

**Library Council Minutes**  
Thursday – June 2, 2011  
12:00 p.m. – 1:50 p.m.  
Library Conference Room

Present: Melissa Belvadi, Cathy Callaghan, Wendy Collett, Suzanne Jones, Mark Leggott,  
Simon Lloyd, Courtney Matthew, James Murphy,  
Regrets: Dawn Hooper, Betty Jeffery, Sarah Jones, Emma MacPhail, Donald Moses

1. Approval of Agenda  
Agenda approved with the addition of item 4.6 Art Competition and the re-numbering of Roundtable to 4.6.

2. Approval of Minutes (April 21, 2011)  
Minutes approved with a minor change.

3. Business Arising

3.1 Evergreen Update

Evergreen upgrade from 1.6 to 2.0 will begin June 22, possibly extending over two days.

**ACTION:** Melissa will send a link to the list of new features available with Evergreen 2.0.

3.2 Digitization Update

The main priorities are: Prince of Wales College material, newspapers, and Celtic music recordings.

There is a fair amount of incidental scanning being done, i.e., material for class reunions.

Legislative material is continuing to be digitized.

“The CAUL Atlantic Islandora Repository Network is an innovative initiative to create an interlinked network of institutional repositories. Each of the CAUL member libraries will be contributing unique and valuable collections to CAIRN.” Cairn ( <http://cairnrepo.org/>) went live on May 17, 2011. CAUL provided a \$50,000 grant to Islandora. The Islandora framework is being offered as a preservation framework to interested institutions.

TOURPAD – Courtney met with Alan Graham and three student developers. The site contains a collection of Island stories with a focus on materials from the West Prince area. Courtney is using Islandora to build a form that will provide for consistent formatting and access for users to input information.

Red Island Repository Institute 2011 is being held September 17 – September 23, 2011 at Dalvay by the Sea. If anyone is interested in attending, then send a message to [Kirsta Stapelfeldt](#).

Islandora Camp will be held July 20 – July 22. If anyone is interested in attending, then send a message to [Kirsta Stapelfeldt](#).

**ACTION:** Melissa and the Web Committee will find a location on the Library website to provide information on the EBM and the print on demand service.

**ACTION:** Donald will meet with the Circulation staff to give them up-to-date information.

Any questions re the EBM should be forwarded to Donald. He will use them as a basis for a FAQ.

### 3.3 Learning Commons

Jerrad is working on the image for the iMac at the Information Desk. This work is almost complete and the iMac should be available soon.

Ten new iMacs have arrived; they are relatively high on Jerrad's priority list.

Jerrad will be upgrading the Macs in the Language Lab to Snow Leopard. This tool, which allows professors to listen to their students, requires this new operating system.

Melissa indicated that staff with Macs could upgrade to Snow Leopard. Interested staff should contact Melissa.

### 3.4 Google Docs/Apps

All the budget spreadsheets are available for staff viewing via Google Docs Shared Collections. Staff members who do not want to set up a personal account can use the Reference account. The username for this account is Reference and the password is medvet45. The password changes periodically.

### 3.5 Copyright

Simon will link the CAUT advisory on copyright to an updated version of the copyright information page. Simon will continue to keep us informed of changes when they happen, especially as a new bill on copyright may be tabled during the new sitting of Parliament.

Melissa, Gerry & Wendy Henderson (Central Printing) have been working to clear copyright for course packs. The process is going well. Melissa is reading through our database/journal contracts and James is placing the information pertaining to course packs and other important contractual information in the CUFTS licensing module. This will allow easier access to copyright information on the journals contained in these packages. The goal is to provide this information to Wendy Henderson and others who have an interest in producing course packs.

### 3.6 Signage

Suzanne reported that the signage request is moving forward. There had been a miscommunication with the original order that had been placed in August, 2010.

The entrance to the Library (closest to Mark's office) will be renovated this summer. Details will be sent to all staff.

### 3.7 Student Concerns/Issues

No update.

### 3.8 Post Library Council CUPE Update

It was brought to the attention of Council that it was not possible to access the Theatre in Video database.

**ACTION:** Melissa will check and make the necessary changes.

### 3.9 Library/UPEI Policies

The Privacy Committee is reviewing policies that have a privacy component. Mark and Belinda are looking at the possibility of bringing these policies together with a view to making them more accessible.

