

Library Council Minutes
Wednesday, September 30, 2010
1-3 pm
Library Conference Room

Present: James Murphy, Donald Moses, Emma McPhail, Simon Lloyd, Mark Leggott, Suzanne Jones, Sarah Jones, Grant Johnson, Dawn Hooper, Wendy Collett, Melissa Belvadi

Regrets: Betty Jeffery, Cathy Callaghan

1. Approval of Agenda

Add election of Council secretary and add Jim Randall's visit to Council

2. Approval of Minutes (Aug.25, 2010)

Approved with minor changes.

3. New representatives on Council

Welcome to Emma McPhail (SU student rep.) and James Murphy and Wendy Collett – as support staff representatives. All Council members introduced themselves.

4. Suzanne nominated Cathy Callaghan as Council secretary for upcoming year, and it was seconded by Melissa & Simon.

4. Business Arising

- 4.1 Evergreen update: no update.

- 4.2 Learning Commons/Information Desk: Mark is waiting for an update on how much has been spent before ordering chairs for this area. There was a discussion of a process to count computer usage in the Collaboratory and Learning Commons to help justify additional funds. Melissa will talk to Cathy about how to organize this and then, if the demand numbers warrant, Mark will discuss increasing computer totals with Blair in ITSS. It was noted that the Language Lab was not being used as much as its schedule would indicate. Donald will follow up with Doreley Coll. Mark and Simon will clarify process/procedure.

4.3 Digitization Update

Approximately 20 people through during Open House. Zeuschel scanner will be calibrated this week and most staff have had initial training. Scanner will be moved to Special Collection area – where there is suitable power. This relocation should happen while the calibration people are still here, if possible. The UPEI Magazine is now fully

digitized. The Islandarchives page needs a feedback button. Herbarium images recovered, working with Biology. Mark announced the Famous Islanders project and its *raison d'etre*. Jacob Schurman will be the first “famous” project and that profile is currently being created

4.4 Library Facility – cleaning

Melissa has written first draft. Suzanne will forward final draft to Mark.

4.5 Google analytics

Melissa presented and explained her analytics handout. Mark asked if those statistics could be added to the staff web page on a monthly basis. Melissa will investigate.

4.6 Promotional Library banner

Suzanne noted that this kit was called a “banner bug” according to Integrated Communications and the cost would be \$800 - \$1,000. Mark approved. Suzanne will submit design order to IC.

4.7 Government Documents project update – no update

4.8 Librarian Term Hire

The Library Appointment Committee has been formed and will meet soon to review the more than 30+ applications. Simon is chairing the LAC. It is hoped that this process could proceed swiftly with someone in place late October. This person would be housed in the LMMI Office.

4.9 Collaboratory update

It was noted that David and Donald did considerable work in relocating material and shelving in the Collaboratory. New developers will be using office space in the Collaboratory. Mark will discuss the Dell laptops situation at next Council.

4.10 Library/UPEI Policies

Mark met with Belinda Rogers to discuss using an Islandora framework for UPEI policies.

New Business

5.1 Booking LINC by outside agencies

Booking conflict with library instruction needs and a campus faculty session in the LINC. Melissa will find out how that session scheduling happened. Is the LINC a library-use only space? Mark will talk with Andrea Bird/Gary Bradshaw to clarify if the LINC is non-bookable lab space. Also, if the LINC is slated as a bookable space, the current security configuration would need to change. Can these computers be locked down (easily at flip of switch) with better security software? Melissa will discuss technology ramifications with Mark who will discuss with Andrea.

5.2 VP Academic Jim Randall asked Council members to consider 4 questions and give him some input – something he is doing with groups across campus.

- 1) What do you see as UPEI's greatest accomplishments? What are we proud of?
- 2) What do you see as the greatest challenges as we look to next 10 years?
- 3) What changes have to be made to meet these challenges?
- 4) What questions should be posed as part of a strategic academic planning process?

Campus input will provide Jim with some prepared data & ideas for the new incoming President.

5.3 Microfilm shelving

The empty microfilm shelves will be taken down. Simon indicated that study tables will replace them, instead of study carrels. Donald suggested that perhaps additional microfilm shelving could be removed following removal of the Chronicle Herald microfilm. The funding for the equipment would come from Computer Science and Information Technology Department.

Mark mentioned Microsoft Surface hardware – for existing gaming programme on campus and to augment anatomy lessons for nursing, and AVC. Involves touch surface technology. Melissa suggested the group study rooms might be more applicable for this technology rather than Learning Commons.

5.4 Relocation of DVD/VHS deck plus TV from Room 261

Equipment will be integrated into the Collaboratory or discarded if not needed.

5.5 Photocopiers

No rush to remove existing coin ops and the new Ricoh photocopiers can have this feature added, if needed.

5.5 Campus Library Committee

There was a brief discussion of a general “campus library committee” and it decided that

the discussion would be deferred for now. Liaison librarians should try to involve themselves in campus curriculum meetings – as per discussions at ARPC. This will be discussed later in more detail. Mark noted that the liaison librarians are invited to his Open Access meetings with faculty departments and will ask Pauline to disseminate his schedule of these meetings to them.

5.6 Policy for Idle/in Use computers

Melissa noted that when people walk away from the public computers and don't logoff, the computers can not be used by waiting users. Discussion centered around creating a script to log people off automatically after a certain period of time – notwithstanding the disadvantages with that, Suzanne will work with Melissa to come up with a eye-catching user notice (electronic or print) encouraging people to log out more promptly.

5.7 Discussion of article - next Council

5.8 Roundtable:

Dawn – Open Access Week - Oct 18-24. Mark will be speaking on Friday as part of the ORD series of presentation for this week. Also Games Night is scheduled for Oct 22 and all volunteers are welcome. Facilities need to be contacted to see if an automatic door is possible to allow easy passage for wheel-chair bound patrons going to Language Lab/LINC areas.

Suzanne – The September issue of *Off The Shelf* newsletter is now out. APLA newsletter has implemented a change in receiving news submissions from the Atlantic provinces. Open House 2010 – although successful, we will need to step up our offerings for next year's event

Donald – As chair of APLA Library Committee, he is announcing a project under *Grow A Library* in Mali with a dollar goal of \$2,500.

Simon – Has attended NSO banquet, graduate student orientation, retirees luncheon, and new faculty mixer.

Meeting Adjourned. Next meeting – Oct. 28, 1 pm - 3 pm