

**Library Council Minutes  
June 14, 2012 \* 1pm - 2pm  
Library Conference Room**

**Present:** Dawn Hooper (Chair), Melissa Belvadi, Cathy Callaghan, Wendy Collett, Betty Jeffery, Suzanne Jones, Simon Lloyd (Recorder), Jennifer MacDonald, Keltie MacPhail, Courtney Matthews, Donald Moses, James Murphy

**Regrets:** Melissa Belvadi, Betty Jeffery

**Absent:** Sara Jones

**1. *Approval of Agenda***

D. Hooper advised Council members that the plan for this meeting was to deal with a single agenda item, namely the revision and approval of the Library's Fall Semester opening hours in light of recent cuts to the Student Assistant budget. She noted that the Secretary had invited submissions of additional agenda items via e-mail, and that none had been received. No additional items were brought forward from the floor.

**2. *Approval of Minutes (May 17, 2012)***

Notwithstanding the single-item Agenda, Council did agree to S. Lloyd's request that the minutes of the previous meeting be reviewed and approved at the current meeting, so that these could be circulated before August.

The minutes of the May 17, 2012 Library Council meeting were approved as circulated; as previously agreed, all business arising from these minutes, except for Library Fall Semester Hours, was deferred until Council's next meeting.

**3. *Fall Semester Library Hours***

C. Callaghan referred Council to the draft Fall Semester 2012 Library hours that she had circulated earlier in the month (see Appendix A). Due to the recent cut in the Library Student Assistant budget, and the fact that Circulation Desk staff cannot be expected to open or close the Library alone (i.e. without at least one Student Assistant scheduled with them, especially at times when other Library staff are not likely to be present, such as early mornings, evenings, and weekends), it is necessary to reduce Library weekend hours. It is proposed that the Library open later (10 am) on Saturdays and Sundays, and close earlier on Saturdays (5 pm). Extended hours during exam time (November 26 - December 14) will be exempted from this reduction.

Council discussed the proposal in some detail. C. Callaghan confirmed that the suggestion to reduce weekend morning and Saturday evening hours reflected feedback from Library personnel working those times indicating that there was, as a rule, relatively light use of the Library during these periods. The predominant theme emerging in the ensuing discussion was that the Library needed to maintain a strong dialogue with its user community, both in communicating and explaining this decision to the campus, and in responding to any feedback received. Suggestions included:

- Posting advance notice of the altered hours on the Library Web site in a highly visible location (including a link in the “Today’s Hours” block);
- Make sure word is widely-circulated both students and faculty, including through Campus Notices;
- Post a listing of other campus buildings/study spaces that are open during weekend times when the Library will be closed.
- Communication of the decision should include a reference to the budget cuts which made it necessary, so that there is some understanding of the rationale for the decision, and;
- User community members should know that they are welcome to provide feedback on Library hours, so that we can adjust our schedule, where possible, and, perhaps, advocate more effectively for the resources needed to improve Library hours.

**Actions/Decisions:** - *The proposed Fall Semester 2012 hours were approved, as circulated.*  
 - *S. Jones will work with C. Callaghan to draft a communique to the Library user community on the Fall Semester Hours.*

The formal agenda for the meeting being concluded, D. Hooper then invited C. Matthews to give Council a demonstration of the just-released TourPad app for iPad, developed by a UPEI Library/Islandora team led by C. Matthews. Council applauded C. Matthews and his colleagues for this successful innovation.

D. Hooper also noted that this would likely be the last Council meeting for C. Matthews and J. MacDonald, and extended Council’s thanks and best wishes to them both.

Next meeting: August 23rd

## APPENDIX A

<b>ROBERTSON LIBRARY HOURS</b> <b>September 3, 2012 - January 1, 2013</b> <b>(SUBJECT TO CHANGE)</b> <i>Circulation 566-0583/Information Desk 566-0696 or visit our website at  <a href="http://library.upei.ca/">library.upei.ca/</a></i>		
Sept 4 - Nov 25	Monday - Thursday Friday Saturday Sunday	8:00 am - 11:00 pm 8:00 am - 8:00 pm 10:00 am - 5:00 pm 10:00 am - 11:00 pm
<b>PLEASE NOTE</b> September 3 October 8 November 11 November 12	Monday - Labour Day Thanksgiving - Monday Remembrance Day- Sunday Monday - no classes	8:00 am - 8:00 pm 12:00 noon - 10:00 pm 12:00 noon - 10:00 pm 12:00 noon - 10:00 pm
Nov 26 - Dec 14	Monday - Friday Saturday Sunday	8:00 am - 11:00 pm 9:00 am - 11:00 pm 9:00 am - 11:00 pm
Dec 15 Dec 16 Dec 17 - 21	Saturday Sunday Monday - Friday	9:00 am - 5:00 pm Closed 8:00 am - 5:00 pm
Dec 22 - Jan 1	Saturday - Tuesday	TBA
<b>Regular Hours resume January 2, 2013</b>		