The Travel Expenses Policy was updated on April 26, 2011. It is available at: <http://www.upei.ca/policy/adm/fin/fin/0001>

Official policies of the University of Prince Edward Island are available on the UPEI Policy website - <http://www.upei.ca/policy/>

### 3.10 Staff updates

Council acknowledged Judy Callaghan's retirement and is grateful for her significant contribution over almost forty-two years of dedicated service. Judy's dedication and commitment has been an asset to the Library. Suzanne requested that Judy remain on call.

Interviews are completed and a recommendation is submitted for the AIF developer position.

Alexander's PA6 position was posted. There were no internal applications. The position has been posted externally with a close date of 6 June 2011.

Dale McCure has assumed responsibility for Judy's duties for the interim. The "Open Position" in Cataloguing is being reviewed. The fact sheet is being reviewed and the job posting is being created. The expectation is to have this position filled by end of August.

Betty was elected President of the Faculty Association for 2011-2012. Backfill for Betty is in process but it may be a few weeks before it is finalized.

## 4. New Business

### 4.1 Language Lab Equipment Damage

Three of the power "bricks" for the headset amps were broken. Staff are asked to report any abuse or misuse of the computers or equipment. Students should not unplug any of the Lab equipment in order to plug in their laptops or personal devices.

### 4.2 Portable Smart Board

Funds from last year were allocated to purchase a Smart Board. It was decided to purchase a mobile unit to allow for greater flexibility. A discussion needs to take place re location of the unit, a loan policy, procedure etc.

There is a possibility that it will be housed in a study room upstairs with the understanding that it will not be permanently housed there, nor will the people in the room automatically get to use the board, unless they have signed it out. The Smart Board comes with a special pen to use with it and this pen will be the item used to sign it out.

A working group will be formed to discuss these possibilities and return with recommendations to Library Council. The working group will include Cathy, Melissa, Wendy and others from the library who would be interested in providing input.

**ACTION:** Cathy will confirm the membership of the Working Group.

#### 4.3 Donations Procedure

Melissa asked that the initial contact person for donations be clarified and be communicated to staff. Current contacts are Simon for Prince Edward Island related materials and Melissa for all other materials. Further discussion was deferred.

#### 4.4 One Book • One Island

The One Book • One Island icon has been added to the Library homepage. Clicking on the icon will bring you to the Public Library Service site and additional information about the author and the book, Louise Penny - Still Life, featured in this project.

The Library purchased this item for the Kindles. We have six copies but only three Kindles. If staff have a personal Kindle and would like to have this title added to their Kindle, then contact Melissa.

#### 4.5 Art Competition

Suzanne received nine suggestions from staff for the 2011/2012 Art Competition.

1. Bare wall in Super Quiet Reading Room (main floor).
2. Pillar(s) in the Learning Commons area.
3. Moving sculpture outside of Library - tribute to Gordon Connors.
4. Wall/bulkhead mural showcasing, surrounding, highlighting the Information Desk.
5. Bare corridor wall from Lobby to Media Centre/Collaboratory.
6. The maroon border area just above the Circulation Desk that extends around.
7. Bare wall in the upper level Quiet Room.
8. Bare wall in Reference area (on the inside wall of the New Books area).
9. Any study areas in Library

These suggestions were reviewed and discussed. The pillars in the Learning Commons were selected for the next art competition.

#### 4.6 Roundtable

Simon: Involved with the ARMA Conference being held at the Delta Hotel June 5 - June 8, 2011. Will be in and out of the office for the next week.

Suzanne: *Off the Shelf* will be produced in a new format. The last paper issue will be released soon.

Wendy: Attended APLA in St. John's. Sessions were very good. Will be contacting the Library Technicians' Interest Group.

Courtney: Currently working on TOURPAD in conjunction with Rural Broadband as part of Innovation PEI. UPEI Computer Science students are working with Courtney on this project.

Melissa: Jerrad will be attending Apple Hardware training in Halifax. This will be the same week as the Evergreen update. Please be patient with your requests for assistance during his absence.

Mark: Mark will be away until July 10<sup>th</sup>. The last week of June and the first week of July will be vacation.

Meeting adjourned at 1:50 p.m.

Next meeting: August 25, 2011 - 1:00 p.m. - 3:00 p.m.