

Library Council Minutes
August 23, 2012 * 1pm - 3pm
Library Conference Room

Present: Mark Leggott (Chair), Melissa Belvadi, Cathy Callaghan, Wendy Collett, Dawn Hooper, Betty Jeffery, Suzanne Jones, Simon Lloyd (Recorder), Donald Moses, James Murphy

Regrets: Cathy Callaghan, Keltie MacPhail

Absent: Sara Jones

1. Approval of Agenda

Approved, with one correction (see 3 below).

2. Approval of Minutes (June 14, 2012)

Approved as circulated.

3. Election of New Secretary

S. Lloyd, Council Secretary, apologized to Council for placing this item on the Agenda in error. Per Collective Agreement article A 9.1.5, the election of a new Secretary should be done at the first meeting of the fall term (i.e. September).

ACTION/DECISION: In keeping with established practice, the University Librarian will approach eligible candidates for Secretary (i.e. librarians with permanent appointment) before the next Council meeting to determine their availability for this position.

4. Business Arising

4.1. Budget

Since this was M. Leggott's first meeting as Chair following his return from leave, there was a brief discussion and review of the Library budget cuts already agreed to: the most significant reductions are being made in the Collections and Student Assistant budgets; with the loss of some student assistant hours, there will be slight reduction in the number of hours which the Library is open.

M. Leggott noted that there was a possibility of some *DiscoveryGarden* revenue being available for the Library budget this year. He will keep Council updated.

Looking ahead, M. Leggott raised the issue of the impending introduction of the Harmonized Sales Tax (HST) in Prince Edward Island in April, 2013. There was a real concern that this tax could be applied to Library purchases and subscriptions, further impacting a budget already under pressure. In the ensuing discussion, it was noted that while some provinces with HST offer a full or partial rebate for educational materials (including library resources), this was by no means universal, with New Brunswick cited as an example of a jurisdiction where academic libraries are obliged to pay full HST. M. Leggott emphasized the need for education and advocacy from the library community on this issue, and M. Belvadi noted that she had already been doing some research and consultation with other librarians on this issue.

ACTION/DECISION: M. Belvadi will share with Library Council information she has gathered on the GST/HST issue to date.

4.2. Copyright

M. Leggott and S. Lloyd noted that they will be offering Copyright information sessions for the campus community during late August and early September. The aim of these sessions is to offer updates on the complex and continually-evolving copyright landscape in Canada, with particular reference to the recent legislative reform, Supreme Court jurisprudence, and ongoing difficulties with Access Copyright. Advice on fair dealing in the university setting will also be provided. Library staff are encouraged to attend.

S. Lloyd reviewed the Library's ongoing due diligence efforts to ensure all procedures and practices are respectful of copyright while meeting users' needs; particular attention is being given to Reserves and eReserves, and the campus community will be notified on some modifications to policies here before the start of semester.

To ensure maximum visibility of Copyright information and updates online, the Library will be providing ITSS with a standardized copyright block-link to be placed on all Moodle pages; this will be in place by the start of semester.

M. Leggott noted that the situation with Access Copyright remained uncertain, but there was no indication at present that UPEI planned to sign the controversial AUCC/Access Copyright model license: he has had a good discussion on the matter with the incoming Vice-President Academic (Acting), and is satisfied that the Vice-President understands the Library's recommendation against signing the license. The matter will likely be on the agenda for the Board of Governor's meeting in September, so more may be known after that.

4.3. EDS/OneSearch

M. Belvadi reported that OneSearch implementation was progressing well: 85%-90% of the Library Catalogue records are now available in OneSearch, and the remainder should be in very shortly, pending an Evergreen bug fix. A staff training session is planned for next week and additional sessions can be offered, as required.

4.4. Central Printing

M. Leggott updated Council on the planned move of Central Printing to the Library: the budgetary and operational implications of such a move are now being reviewed, including cost estimates for any Library renovations required. A final decision is expected shortly.

A brief discussion ensued, during which it was noted that there was the potential for significant disruption in the operation of both the Library and Central Printing arising the planned move, and that this should be weighed against the expected benefits of such a move.

ACTION/DECISION: M. Leggott will update Council on this issue at the next meeting, and will send e-mail updates if there are any significant developments in the meantime.

