Library Council Minutes
Wednesday, August 25, 2010
1-3 pm
Library Conference Room

Present: Donald Moses, Chris MacLauchlan, Simon Lloyd, Mark Leggott, Suzanne Jones,
                Sarah Jones, Grant Johnson, Betty Jeffery, Dawn Hooper, Melissa Belvadi

Regrets: Cathy Callaghan

1. Approval of Agenda
                Add under New Business – Determine Council meeting dates for upcoming year.
(5.1)
                Add under New Business – Staff Travel (5.10)
                Add under New Business – Web of Science (5.11)
                Re-number existing agenda items

2. Approval of Minutes (May 26, 2010)
        Approved with minor changes.

3. New student representatives on Council

Welcome to Sarah Jones, the new Graduate Student representative on Council. Sarah is studying
in the field of Microbiology. The undergraduate representative has not yet been identified by the
Student Union. Suzanne has sent one follow-up reminder for this representative.

4.   Business Arising

Mark asked that an article be added to the agenda for discussion. It was decided that the article
discussion should be placed just before the Roundtable so that it doesn't hinder us from getting
through the other agenda items. **Simon will select the article (Web of Science subject) for
next Council.**

4.1   Evergreen Update

Dan Scott is now on-site for the next week or so to help customize the Evergreen software to
address some of our issues. As of now, he has the print spine label program working. Display
changes in the brief record will now include basic holdings information and location; the full
display will list the table of contents, which is searchable. Many of these changes will be added
to the upcoming 2.0 software release (est. January 2011) but will be activated for us while Dan is
here. Truncation, Boolean searching, and proper facets will be incorporated into version 2.0, as
will the Acquisitions and booking modules. Grant noted that empty informational MARC fields
should no longer display. The Preview tab information will now display.

4.2   Learning Commons/Information Desk area

Power spheres will soon be added to the study carrels in this area. Regarding the laptop printing issue, ITSS will not be actively pursuing this. Mark suggested that perhaps the Library should pursue its own laptop printing solution with our existing printers since we have been waiting on ITSS for 3 years for this functionality. We may need to hire someone. **Melissa and Jerrad will continue to work on this to ensure there are no possible work-arounds.** Mark also said that if laptop printing in the Library was outside the normal campus printing processes then the Library would absorb the cost.

Suzanne noted that a few patrons were experiencing some difficulties with glare on monitors from the lights and asked for an update on the recommended light shielding in that area. **Mark asked that David follow up with a question to Facilities re: light diffusers.**

4.3   Digitization update

UPEI yearbooks, calendars, and newspapers are now digitized. Check out remember.upei.ca to see some of this work.

Simon and/or Donald will speak with Integrated Communications (IC) and encourage them to use the Fedora software. Also, IC needs to attribute the Fedora content/image information on their webpages to the Library.

Island Imagined is proceeding. Uses Solar to search but it is currently not working. Donald will ask Paul to help fix this problem. Server hosting this information has just been changed so there are some broken links; Donald will add this as a redmine ticket. **Island newspapers** has now gone "live" and first reel of *The Guardian* has been added. **Island Voices** received second funding installment. Donald and Simon will decide on an integrated content model by the end of November.

Mark has a meeting scheduled next week with the Clerk of the Legislature on digitizing the Hansard legislative assembly records. **Simon will let Mark know what priority he feels this content should have for the Library**.

4.4   Video circulation – campus notification

Suzanne will draft campus notification and send to liaison librarians for input. Cataloguing will change the status of videos in our catalogue.

4.5   Promotional banner

Suzanne will work with Lisa Bulman-Taylor who will design a banner for the Library (similar to the promotional UPEI poster/banner which folds into kit) and will confirm with Glenda if there are specific, required design components, colours, etc. Mark asked Suzanne to discuss exterior Library banner with Glenda and see if Integrated Communications would

create out of their budget – or cost share.

4.6   There are no new UPEI policies.

There was a discussion around gift/donation policies and Donald noted the existence of the UPEI gift policy. **Simon will send copy of it to Donald.** Betty mentioned that the donor receipt form previously had been kept in the Reference Desk Manual. **Mark, Simon, and Donald will meet to discuss gift acceptance practice and forms.**

New Business

5.1   Council meeting dates for upcoming year

As per Pauline's e-mail dated August 12th, Council will meet from 1 pm - 3 pm on the last Thursday of each month – on the following dates: Sept 30; Oct. 28; Nov. 25; Dec. 16; Jan. 27; Feb. 24; Mar. 24; Apr.21; and May 19

5.2   Library representation on UPEI Committees

Mark encourages all staff to consider participating on university committees. That being said, he is also asking others to take his place on specific committees – given his split-time allocation between the Library and Discovery Garden. Dawn Hooper - Graduate Studies; Melissa Belvadi – E-Learning; Betty Jeffery - Global Issues 151; Simon - ASG, Health & Safety; Donald Moses - on ARPC, if VP approves this substitution. Council members should submit suggestions to Mark for other campus committees where Library representation would be appropriate. Mark asked that the possible formation of a campus Library Committee be added to next Council agenda.

