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

Minutes: The November 18, 2013, minutes were approved as submitted on a motion by Deana Groves and a second by Timothy Mullin.

Dean's Report: Connie shared an article in the November issue of Library Journal that mentions our Commons in Raymond Cravens Library.
- Connie reported the sad news that Connie Mills who was retired as faculty in Special Collections passed away last week.
- Connie discussed ERC hours of operation – open on Saturday versus Sunday.
- Challenged Materials form – should Library and Museum be separate forms? This is to be discussed at the December 9th LLC meeting.

Grants/Assessments: Bryan distributed draft copies of the ALA Excellence in Library Programming Award application narrative for review.
- The SACSCOC/QEP Open Forum will be held today at 11:30 and 12:45 in the GRH auditorium and at 3pm in Glasgow.
- The Office of Research is sponsoring an interdisciplinary approach to working with people who have PTSD. A discussion list has been established, and there is a call for collaborators. The address for the list is ptsd@lists.wku.edu. Bryan has created a research guide for PTSD which is available at http://libguides.wku.edu/ptsd.

Library Systems Office: Daniel Pawley, representing the LSO, gave highlights:
- 31 requests/tasks were completed.
- The Dean's Suite laptop has been imaged; Windows and other software updates were installed.
- The Flickr account has been renewed to keep the old unlimited plan.
- A requisition was placed to extend the warranties on the two Glasgow Optiplex 780 PCs for two more years until January 2016.
- The issues with the STimaging ViewScan II have been resolved and the old parts are being returned. We are waiting on a new OCR license to reactivate the software due to the change in hardware.
- Four of the new KwikBoost charging stations have been assembled and placed.
- The current locations are: Helm 2nd floor, Cravens 4th floor in the Commons, Glasgow Campus and one at the ERC. The last is for Owensboro.

Marketing: Jennifer followed up on the visits last week to the area by Silas House and Neela Vaswani. Silas had a great turn out at his public program with about 170 in the audience. The coordinator for authors at the Juvenile Detention Center said Silas' visit was terrific. Neela was well received at Moss Middle School, greeted by the student Library Advisory Council and welcomed by 100 students. Neela was impressed with the beautiful sign they created for her and the caliber of their questions. Both the Daily News and Warren County Public Schools had personnel taking pictures and covering the story.
- Jennifer is finishing the newsletter and working on the annual report. There will be finals week advertising in the last College Heights Herald and the tabloid the week of finals for late night library hours.
-For clarification, Jennifer asked about the Student Research Award and graduating student’s reception dates. Brian Coutts is checking with Amanda Hardin on the graduating students’ reception. Deana provided the other date in her report.

**Department Reports:**

**Dean’s Report:** Connie discussed the establishment of a Statistics Work Group. Connie will draft the charge and the members and email to the Department Heads for their review.

**DLTS:** Deana reported that the WKU Libraries & University Experience Undergraduate Research Award reception will be on Dec. 3rd at 4pm in Helm 100. After the presentations, there will be a TED talk by Temple Grandin playing. The talk was inspiration for one of the winners.

- Amanda Drost was awarded a $500 professional development grant from KLA Academic Section. She plans to attend the rare book school offered through University of Virginia.

**DLSC:** Timothy reported that Manuscripts supplied some images to the *Tennessee Literary Luminaries*, a book on Tennessee authors, which included Robert Penn Warren.

- Manuscripts also created a Repository Profile for Kentucky Digital Library.

**DLPS:** Brian reported that the ERC and WKU Libraries will offer three Makerspace workshops to explore lesson plans in STEM creativity on Thursday, December 5 from 5:00 to 8:00pm on the 2nd floor Atrium of Ransdell Hall. The ERC Makerspace blog at <ercmakerspace2013.blogspot.com> provides additional information.

- The WKU Libraries Holiday Party is scheduled for 440 Main Thursday, December 12 at 11:30 with lunch served at noon. Invitations have been sent and checks or cash can be given to Daniel Peach in the DLPS office. The cost is $17.00 which includes an entrée, dessert, drinks and gratuities. A variety of attractive door prizes will be given out and guests may bring a canned good for donation to the WKU food pantry.

- The Evelyn Thurman Young Readers Book Award was presented to Neela Vaswani and Silas House for their book *Same Sun Here* at a luncheon on Friday, November 22.

**Adjournment:** The meeting adjourned at 11:40am.

For the Council,

Jan Renusch