4.5. Learning Commons/Info Desk

M. Belvadi reported that the Library has accepted an offer from ITSS for the ~20 Dell PCs from the student computer lab in Kelley Building to be relocated to the Library, since the Kelley lab is being closed. At present, the plan is for most of the PCs from Kelley to be distributed at various locations on the Library upper level, including individual and group study rooms.

M. Belvadi also reported that the Library had declined ITSS' offer of the student network printer from Kelley, since the Library is already offering considerable student network printing capacity.

There is, however, some possibility that the print payment kiosk from the Kelley lab may be relocated to the Library, though the comment was offered that implementation of a better print payment system by ITSS would be preferable.

Discussion then turned to a general discussion of student technology and service needs and how the Library could better meet these:

- Could Linux “thin clients” be installed on LINC computers, to allow the LINC to serve as a student lab when not being used for instruction?
ACTION/DECISION M. Belvadi to investigate.
- M. Belvadi reported that she is working to improve print capability with requests to ITSS to add the Xerox colour copier/printer added as a print option on the student network Dell PCs; she is also asking for the network printers to be given clearer and more accurate names.
- It was noted that the closure of Kelley lab will leave students without a 24-hour computer lab on campus. M. Leggott indicated that he was already giving some thought to the possibility of 24-hour library opening.
ACTION/DECISION M. Leggott will request that C. Callaghan research and report on the costs and staffing implications of the Library offering 24-hour opening.

In closing discussion on this agenda item, it was noted that C. Callaghan should be asked to revive the practice of regular Reference unit meetings, in view of the continued and varied demands on the Library Reference desk, including technology-related questions.

4.6. Health & Safety

S. Lloyd noted the asbestos removal in the Library in August; since he was on vacation at the time, he was pleased to observe that the notification process happened as a matter of course, without any intervention by him, in his capacity as Health and Safety representative for the building.

S. Lloyd also noted the fire alarm testing done in August. No issues with the testing or the asbestos removal had been brought to his attention.

S. Lloyd indicated that he expected a fire drills to be held in September.

A comment was offered on the importance of filling out incident reports, even in cases where no injury is immediately apparent, citing the example of a Library staff member who had slipped and fallen, evidently without harm, only for it to be discovered later that medical treatment was required.

ACTION/DECISION: S. Lloyd will remind Library staff of University’s Incident Reporting process, and will invite UPEI Health and Safety Coordinator to a future Library staff meeting.

4.7. Student Concerns/Issues

It was noted that two new student representatives (1 undergraduate and 1 graduate) were needed for the 2012-2013 academic year.

ACTION/DECISION: S. Jones offered to contact the UPEI Student Union and the Graduate Students Association regarding the appointment of student representatives.

4.8. Post-Library Council CUPE

No issues were raised: W. Collett and J. Murphy confirmed that this will be their last Council meeting, with Dorothy Peters and Cindy MacDonald taking over as staff representatives at the next Council meeting. Council offered its thanks to W. Collett and J. Murphy for their contributions to Council.

4.9. Library/UPEI Policies

M. Leggott reported that a concern had been raised about Library policy and practice with overdue laptops. Hourly fines seem to be accruing even when the Library is closed.

ACTION/DECISION: D. Moses will ask Systems team to investigate fine accruals in Evergreen, and fix as necessary.

4.10. Staff Updates

A new part-time, term librarian, Grace Dawson, is starting her duties shortly and will serve until Spring 2013; she will primarily be providing Reference and Instructional backfill for B. Jeffery, who is serving as UPEI Faculty Association President.

Melissa Anez has started work as an Islandora student intern; she will be working on the Open Repositories 2013 Conference Web presence, and a range of other projects, including IslandScholar.

M. Leggott noted that a request is going forward to UPEI administration for permission to fill Richard Wincewicz's developer position, but the status of this request was uncertain at present; it was noted that this position was only 50% Library-funded.

4.11. Staff Technology Requirements

M. Leggott reported that he is looking at getting an Adobe account for use by Library staff, so that the full range of Adobe-related services is available for use on Library projects.

