

Robertson Library Council

Wednesday, March 3, 2010

3-4:30 pm

Library Conference Room

MINUTES

Present: Donald Moses; Chris MacLauchlan; Simon Lloyd; Mark Leggott; Suzanne Jones; Grant Johnson; Betty Jeffery; Dawn Hooper; Charlotte Hince; Cathy Callaghan; Melissa Belvadi

Regrets: Tom Hilton

1. Approval of Agenda – Approved with the addition of 3.11 - Work Alone policy update.
2. Approval of January 27, 2010 minutes – with spelling corrections of two names.

3. Business Arising

3.1 Evergreen Update

Evergreen software was upgraded successfully and we are now running software version 1.6.0.2 Staff are asked to test for any bugs or problems -- and issues that are still outstanding are listed in Redmine. If staff have additional software improvement ideas add them into Redmine – with the understanding that they may wait until Blacklight software has been installed. The Google Books preview icon has been deleted from the catalogue title display (it was confusing to our patrons) but the Google tab will remain. In April, Grant will going to the Evergreen Conference in Michigan.

3.2 VRE/Islandora update

The entire VRE team meets Wednesday mornings, the management group of the VRE team meets on Tuesdays, and on Thursday the technical group meets. At the Wednesday meeting, each person identifies their top three priorities. In approximately one month, 4-5 people will be hired under the AIF projects (4 for the AIF Library project, 1 for the AVC AIF project) – with \$350,000 earmarked for equipment and servers. The Islandora business spin-off, under the University's corporate Three Oaks umbrella, was supposed to start on May 1st, but that date may be pushed back. With Mark working some variation on a split between this business venture and the University Librarian's position, there will be an impact on the Library which needs more discussion and planning. There are currently 101 VREs with a growing number of them of an administrative nature (e.g. UPEI committees, departments, etc). These essentially provide an intranet system which allows secure access to specific information. However, the original raison d'être of the VRE was to support the UPEI research community. The additional administrative

interest has increased Grant's (and other's) workload. Concerns were raised about the ongoing nature of this workload and the potential negative long-term effect on staff. The AIF project will help lessen the library staff's workload but not before an increase due to the need to train new staff.

Mark was recently approached to possibly provide IT support to another institution – so the Library's IT reputation is growing. The AIF grant includes travel dollars which might free up some of the Library's travel monies. Mark will give an update on staff workload in the upcoming May Council meeting.

Pauline and Simon recently attended a HR event on the new hiring process, using shared folders between hiring-committee members and less paper.

3.3 **Digitization update**

400 books have been digitized in IslandLives (over 60 are available) and over 605 maps (really 1200 scans) have been scanned for the Island Imagined project. While there is only one month left in the funded project, contracts will be extended for another 2 months.

In the IslandVoices project, Donald has been helping set up the metadata gathering framework and students are converting the analog tapes.

We will be testing the “junior” version of the PEI card scanner. The large digital scanner we had on trial was well received, but the cost is approximately \$60K. We will look into purchasing one or more, since the response to it was so positive. Another possible funding source might be the Atlantic Lottery Corporation – since libraries in Nova Scotia have partnered with similar agencies.

Mark submitted a proposal for a robotic book scanner and print on demand system to ACOA last month. The Print on Demand system will be used for IslandLives books but perhaps if we partnered with Institute of Island Studies (and others) we could then include other out of print works.

3.4 **Guest Login/ Non-staff printing**

Computer Services (now called IT Systems & Services or ITSS) is still working on the guest login access. Jeff MacDonald is working on the non-staff printing and hopefully this will be in place for September on the campus.

3.5 **Equipment use priority**

Cathy had submitted an updated version of the Library's Computer Use Policy prior to Council, which was edited. However, since this proposed policy will conflict with the existing ITSS computer use policy, Mark proposed that one single policy for the campus which may need to pass through SMG. Mark will consider who should be involved in these larger campus discussions and then get back to Cathy with additional changes to Library's proposed policy.

3.6 (Public) Responses to Library website blogs

The Council members are still mixed in how to respond to public comments on the website and how they might be moderated. An analogy was made to a low-tech cork board such as the one Killam Library had used for years. Further thought and discussion is needed prior to the next Council. Mark suggested a limit of 10-15 minutes for discussion.

3.7 Online book sale

No update.

3.8 Learning Commons furniture update

The contract has been signed with Atlantic Business Interiors to install new furniture the week of April 19th.

3.9 Library Expansion update

A Library committee has met three times with the architects and most design details are still under discussion. The first rough “idea” sketches were displayed to Council members for comments. There was some discussion about the climate controlled basement area and the intended use. It was noted that the qualitative differences in using the climate controlled area for the Special Collection resources or for the computer servers are quite diverse. If federal funding request is approved, then this expansion could go ahead in the spring: if such funding is not received it would take longer. The architectural plans should be developed by April/May.

Council was adjourned. All remaining agenda items will be brought forward at the next Council on March 24th, 1 pm - 3 pm.