Present: Dean Michael Binder, Connie Foster, Brian Coutts, Timothy Mullin, Amy Hardin, Haiwang Yuan, Bryan Carson, Jennifer Wilson, Tracy Harkins and Jan Renusch

Minutes: The November 1, 2010, minutes were approved as corrected.

Development: Amy and Tracy worked diligently last week to get the Book Fest solicitation letters out. These letters went to any sponsor who has given less than $2500 since 2006. Amy is setting up visits with top Book Fest sponsors. She will alert Tracy and the Dean to all appointments if they would like to attend.
- The first US Bank Art Show gift has been received.
- Amy will be traveling to Louisville this week to meet with potential donors about the HIK exhibit.

Web & Emerging Technologies: Haiwang reported that a meeting with Hitcents this morning was to provide them with more ideas on the redesign of the SOKY Book Fest website. Participating in the meeting were Chris from Hitcents, Mike, Haiwang, Tracy, Jennifer, and Kristie from WKU Libraries. Hitcents agreed to come up with a new design for review by the end of this week.
- The e-Commerce website will enable Library and Museum Friends to enter a code to receive discounts for events and store purchases. Jennifer suggested that Friends of different levels get different codes. Haiwang was going to contact Hitcents to incorporate the suggestion in the e-Commerce website. The Kentucky Museum website, which was slated to launch with the e-Commerce website, is pending review and feedback from us. Haiwang will give Timothy the prototype sub-pages to review and will relay Timothy’s and the staff’s feedback to Hitcents to get the project moving.
- Haiwang met with Mike and Amy Slowik on LibGuides. The dean will sign the contract and set up a working group to start the migration of our research guides to LibGuides. Haiwang and Amy will co-chair the work group.

Community Outreach: Tracy said that this Fall into Books week will be one of the busiest weeks of the year for Book Fest staff. Evelyn Thurman Award winners Crystal Hubbard and illustrator Robert McGuire will be visiting area elementary schools this week and then the ET award luncheon will be on Friday, November 19 at the KY Building. Author Laurie Halse Anderson will make two high school visits on November 17, and Books & Baskets will take place November 18 at the Lady Topper’s home opener basketball game. Tracy will also send out a press release on Book Fest headliners this week.

Marketing: Jennifer is working on the US Bank brochure. She passed around a draft copy for review; The Collections and Connections newsletter is about ready to go to print and the web; and promo for Fall Into Books. The Harry Potter event went really well. She reported on the articles in SOKY Happenings. Jennifer distributed copies of bookmarks promoting the Lecture Series and Book Fest events. Jennifer will be meeting with Deborah Cole about revamping the Museum Store ad. She said that the Christmas in Kentucky promo has started running on public radio.
Department Reports:
DLTS: Connie gave a brief review of the SPARC Digital Repositories and the SSP 2010 Fall Seminar Series conferences that she attended last week.
- The Library Technology Team has worked on the following:
  - Provided tech support for KY Live! presentation @ Barnes & Noble
  - Dean’s area: reinstalled all software on Haiwang’s computer after hard drive was replaced; working w/IT to resolve access for 1 staff member to DLSC
  - shared files on the server
DLTS: dealt w/virus infection on faculty computer; laser printer in Student Personnel office was fixed; still working w/ OCLC to resolve Connexion issues for one staff member;
DLPS: dealt w/portable computing issues for faculty member; dealt w/access to web server issues for student assistant; set computer /projection system back up in Helm 201 after work on lighting and repainting finished; moved old computers from e-Reference area to prepare for Confucius Center exhibit area construction; finished imaging replacement computers for DLPS and continuing w/installations; replaced staff computers in Gov/Docs area; replaced non-working computer for Circulation staff member; replaced 2 computers in DLPS office; dealt w/software issue for pdf files for one faculty member; IT has installed one of the pending new Faculty Pool replacement computer and we’ve re-installed all software needed on new Faculty Pool computer for one faculty member
DLSC: transported 3 replacement computers for public access and 1 computer for use in BSA staff break room; 3 of the pending new Faculty Pool replacement computers have been installed by IT and we are working thru the software reinstallations needed; dealt w/Outlook error for one faculty member;
Systems: Josh continues to work on KULS updates; AD updates and deletions; Departmental stats for DLTS; TDNet reports; Circulation reports for Dan and Terri
DLSC: History Day Rally – Christy hosted 75 teachers from the region to help encourage and promote participation in state-wide History Day.
- The Harry Potter event was exceptionally successful with an estimated attendance of 1300.
- Tuesday there will be 32 clubs and organizations from campus – about 120 students – decorating holiday trees. The reception/decorating party will include President and Mrs. Ransdell as well as Gordon Emslie.
- Timothy met with Sam Evans to review what artwork is available to be used in the new Ransdell Hall.
- DLSC is gearing up for the next huge event Christmas in Kentucky December 4.
DLPS: Far Away Places Series: Medellin, Colombia: A City Reborn Sociologist Holli Drummond and Historian John Dizgun discuss their recent research on Comuna 13/San Javier, a disadvantaged neighborhood in Medellin and the source of much youth and gang violence on Thursday, November 18 at 7:00 p.m. at Barnes & Noble in the final presentation of 2010.
- Kentucky Live! It’s All About the Cheese. Kenny Mattingly, a dairy farmer and cheese producer from Austin, Kentucky talked about the growth of Kenny’s Farmhouse Cheese in this month’s presentation at Barnes & Noble on Thursday, November 11. Started in 1998 by Kenny and Beverly Mattingly—the company now produces almost 100,000 pounds of cheese in 30 different varieties. It can be found in many specialty shops, at farmer’s markets and is served in some of the state’s finer restaurants. Six of their cheeses are unique including Kentucky Rose and Barren County Bleu. Their best seller is white cheddar. Following the presentation the crowd enjoyed sampling some of these unique cheeses.
Research Instruction - Bryan Carson arranged a meeting with Sara McCaslin, DLPS faculty and staff and a representative from DLTS on Wednesday, November 10. The group discussed strategies for an expanded presence in University Experience classes. A task force was selected to work on an information literacy proposal.

Holiday Party - Party chair Amy Slowik announced that this year’s party will be held at Mariah’s on Thursday, December 16 starting at 11:30 a.m. with a price of $15.00.

Extended Study Hours for Fall Exams - Dan Forrest is coordinating this year’s program sponsored by the SGA. Library closing hours will be extended to 2:00 a.m. from December 12-16.

Food Drive - Paula Bowles is coordinating this year’s fundraiser which allows patrons to pay off overdue fines with canned food donations. The drive has been extended to two weeks. Food collected will be donated to a local food pantry.

Adjournment: There being no further business before the Council the meeting was adjourned at 12:05 pm.

For the Council,

Jan Renusch