

# Library Council Meeting Minutes

Date November 28, 2013 - 1 pm – 2 pm Library Conference Room

Present: Mark Leggott, Dawn Hooper, Melissa Belvadi, Simon Lloyd, Kelsey Marr, Cathy Callaghan, Cindy MacDonald, Donald Moses

Regrets: Suzanne Jones, Betty Jeffery, Erin McCauley, Dorothy Peters

## Agenda

1. Approval of Agenda
  - a. approved
2. Approval of Minutes
  - a. approved as circulated
3. Standing Items
  - a. Budget
    - i. Highlighted recent budget discussions at Librarians' and Staff meetings.
  - b. Staffing
    - i. New Student assistant in Circulation - Mary McKay
  - c. Post-Library Council CUPE
    - i. Nothing to report.
  - d. Student Concerns/Issues
    - i. Graduate Students
      1. Nothing to report.
    - ii. Undergraduate Students
      1. Discussion about the Student Union activities in Ottawa re: open textbooks and tuition.
      2. [OrgSync](#) online forum service is being considered as a platform for the SU's student groups.
4. Business Arising
  - a. Dell ITSS review (ML)
    - i. To Do: ML to follow up with Blair and/or Jackie to get details re: ITSS review. The document Blair sent was the survey instrument used and not the results of the review.
  - b. Update the page/communication around Alumni Premiere (ML)
    - i. Still some challenges re: the service and user expectations, primarily the delay in getting accounts setup. Mark will look at how this can be tightened up.
  - c. Library Hours
    - i. [Revised Draft Library Hours](#) for Jan. - May 2014 - Easter dates. (SJ)
      1. April 18 (Good Friday) - 10am-11pm
      2. April 19 (Saturday) - 9am - 11pm (9-4 and 4-11 shifts)
      3. April 20 (Easter Sunday) - 10am-11pm
      4. April 21 (Easter Monday) - 10am-11pm

- 5. May 2 (Friday) - TBA
- 6. May 3 (Saturday) - TBA
- d. Discussion of the recent effort at Dalhousie to bring dogs into the institution.
  - i. ToDo: ML to look at bringing a pet into the library.
  - ii. ToDo: ML to explore bringing Ice Cream in the library.
- e. Room booking system (DM)
  - i. The pilot is proceeding and Circulation staff will be given access to test shortly.
- 5. New Business
  - a. Shelving space/weeding projects (MB)
    - i. Bound Periodicals
      - 1. Weeding/discarding about 2,000 volumes. Week of Dec. 16 students will be rearranging content and shelving. They will also update the signage as they go forward.
    - ii. Compact Stacks
      - 1. Will also be weeding materials where secure content (ie. perpetual licenses with Portico or similar access) is available.
    - iii. Reference
      - 1. The full reference collection is undergoing a similar process with some material to move out of reference into open stacks with the possibility of discards as well.
    - iv. Gov Docs
      - 1. This collection is being weeded and moved downstairs, the goal being to free up a full range in this area, merging the remaining reference and government documents collections.
    - v. The goal of project is to provide space for new materials on the 2nd floor and repurpose empty space as study space. This is the longer term plan.
  - b. To Do: ML to recreate the Library Signage Committee.
  - c. Printing
    - i. Black Commons double-sided forced setting/label (revisited) (MB,DH)
      - 1. Decisions
        - a. We will relabel queue to Double Side and this will force Double Sided only printing on this device.
        - b. To Do: ML will highlight with departments/faculty the issues related to student printing (eg. requiring that assignments be handed in single sided, etc.)
  - d. InfoDesk, Virtual Reference, and IT assistant hours of coverage in Winter 2014 (BJ, MB)
    - i. IT assistant hours will remain the same next semester.
    - ii. Information Desk/Virtual Reference will close at 3pm Friday.
    - iii. Virtual Reference service hours will be M-Thurs will 9:30am - 8:00pm (formerly ran until 9pm).
    - iv. The Virtual Reference hours from M-Thurs 5pm-8pm is now covered by

the same person working on the Information Desk.

- v. ML noted that the Library has to reduce the Reference service hours due to the unfilled vacancies from recent retirements. Any additional reduction in positions will likely result in reduced open hours for the Library.
  - e. eScience Institute (ML/DM)
    - i. An initiative of Duraspace. <http://www.duraspace.org/e-science-institute>
    - ii. An online learning curriculum to facilitate the development of supports for research data stewardship.
    - iii. Attendees ML, DM, DH, Fabrice Berrue (MNPL/AVC) - others are welcome to participate.
    - iv. ToDo: ML to send the notice regarding the Institute to staff.
  - f. Open Textbook Update
    - i. Daniel Lynds and ML working with Karen Samis to integrate Scitable - <http://www.nature.com/scitable> into the 2nd year genetics course.
    - ii. So far the Working Group estimates that students have saved \$50,000 as a result of the initial efforts.
    - iii. Charles Adeyanju (Soc.) has joined the Open Textbook Committee.
6. Roundtable
- a. Cindy needs scheduling availability to complete the Reference schedule.
  - b. Today was Cathy Callaghan's last Library Council meeting before she retires. Council indicated heartfelt thanks to Cathy for her contributions to UPEI and the Library.

Meeting adjourned at 1:55pm.

#### Summary of To Dos

Follow up with Blair and/or Jackie to get details re: ITSS review. The document Blair sent was the survey instrument used and not the results of the review.	ML
Pets in the library.	ML
Ice Cream in the library.	ML
Reconstitute the Library Signage Committee	ML
Highlight with departments/faculty the issues related to student printing (eg. only accepting single sided, etc.)	ML