

Library Council Meeting

October 31, 2013

1 pm – 3 pm Library Conference Room

Present: Mark Leggott, Melissa Belvadi, Betty Jeffery, Dorothy Peters, Cathy Callaghan, Suzanne Jones, Cindy MacDonald, Dawn Hooper, Donald Moses, Kelsey Marr (Undergrad Student Rep)

Regrets: Simon Lloyd (may be late), Erin McCauley (Grad Student Rep)

Absent:

Agenda

1. Approval of Agenda
 - a. Discussion about the organization of the new agenda. Chair will ensure that we are able to complete the agenda items. The Secretary will share Council Meeting folders with Members.
2. Approval of Minutes ([October 3, 2013](#))
 - a. Minutes of the October 3, 2013 meeting are approved.
3. Standing Items
 - a. Budget
 - i. Nothing new to report.
 - b. Staffing
 - i. Staffing updates were provided earlier in the week at the Staff Meeting.
 - ii. One of our IT students is graduating in January so we will need to fill that vacancy.
 - c. Post-Library Council CUPE
 - i. Nothing to report.
 - d. Student Concerns/Issues
 - i. Graduate Students
 1. Nothing to report.
 - ii. Undergraduate Students
 1. Kelsey Marr (SU VP Communications) will be the Undergraduate member sitting on Library Council.
4. Business Arising
 - a. Copyright
 - i. Revised Posters (ML/SL)
 1. The posters have not be updated as of this meeting, ML/SL will work with Integrated Communications on a new version.
 - b. Health & Safety
 - i. Hand Sanitizers (ML)
 1. As reported at the Staff Meeting, hand sanitizers will not be provided by Facilities. The Library will purchase hand sanitizers and forward the concern to Facilities. DP and SL will discuss purchasing the sanitizers.

- ii. Fire Safety Wardens (ML)
 - 1. New wardens have been appointed.
 - iii. Safe Areas
 - 1. Discussion of safe areas and concerns. ML will follow up with SL. SJ reminded LC of an earlier discussion regarding a 'button' at the Circulation Desk.
 - a. TO DO: ML will follow up re: options for an emergency call button at the Circ Desk.
 - c. LibQUAL
 - i. Alternative to LIBQUAL Article (SJ)
 - 1. SJ will provide the material as discussed. One alternative we are looking at is a survey that considers both Library and IT services. ML will also forward information to ITSS for feedback.
 - a. TO DO: ML will check to see if there is a public version of the Dell ITSS review and distribute it to LC.
 - ii. LibQUAL Comparison Document (SJ)
 - 1. https://docs.google.com/a/upei.ca/file/d/0B-ZLnIbfeHohaTM1UnJGdGFjMDg/edit?usp=drive_web [Note: this is a confidential document containing personal information.]
 - d. Alumni Premiere Update (ML)
 - i. Continue to get signups, with a lot of interest from Vet community. A vet resource has been added - CAB VetMed Resource.
 - 1. TO DO: ML to update the page/communication around Alumni Premiere.
 - e. Printing Update (MB)
 - i. Printing issues seem to have 'settled down'. There was a discussion regarding double/single sided printing and how we could make this clearer, or even the default.
 - 1. TO DO: MB to work with ITSS (Geoff M) to update queues.
 - f. Mobile Discussion [added to agenda]
 - i. ML showed Browzine widget on <http://library.upei.ca/databases> and mentioned the promotional material produced by the vendor - see: <http://thirdiron.com/marketing-tools-for-libraries/> .
 - 1. TO DO: MB to add a Mobile page to library website with links to available apps and resources.
5. New Business
- a. [Library Hours](#) (SJ)
 - i. Current hours (<http://library.upei.ca/hours>):
 - 1. Final details for the hours were discussed and approved.
 - a. TO DO: Update hours on library website.
 - ii. 24 hour building for studying
 - 1. Kelsey mentioned that the SU may be a carded facility and potentially open 24hrs for those with cards and there are other

discussion regarding options for 24 hour building.

- b. Open Access Week Update (ML/DH)
 - i. ML gave 3 presentations during open access week, all well attended. DH mentioned a cross-disciplinary OA webinar. ML mentioned the CAUL Scholarly Committee report presented at the meeting last week and the praise for the Committee's work (DH is a member of that committee).
 - ii. ML discussed <http://sciencescape.org> and he will let staff know when there is an account to test.
 - iii. OA Policy up for review next year.
- c. New Ways of Communicating Inside the Library (ML)
 - i. Redmine/Basecamp/Google
 - ii. ML showed how the Admin group uses Basecamp - units that would like to use it as well can contact ML.
 - iii. The admin group have also prepared a list of role-based e-mails, existing and ones we should create. The Library will move to the use of role-based e-mail in all cases where it is appropriate. Notify ML of any missing addresses: the Admin team will look at how to deploy the full set and report back.
 - a. Currently Have:
 - i. alumni-premiere
 - ii. circdesk
 - iii. collections
 - iv. dgi-starter
 - v. ebm
 - vi. ill
 - vii. itassist
 - viii. libadmin
 - ix. libprojects
 - x. Immi-friends
 - xi. Immi-friends-us
 - xii. outreach
 - xiii. publications (IR)
 - xiv. reference
 - xv. vresupport
 - xvi. zeta
 - b. Should Have:
 - i. archives
 - ii. instruction
 - iii. systems
 - iv. islandarchives or digitization
 - v. library
- d. Room Booking Module
 - i. The system was demonstrated at the Staff Meeting and there was some

discussion of next steps.

- ii. KM suggested that keys should continue to be used.
- iii. TO DO: DM to create accounts for all circulation staff so that they can experiment with the room booking system.

6. Article for Discussion

- a. [*Can't buy us love: The declining importance of library books and the rising importance of special collections*](#)

7. Roundtable

- a. MB attending to Charleston Conf next week [<http://www.katina.info/conference/>]
- b. DP cleaned out the supply room in anticipation of the move of the EBM.
- c. CM is teaching a substantial number of classes this term.
- d. SJ judge for international students pumpkin contest.
- e. DM - presented to the Charlottetown Executive (Collaboration, Innovation & Entrepreneurship), the Association of Professional Librarians of New Brunswick (3D Printing, Makerspaces, and Libraries ... skyped in Peter Rukavina and Makers from Malmo, Sweden), the Nova Scotia Library Association (Hackery @ UPEI), and on Monday is a virtual guest speaker in a Masters course in Digital Humanities at the University of Western Ontario. Paul P, Melissa A and DM are going to teach an Islandora Camp in New York (Nov 18-21). Participated in the annual meeting of the Canadian Council of Archives and the member representing the Archives Council of PEI.
- f. ML meeting with PEIPLS, Holland College and Peter Rukavina about a series of events for 2014 to promote Civic Engagement and highlight the role of Libraries.

Summary of Meeting's Action Items

https://docs.google.com/a/upei.ca/spreadsheet/ccc?key=0Akr03Z1-fS_PdHhmeEtISjVMckFtbVZIT1NhM0NWTfE&usp=drive_web#gid=1

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