S. Lloyd noted that he had recently allowed his office Dell PC to be re-purposed for use as a microfilm scanner workstation; he expressed his appreciation to Jerrad Gilbert for his assistance with the transition to a "MacBook-only" workstation.

M. Leggott noted that there may be an opportunity to repurpose one of the Telling Island Stories/ TourPad iPads for Library use.

4.12. Human Library

S. Jones noted that there had been some delay on this, as C. Matthews, who was working with her on the project, was no longer with the Library. She has had some strong expressions of interest to early enquires about this around campus, most notably from the Chaplaincy Centre, and will be speaking with them further. M. Leggott noted that the Confederation Centre Public Library may also be interested in partnering on a Human Library project.

ACTION/DECISION: S. Jones will contact the Confederation Centre Public Library about a possible Human Library partnership.

4.13. Fall Semester Hours -- Communication to Campus

S. Jones reported that the message on reduced Library hours had not yet been sent to campus, but that this should be done soon. S. Lloyd noted that he also needed to send a campus message re: copyright.

ACTION/DECISION: S. Jones and S. Lloyd will look at drafting a shared Library update message for campus.

5. New Business

5.1. Staff Office areas -- Security

M. Belvadi indicated that she had asked for this to be placed on the agenda, in light of the recent reminder from UPEI Security to exercise particular caution with staff computing equipment, after thefts at other Maritime universities. She observed that there were two work areas of the Library in particular -- the Technical Services Area and the Circulation Area -- where staff workstations, including computer equipment, are unsecured and where there are few restrictions on non-staff access. It was also noted that concerns had been raised about Lost & Found items going missing from the Circulation area, although Circulation staff are now boxing unclaimed items regularly to send to the main campus Lost & Found in UPEI Security.

After some discussion, it was concluded that it was not necessary or appropriate to implement more restrictions on access to the Circulation and Technical Services areas at present, especially in light of the "open door" policy of many library personnel for visits from faculty and students, but that efforts should be made to ensure that staff are able to secure their workstations.

ACTION/DECISION: M. Belvadi and Jerrad Gilbert will talk to staff about locking hardware for computing equipment; supervisors for staff in these areas will check to ensure that all personnel have access to lockable cabinets or storage equipment.

5.2. Webster Centre Writing Mentors in Library

M. Belvadi reported on a proposal from the Webster Centre to locate a writing tutor in the Learning Commons during the coming semester. She and C. Callaghan are following up on this now.

5.3. Postdoctoral Students Circulation Policy (Loan Period)

D. Hooper noted that most postdoc students were currently in the Library patron database as either students or staff, but needed a longer loan period. She has asked C. Callaghan to bring this to Circulation for discussion from a procedural perspective, but it also needs to be established that a new loan type can be created in Evergreen.

ACTION/DECISION: D. Moses will work with Peter Lux and Circulation to create a new post-Doctoral user type.

5.4. Dare to Dream campaign

M. Leggott advised Council that anyone in the Library should be encouraged to submit Dare to Dream ideas to him that a shared "Library" submission can be reviewed at the next Council meeting; he also hopes to have campaign Chair Tim Ogilvie come to present to Council in early September.

5.5. Roundtable

D. Hooper - Thanked everybody for their assistance and support during her time as Acting University Librarian.
- Preparations are underway to have a new version of IslandScholar ready for launch during Open Access Week.

W. Collett - Thanked Council for the opportunity to attend and participate in meetings.

- S. Lloyd
- More funding is likely coming for digitization; he should have more details to report by next Council meeting.
 - Thanked everyone for their support of the LM Montgomery Conference in late June; Library support was a big factor in the Conference's success.
 - Acknowledged the excellent work of D. Moses and the digitization team in preparing the Prince of Wales College Digital Archive for launch at the July Reunion weekend.
- B. Jeffery
- Instructional preparations for the Fall are well underway; first instructional meeting with MBA students is set for next week
 - The Library Scramble for History 211 students is set for September 18.
- S. Jones
- The Library is planning to participate in the New Student Orientation Welcome Day event set for September 1st.
 - Hopes that Learning Commons artwork can be unveiled in late October.
- M. Leggott
- There is a possibility that the previously-shelved Library expansion proposal *may* be coming back on the radar screen; he will keep Council apprised of any developments.