

Library Council Meeting
Sept. 23, 2009 1pm - 3 pm
Conference Room
Minutes - DRAFT

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

Regrets: Tom Hilton

1. Approval of Agenda

2. Approval of Minutes (for May 2009 and August 2009)

3. Election of Council Secretary

- Cathy Callaghan and Suzanne Jones were the only eligible names. Cathy declined; Suzanne agreed to let her name stand and was approved by unanimous vote. Suzanne's secretarial duties were effective immediately. Many thanks expressed to Simon for his two terms as secretary.

4. Business Arising

4.1 Article Discussion: [*My Job in 10 Years: The Future of Academic Libraries*](#)

Donald introduced article noting that we are already involved with a number of these "future" trends. General discussion identified other items to check out: [Google Books: A Metadata Train Wreck](#) and [phdcomics.com](#) and [www.emc.com](#)

Charlotte will submit article next month. There was a discussion regarding the length of the term the student representatives sit on Council. Suzanne will contact Student Union at end of this calendar year to determine if replacement student representatives are needed.

4.2 Digitization/VRE/Institutional repository update:

- Posting for scanning/tech job for the Island Imagined project closed today.
- Approximately, 2,500 art slides now have been scanned into Islandora to provide access, including possibly via Moodle.
- Thanks to Simon, Paul, Dave Kisly and student assistants for getting the UPEI Art Inventory online. Some weeding still has to be done with this collection, as well as some high resolution scanning. These will be made available for public viewing at some later point. Additional metadata will be added for these slides by Library staff and Advancement Services.
- Peter Lux was the successful candidate for a 2-year term position as the ICAN VRE Support Technician. Another person coming on soon as a 2nd VRE Support Technician.
- We are close to receiving our first external contract for Islandora, which will provide some revenue – how the money splits between Library and UPEI has yet to be determined. Alex and Paul are working at a solution pack for IslandScholar which would be an example of a possible revenue opportunity with the Islandora software.
- Kudos to Donald for *The Guardian's* article on the Library's *IslandLives* project and its progress.

4.3 Evergreen/Moodle Update

- Equinox has a new client liaison. Grant is reviewing outstanding service tickets with him.
- The Z39.50 server is working again. Donald will remove interim note in the *islandlibraries.ca* site.
- Grant is working on Relais to enable display of search results holdings.
- There is a problem with Library's Moodle widget and Internet Explorer. Melissa & Grant will discuss with Geoff in Computer Services.
- Circulation staff will now add links to Reserve/eReserve material in the DB of DBs as part of their normal process. This means they will automatically show up in Moodle – although the course naming conventions will need to be discussed with Kent Villard to ensure accuracy. An alternative would be a way for the Circulation staff to have access to the list of course names. Cathy will let the Liaison Librarians know when reserves can be linked through the DB of DBs.
- The Plagiarism quiz will be moved/added to Moodle next term.

4.4 Federated Searching (using Simon Fraser's dbWiz)

- Since our Z39.50 server is working, SFU can now add our catalogue as a Z39.50 search target. Dawn Hooper is checking each database for problems. Some of our databases still don't have a *Check At UPEI* icon.
- In our hit list: 3 clickable items - titles; *Check at UPEI*; and native interface. Most of the time the first link will take you directly to the article citation in the native interface. The *Check at UPEI* icon should go direct to the article, but does not always do so. The third link takes you to the brief record in the native interface. Please report problems to Melissa; screen shots would be appreciated.
- Mark asked if the Library could track usage and noted the good work on getting this operational.

4.5 Information Desk/Learning Commons

- Reference Desk has been moved. IT student assistant hiring's completed last week and students have started. Cathy and David are overseeing the IT student schedule.
- Mark asked that all library staff contribute to keeping these students busy when the IT desk isn't busy. There was discussion as to ensuring necessary and timely library and computer-related training is provided for IT students as well as asking all student assistants to sign a confidentiality form. Simon and Cathy will look at creating a confidentiality/privacy waiver and, with David, will ensure necessary training and that students have something to do when on duty. Chris noted that projects for Circ student assistants would also be welcome.
- 18 Dells are currently available (from Lab in Room 208). 15 new iMacs will be ready after Access 2009. Jerrad will be ensuring those have a dual boot for both operating systems. It was suggested that IT students could help with unpacking these new arrivals.
- Sample furniture arrived today. Check it out and let David know what you think!

4.6 Language Lab/Collaboratory

- The Language Lab will be brought down over Christmas break to upgrade equipment and ensure new version(s) of Rosetta Stone will work.
- Positive reactions and word is getting around about the new Media Centre Collaboratory. We may need to look at booking reservations if it is in high demand.

4.7 Staffing:

- The vacant Circulation position was redefined as 2 new permanent fulltime positions: a VRE Developer; a Digitization Technician. Both positions are in the Classification process and will be posted after that is completed.

4.8 Budget Update

- The budget process starts in November.

4.9 Art Competition

- Nineteen submissions received. They will all be available for staff review in the Staff Lounge once Jerrad finds a computer to access submitted CDs, DVDs and websites. A special Council meeting will be called (after the Access Conference) to review submissions. Facilities Management will also have to review submissions for safety and installation issues.

4.10 Connors Memoriam Update

- The idea was floated to consider a future art competition as an “In Memorium.” However, we likely won’t have another competition until 2011 so we will proceed as originally discussed.

4.11 Lockers Update

- Expected delivery time for breezeway lockers is problematic. Mark spoke with the company and said that order would be cancelled if lockers were not here by this Friday. Suzanne will update the Student Union as to the delay. Locker availability may be pushed back until January 2010.

4.12 Access 2009 Update

- Approximately 160 people have now registered, so registration is going to be closed. Due to high attendance level, Library staff may not get the registration “goodies” handed out to conference registrants.
- All library staff can go to Access Conference even if not yet registered and if minimal coverage of library operations is ensured. See Grant for a last-minute badge. Sessions will be recorded – so those who can’t attend will be able to review those recordings.
- Programme change - Speaker George Oates can’t make it and has been replaced by William Turkel.
- Grant suggested offering half price registration for Computer Services staff, which Mark approved.
- Many thanks to Donald for the programme guide.

New Business

5.1 Library Expansion Proposal

Mark mentioned that a proposal for a library expansion project (involving the north side of Library) was being reviewed. Details of this project are tentative and confidential at this stage

5.2 Roundtable

Donald - Kris Bulman will be out of the Library until October 7th.

Dawn - the APLA Games Week (Oct 18-24) is coming up. Committee volunteers are: Outreach & Communications team, Dawn, Grant, and Donald.

Chris - Welcome to Grant upon his return to Council as one-year staff rep.

Simon - Visit from Fire Marshal noted a possible fire safety hazard because of the furniture in front of Samuel’s. Mark asked for clarification on what needs to be done, if anything, to resolve this issue. Also the re-integration of USAC Desk with the Information/Reference Desk was noted.

Suzanne – Noted that Pauline had floated tentative scheduled Council dates based on Mark’s schedule. These were acceptable to Council members; Pauline will need to re-send.