Present: Dean Michael Binder, Connie Foster, Timothy Mullin, Carrie Barnette, Earlene Chelf, Brian Coutts, Haiwang Yuan, Jayne Pelaski, and Jan Renusch

Minutes: The minutes of the April 11, 2005, meeting were approved as submitted.

Development: Carrie reported that $28,000 has been raised for the 2006 Book Fest to date.
- We have received a $30,000 + charitable gift annuity from Beulah Winchel for the KY Museum.
- Carrie is going to Utah in September for a library automation conference with the remaining of her travel being instate focusing on sponsorships for Book Fest, Duncan Hines and other library and museum sponsorship needs.

Community Outreach: Jayne gave the following report:
- Book Fest update - 72 authors confirmed. Jack Gantos will be headlining children’s day on Friday. Pat Conroy will be our special guest on Saturday.
- Brandon Poole from Franklin, Kentucky is the recipient of the Southern Kentucky Book Fest scholarship for Fall 2005 and Spring 2006.
- One the Same Page update: HORRIBLE HARRY AND THE LOCKED CLOSET by Suzy Kline is our chosen title. Over 10 schools already confirmed to participate.

- One Book update: The title chosen is Bobbie Ann Mason’s IN COUNTRY. The schedule of events is listed below:

One Book Kick-off:
- January 26 – WKU – Java City 2:00 p.m.
- January 26 – BGPL – 6:00 p.m.
- January 27 – B & N – 7:00 p.m.

One Book discussion:
- February 13 – BGPL – 7:00 p.m.

Special showing of In Country movie:
- February 16 – BGPL – 6:00 p.m.
- February 21 – Bowling Green Community College – 7:00 p.m.

Final discussions with author:
- March 2 – WKU – Java City – 2:00 p.m.
- March 2 – BGPL – 6:30 p.m.
- March 3 – B & N – 10:00 a.m.

Marketing & Special Events: Earlene reported that in addition to general publicity for a number of programs/activities such as FAR AWAY PLACES and KENTUCKY LIVE, she was working on several specific projects:
Lowell Harrison had contacted her about scheduling a book signing for a newly released publication on the Civil War, published by Back Home in Kentucky. The publication is titled KENTUCKY'S CIVIL WAR: 1861-1865, and is a compilation of articles written for the magazine during the past several years. The book signing is scheduled for Sunday, Oct. 23, 2-4 pm at the Kentucky Building. Thirteen individuals have articles in the book. Contributing authors invited for the book signing at WKU are: Jim Klotter, Lowell Harrison, Michael Trapasso, Bryan Bush and Tom Fugate. For hosting the book signing, the Kentucky Library and Museum will receive 20 percent of sales on the 23rd.

The Kentucky Museum Advisory Council has established a number of committees to plan events/activities to increase involvement by and with Libraries/Museum Associates. Committees of volunteers from the MAC are planning an Oct. 8 box lunch/tour, a Nov. 10 wine/cheese reception/tour, a Dec. 1 holiday event, the pre-opening/opening of the Centennial exhibit, the pre-opening/opening of the U. S. Bank art show, a newsletter, membership, and the 2006 folk festival. Earlene said she is working with the chairs of all these committees to provide assistance they need to ensure successful events.

Web & Virtual Library: Haiwang reported:
- Thanks to Bryan, Sandy, Deana--the ad hoc committee that took charge of the UL Web site update--and all the other Web Site Team members for taking over Haiwang's responsibilities during his research trip in China this summer.
- Jayne and Haiwang have updated the "Book Fest," "One Book-One Campus-One Community," and "On the Same Page" Web sites.
- The Dean is sending Haiwang and Rob Harbison to a Blog University mini-conference in Arlington, VA on September 18.
- Haiwang and Rob Harbison will be meeting with the Dean today regarding Blogging for University Libraries.
- Thanks to the Dean, Connie, Brian and other faculty and staff members from the Libraries and on campus, Haiwang's book titled "Tales of the Han Chinese" is near completion. The publisher started its promotion of the book last Tuesday.

Dean's Report: Mike reported that the new furniture for the Dean’s suite of offices is due to be installed beginning September 12.
- Mike distributed copies of a draft on Purchasing Card System from Mike Dale for the Department Heads review and input. There was discussion on what the card cannot be used for. Two transactions were highlighted--furniture (non contract) and Membership dues (personal). Brian commented that the use of the purchase card has streamlined the purchasing process and that adequate controls are in place to prevent the abuse of card use.
- Mike announced that as of today both elevators are back in service.
- Mike also announced that Bryan Carson is the representative on the SAALCK Collection Development Committee and Carol Watwood is the UL representative on the WKU Academic Program Review Committee. Mike will be meeting with Haiwang regarding adding the committee lists to the Dean’s page.
- The annual UL Kick off on August 24 was very well attended. Mike thanked the Department Heads for their input, support and for their accomplishments in the year.
**DLTS Report:** Connie reported that Katy Roe left August 26 to become director of the Medical Library of St. Clair Regional Medical Center, Morehead, KY. and that Deana Groves will now be our senator.

