

Library Council  
Wednesday, Nov. 25, Conference Room  
1 pm - 3 pm

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

Regrets: Mark Leggott

Absent: Tom Hilton

1. Approval of Agenda – with addition of Drinking fountain in Library (4.2) and the H1N1 clinic (4.3) with the Art Competition as last item on agenda at 4.4.

2. Approval of minutes, as amended

3. *Business Arising*

3.1 **Learning Commons update**

The RFQ has gone out for new furniture bids. The due date for responses is December 8<sup>th</sup> with expected install time of mid to late February. Installation will try to be sensitive to study needs of the students.

3.2 **Student Lockers update**

Chris reported that Circulation policies and procedures regarding the student lockers were in place. Lockers are being installed this afternoon in the breezeway. She confirmed that students would be charged \$50.00 per semester for a locker. Some concerns were expressed that students may sit on top of lockers (and damage them) and methods of how that might be discouraged were discussed. While it was initially thought that the lockers would be for the first-year students, identifying/verifying if a student was in first-year or not would be overly convoluted. Lockers therefore will be available now to all undergraduates.

There was some concerns that matching individual students with their specific lock combination would be a challenging process. Chris reported that Circulation staff felt that this tracking was less problematic than other options. It was recommended by Council that we respond to locker requests within the next few days – with the added benefit that an early jump on the process might allow us to work out any procedural “bugs.” **The Library needs to publicize the lockers by posting messages to Campus Notices & Events; notifying the Student Union; and adding a News item to our webpage.**

3.3 **International Baccalaureate update**

Cathy received a list of relevant student names from Charlottetown Rural and Colonel Gray high schools but is still waiting for the names of the teachers who would also need access to our resources. Eventually, there should be approximately 49 people who will be allowed access to the Library’s resources. Currently, there are also difficulties in determining the

gender of some of the foreign students, due to the unfamiliarity of their names.. Mike Reid in Computer Services will append a patron profile for 'IB' to the Library's daily patron upload to allow for coding this group correctly. Peggi will add them into the University Information System (UIS) and Grant will ensure their in-house security clearance.

### *New Business*

#### 4.1 **Library Hours**

A draft of the proposed Library hours for the Christmas holidays and next term was circulated. Council confirmed that Library would close at noon on December 24<sup>th</sup> (as per usual) and re-open on Monday, January 4. Council then decided that in keeping with the fall term, the Library would remain open only until 11 pm throughout the winter term – affecting those evenings where the draft hours indicated a midnight closing. Donald raised a point with working arrangements of contract persons over the Christmas period and whether Andrea MacRae could come in when Library was closed. **Donald will check with Human Resources on the “working alone” policy.**

#### 4.2 **Library drinking fountain**

Since the upcoming bathroom renovations in the Library will remove the existing drinking fountains, Melissa proposed the installation of a drinking fountain elsewhere in the Library. This proposal was supported by Council with an additional suggestion for a “goose neck” or spigot for easy use.

#### 4.3 **H1N1 clinic**

Since it will be difficult to predict how quickly the University's H1N1 clinic will perform on December 2, Simon suggested that staff should let supervisors know if they are intending to get the H1N1 flu vaccine or not. Although long line ups are not anticipated, getting the vaccine shot would likely involve approximately one hour - allowing for mandatory rest time. This might have some consequences for desk shifts. Council members wondered if meetings on that day should be re-scheduled. **Simon asked that people let Cathy know by Monday whether or not that were going to get the shot. Simon will: 1) get more information about the regular flu shot, 2) speak with student assistants scheduled for library shifts on December 2 to determine their intentions for the H1N1 inoculation, and 3) contact Human Resources to clarify if the time away for workplace to get the H1N1 shot should be treated as a “medical appointment.”**

#### 4.4 **Art Competition submissions review**

Suzanne presented the individual art competition submissions to Council members, asking for their feedback and votes of support. The votes submitted by staff which Suzanne had previously sent to Council were also considered in the winnowing out process. Council's final “top three” choices were: #3; #12, and #5a. **Suzanne will now contact Facilities Management for their input as to potential safety/code/installation issues of the top 3 choices and will report those findings back to Council.**

The next Council meeting will be Dec. 9, 2009. Council adjourned at 3:30 pm.