Mark will also set up meetings once a year to meet with faculty departments to ensure an on-going discourse between library and faculty members and to review library changes, feedback, and developments. Library liaisons would be included in these meetings.

5.3   Library cleaning needs from Facilities

Melissa recommended that we propose to Facilities that the Library received cleaning twice per day for three reasons: 1) expansion of student workstations (increased traffic); 2) presence of food services on-site; and 3) expansion of EAP programme using Library as home base. Suzanne and Sarah spoke in support of this recommendation. Sarah also suggested some additional signage would be helpful - encouraging people to clean up after themselves. **The Facilities Committee will draft up a letter (with input from Melissa) for Mark to send to Gary Bradshaw making a case for twice-daily clean-up in Library. Outreach & Communications will need to create the visual signage.**

5.4   Library Hours

The proposed library hours were circulated prior to this meeting and Council agreed to the hours, as circulated. **Simon asked if our webpage could also display link to the hours for the upcoming semester and if the Web Committee would consider where such a link could be placed.** Mark asked for a Google analytics report which would note the number of times specific web pages were accessed. **Melissa will try to provide for next meeting.**

5.5   Library Web Page re-design

Improvements have been recently added. Betty noted that positive feedback had been received from a professor at Western's Library school. Melissa noted that any staff could attend the web committee meetings which are every other Monday at 2-4 pm.

5.6   Printing & Photocopying update

A campus-wide committee is overseeing the installation of photocopiers throughput the campus. This year, we are using the same vendor and will receive new machines. Staff machines will be multi-functional (print, scan, fax, duplex) and deployment will take place in early November. The large Zeutschal scanner is back in the upper level lobby. It needs some final calibration and then staff training will follow.

Printing to the new colour printer costs .50 per page.

5.7   Government Documents project

Phase 1 is now completed. Librarians need to decide how to proceed with weeding out older/unneeded government documents. **Melissa will set a meeting to determine these details.**

5.8   Circulation of Laptops

UPEI has received 80 Dell laptops for the KEN project. Instructors will let us know how many the Library can make available for general circulation (three-day loan period). In terms of laptop maintenance, re-imaging on th PCs should be lass onerous than on the Macs. Notice of these additional laptops should be sent out via: library newsletter; campus notices; news items on our web page and announced within instructional classes (e.g. Global issues).

5.9   Librarian Hire – One-year

Posting is being crafted and hiring committee is being struck currently. Hopefully, someone will be in place for October. Mark explained that this person will be hired to off-set some of his time once he begins his reduced appointment to work with Discovery Garden, the University's Islandora spin-off.

5.10   Staff Travel

Mark encourages all staff to take advantage of the staff travel funds ($16K) to attend conferences, workshops, training sessions, etc. such as: Educas; NASIG, ACCESS; LITA. Funds can be used for local training as well. **Let Mark know if you are interested in the next 2-3 weeks.**

Jerrad will now be located in the current supply room on main floor; Courtney will be in Jerrad's old space. VJ and Allan will be located in the Music Listening Room in the Collaboratory/Media Centre. Kirsta may be in the small, newly renovated room next to Mark's office.

Music CDs from Listening Room may go into Special Collections area (where recent additions to the Morrison Collection have been temporarily housed). **Suzanne and Donald will discuss where the music scores are to be moved.**

5.11   Web of Science

We have now received backfile data from Thompson-Reuters (Web of Science), as previously discussed. Mark also spoke with the CRKN and Thompson-Reuters people about this situation.

Knowledge for All is proceeding and will be hiring a project person next month. Mark will be asking CAUL colleagues for $60-70,000. to support this project.

5.12   Roundtable

Chris: Grant and Chris will be stepping off Council together (Grant had served one extra year.) and they will be asking other staff members to take their place.

Suzanne: The Art Competition official unveiling will take place on Thursday, September 23 at 1 pm in the lobby on the upper floor. All are welcome! (**Mark asked Suzanne to contact Facilities to let them know about Presidential Portraits Unveiling in October.**)

Betty: Noted a potential conflict with History 211's "Scramble event" and the Library's Art Unveiling on the 23rd and the need to set another date.

Sarah: Asked that Council members introduce themselves.

Simon: Motion of thanks to Chris and Grant, seconded by Melissa for their work on Council. Noted that LMMI Conference was off very well and gave thanks for all the support he had from various Library staff. Posting for student assistants was delayed but going ahead soon. Building inspection coming in the Fall.

Mark: SeaWords was a success ... but not a financial one.

Meeting Adjourned. Next meeting – September 30 1 pm - 3 pm