requests/tasks were completed.
- Past years statistics have been uploaded to the website.
- The Viewscan II has been having intermittent issues with the camera. A new fire wire card and cable are being shipped to replace the current card which will hopefully resolve the issue. It should arrive sometime this week.
- The graphics for the charging stations were sent to Kiwkboost and the units should be shipped by the 15th.
- A new webpage was created for the Evelyn Thurman award winners with book covers of the winners.

Marketing: Jennifer circulated the charging station design that should be ready this week.
- Jennifer asked the council what they felt a good leading story for the newsletter would be for the past six months. It was decided that the JFK project would be a good one for a lead.
- Jennifer continues to get information for the annual report and asked if the numbers were correct on the collections stats that are posted online. There was some concern for the accuracy of the numbers.
-Jennifer and Krystin are working on the library’s holiday card. They had a card version and a postcard. The council prefers a card with an envelope. - Regarding the rack cards, Timothy mentioned there are several changes on the Special Collections cards. Jennifer said the other regional library cards should be ready to print. Brian Coutts thought 200 was enough for each location.
- Bryan Carson said he thought the Library Guides were about gone so Jennifer will check further into the need.

**Department Reports:**

**Dean:** Connie discussed having a library on campus orientation for regional librarians. Brian is to arrange a day and time.
- Connie asked about the progress for Glasgow Library book withdrawals. Deana responded that DLTS was working on it.

**DLSC:** Timothy reported that there is a position search for a temporary part-time Manuscripts assistant to catalog the quilt collection. A search will begin soon for a full-time University Archives Assistant.
- The JFK Memory Project was successful with a turnout of about 80 people.

**DLTS:** Deana reported that Crystal Bowling will be featured in the spring 2014 issue of the WKU SPIRIT Magazine. They are focusing on WKU alumni who are successful authors.
- Crystal would like approval to begin producing once a month “Webisode Wednesday” which will include posting videos – 3 minutes or less – of library activities. They can focus on how to do things like check out a book, find something in reference, and then also have occasional profiles on library employees. We definitely want to keep them light and fun. An iPod touch can be used to film and edit the videos, post on YouTube and then pushed out to FB, Twitter, and the blog.
- The Sr. Catalog Assistant position has been advertised and review of applications will begin December 2nd.

**DLPS:** Brian reported that the department faculty will hold their November 13th meeting in the Board Room on the WKU-Owensboro campus on New Hartford Road from 1:30 to 3:30 pm.
- The DLPS Holiday Party Committee has made arrangements to hold the University Libraries holiday luncheon at 440 Main. The party begins at 11:30 am with lunch served at noon. Invitations have been sent.
- Mystery writer and WKU English professor David Bell will be the featured speaker on Thursday, November 14th at 7:00pm at Barnes & Noble. He’ll be talking about the art of writing “mystery” fiction with examples from his newest novel Never Come Back, published in October by Penguin. Just this week Bell won the Prix Polar International de Cognac, one of France’s most prestigious crime writing awards for his earlier novel Cemetery Girl. A book signing will follow.
- Anthony (Tony) Paganelli has accepted the offer to become the new part-time Elizabethtown-Ft. Knox Regional Librarian. Tony replaces Michelle Gibeault who resigned to accept a position at the University of Arkansas. Tony was most recently a Library Assistant in the VPAL and was formerly a Public Library Director in Alabama. He has an MLS and MM (Music Theory/Composition) from the University of Alabama and an MA in Music History from Western Carolina University. Joe Edwards replaces Tony as the part-time VPAL Assistant. He’s a 2013 WKU graduate and worked in Reference from 2010-13.
- Wes Berry spoke about Kentucky barbecue in an encore presentation of the Kentucky Live! series on Thursday, November 7. A reception sponsored by WKU-Glasgow followed.
Adjournment: The meeting was adjourned at 11:55am.

For the Council,

Jan Renusch