-Nelda worked with other Voyager libraries during August to upgrade our system to 5.0.1 so we have the very latest functionality after a weeklong process. We look forward to new services through improved functionality in public and technical modules. Additionally, 213,518 bibliographic records and holdings were loaded into Voyager for the MARCIVE project with 107,569 authority records! Rosemary Meszaros and Rose Davis will begin an implementation plan for reviewing these records—the work to be done in government documents/law.

-This summer found us for one month in Helm and still carrying on essential services with limited elevator access. People often hand-delivered items so that resources would be available to patrons and we continue to do so to keep current materials available for patrons. These processes number nearly 187,000 among serials, acquisitions, and bibliographic access for the year. With a relatively flat budget, a cost per title for a serial is $388 (including e-resources) and we bound a little over 5,000 items last year with a $10,000 decline in funding. Authority work continues at a significant rate with nearly 15,000 records entered and thousands corrected.

-Similarly Acquisitions orders remain stable at 11,000.

-Nancy Steen is now working additional hours in response to increased needs for VPAL resources.

-We submitted a report for Exemplary Achievement in Academic Support Unit.

-At the Gamma Gamma Sigma convention this summer Rose Davis received one of the two awards given for National Outstanding Advisor for her work with the service sorority at WKU. Paula Owens has been selected to serve on the Staff Excellence Awards Committee for this fall. Nancy Steen and Shiu Mak will co-chair the Holiday Party committee.

-We look forward to another exciting and challenging year—to computer upgrades, accomplishments that enhance the OPAC for many requested projects, and for ongoing renovations.

**DLSC Report:** Timothy reported that interviews for the Education Curator’s position would be completed as of Wednesday, August 31. Three candidates have been interviewed.

-Sara McCaslin has accepted a position as Instructor in the University College. The hiring process for her position as Archival Assistant will begin soon.

-Interviews for the Part-time Exhibit Preparator will begin soon.

-The DLSC department retreat, which was held at Federal Grove, was considered a great success with the highest number of staff/faculty attending.

-The Civil War Collection will open on September 16.

-Timothy will be meeting with Solid Light on Thursday regarding the Duncan Hines Exhibit.

-Timothy distributed a new KYLM fall activities bookmark.

-A new brochure for the KY Library/Museum is in the works.

-Fire and security alarms and smoke detectors are being replaced and made handicap accessible.

**DLPS Report:** Brian’s report included:

*LITERATURE FACILITIES COORDINATOR UPDATE*
Elevators: The elevators are almost ready to be brought back to service. There was a problem with the fire service recall program. This should be the last software related problem and the last setback before the final inspection is complete.

Helm Electric: Friday’s power outage was necessary in order to replace what is referred to a ‘bucket’ unit. This is totally distinct from the previous problems we have experienced in Helm. The project was successful.

Leaks: It was found that there were windows leaking on the 9th and 7th floors. In addition there was a leak in the ceiling on the 9th floor from the air conditioning overflow. These problems have been reported and will be addressed by the department of Facilities Management.

-Brian distributed and recapped his report on the annual department retreat at Federal Grove August 19. Unit Coordinators presented their annual reports. DLPS initiatives were discussed. Collection Development priorities were reviewed. Jack Montgomery discussed the Library Materials Budget for FY 2005-06 and an outline of a possible deficit in the Serials line. The faculty discussed possible ways of getting students more “engaged” in research instruction classes. Reports by Jue Wang and Dan Forrest were included the report.

-New furniture was acquired and installed in Helm 100 and Cravens floors 7-9.

- Robert Harbison is the new Reference and Periodicals Assistant. Susan Clark is the new Owensboro Part-time Library Assistant. Dewayne Stovall’s position has been reclassified to Government Information and Law Specialist and Debbie Lamastus’ position is now Kentucky Documents and Law Specialist.

Graduation: Connie reported that Spring Commencement for graduate students will be on a Friday evening and Saturday will be the under graduate students. This is being done to shorten the event.

Graduate Assistants: As the result of the request from the Department Heads two graduate assistants will be working in the Kentucky Building this year.

Changing Members of Various Library Committees: The Department Heads agreed to get together to discuss changing members of the various UL committees.

New Faculty Orientation: Peggy Wright helped to conduct a successful new faculty orientation, which included a power point presentation to four different groups, and information packets were distributed.

Banned Book Week: Brian distributed a report from ALA and explained our involvement in the event September 24-October 1.

Adjournment: There being no further business before the Council the meeting was adjourned at 12:20 p.m.

For the Council,

Jan Renusch