

# Library Council Agenda - March 26, 2015

March 26, 2015 - 1:00-3:00pm Library Conference Room

Attending: Mark Leggott, Dawn Hooper, Melissa Belvadi, Suzanne Jones, Rosie Le Faive, Simon Lloyd, Lindsey MacCallum, Cindy MacDonald, Robyn Thomson, Betty Jeffery

Regrets: Brittany Jakubiec

## Agenda

1. Approval of Agenda
2. Approval of Minutes (February 26, 2015).
  - a. approved with correction to the title.
3. Standing Items
  - a. Budget
    - i. Draft budget on its way to the Board.
    - ii. ML prepared a rationale for increasing the library fees (\$40FTE > \$60FTE)
      1. Rationale - increase in collections cost based on the US\$
      2. If this is not approved, there will likely be cuts to collections unless there is a new approach to covering the US \$ differential.
    - iii. We do have some funds in a reserve account (around \$50,000) from the underallocation of the new Library Fee in the first 2 years.
    - iv. The intent is to pull some funds from Central Printing to pay for CPO students.
  - b. Staffing
    - i. Librarians
      1. The LAC is moving ahead to fill the vacancy.
      2. M Leggott is undertaking the process to extend L MacCallum's and R Le Faive's contracts.
      3. B Jeffery will be on on sabbatical starting in July (1 year).
    - ii. Library Technicians
      1. NA
    - iii. Students
      1. For summer students we will have two in Digitization/Systems and two in Circulation.
      2. MLIS Practicum - Mark Cousins (Dal SIM student) will be starting in mid-April on a 3-week job practicum and will:
        - a. work on a project with rare books in Special Collections and Archives;
        - b. work with PARO, Legislative Assembly, UPEI to develop an improved inventory of collections;
        - c. work with S Fisher on a spreadsheet of Maclean's ranking information;

- d. shadow staff on Circulation and Reference.
    - iv. External
      - 1. N Jay is assisting with graphic design for the Bowing Down Home Project.
      - 2. N Jay and C Dennis have been contracted to work on the Open Badges Project.
      - 3. M Fishbane will be helping with LMMI social media efforts.
      - 4. L Robinson will be the new LMMI Visiting Scholar (she is from the Royal Military College) starting July 1.
    - v. M Leggott Administrative Leave arrangement
      - 1. M Leggott is taking one week per month (usually the 1st week of the month, starting in October and will be doing research and catch-up on a variety of files during this time.
      - 2. Potential for writing articles
  - c. Travel/PD Plans
    - i. So far Administration has received requests from R Thomson and C MacDonald for attendance at APLA, S Fisher for a Libraries, Books and Publishing conference and a few others are pending. Any additional travel needs to be submitted by the end of April.
    - ii. R Le Faive will be going to Madrid for Islandora Camp
    - iii. M Leggott going to CAUL and APLA.
    - iv. S Lloyd will be going to APLA.
  - d. Post-Library Council CUPE
    - i. There were questions regarding a rescheduling of the Staff Meeting that was cancelled. Mark will see if there's a opportunity to reschedule the meeting.
  - e. Student Concerns/Issues
    - i. Graduate Students [B Jakubiec]
      - 1. NA
    - ii. Undergraduate Students [Travis/Alex]
      - 1. NA
  - f. Discussion re: staffing virtual services during storms
    - i. This is currently done informally and there is an interest in whether or not a more formal approach can be adopted.
    - ii. The Library Hours block should be hidden during storm days to reduce confusion.
    - iii. If this is done we also need to provide clearer communication when Library is closed, but virtual services may be provided.
4. Business Arising
- a. Mould Clean-up
    - i. NA
  - b. Evergreen Update
    - i. The 2.7.4 upgrade was completed.

- c. Bowing Down Home
    - i. We are close to launching the site - <http://bowingdownhome.ca>.
    - ii. There will be four “kitchen party” events on April 7, 8, 9, 10.
    - iii. This will coincide nicely with the new National Fiddling Day, which was championed Libbe Hubley
  - d. 24-hour Study Space
    - i. Meetings for this were cancelled due to snow.
  - e. ACOA Proposals
    - i. The CreateSpace proposal was unsuccessful, but there is an interest from the VP Academic in facilitating this through other means.
    - ii. The SIDR (Secure Island Data Repository) was successful and is currently underway.
      - 1. The new Data Centre will be located in McDougall Hall.
        - a. It will house HealthPEI data and other research data requiring a high degree of security.
        - b. SIDR will have three services:
          - i. A “closed loop” environment with no Internet access (researchers would need to visit the physical space).
          - ii. Hadoop environment for data analytics.
          - iii. Data storage.
  - f. Welcome Signage
    - i. The new Library Welcome sign will be done with “Peel and Stick” paper.
    - ii. M Belvadi will be working with Integrated Communications on the details.
  - g. Research Data Management
    - i. The new Research Data Management Service will be launched shortly, and will include a new DropBox-like sync service - <https://data.researchspaces.ca/pydio>.
    - ii. The landing page for this and other services will be at - <https://data.researchspaces.ca>.
  - h. Moving GovDoc/Ref/Current Periodicals
    - i. The complete GovDocs collection has been moved/compressed into the back of the same range, and the Reference collection is in the process of getting moved to the same range. This process will free a bit more space on each shelf for additional material.
    - ii. M Leggott to book Facilities to remove the unfilled shelving and fix the carpets.
    - iii. We will also move the Current Periodicals down to the first level, somewhere in the Learning Commons area.
    - iv. We will look at options for standing desks in the expanded space.
5. New Business

- a. [Library Hours](#) [SJ]
    - i. approved
  - b. Book Arch
    - i. <http://www.thelistlab.net/how-to-make-a-book-arch/> - an example
    - ii. It was agreed that we should investigate further and see if this is something we can do here.
  - c. Strategic Planning
    - i. M Leggott will be meeting with the proposed Facilitator to discuss moving this forward.
    - ii. As with previous planning this will include an all-day staff retreat off-site.
  - d. Reading Town Canada
    - i. [www.readingtowncanada.ca](http://www.readingtowncanada.ca)
    - ii. This is a relatively new effort to encourage literacy and reading, with an annual event held in one town in Canada.
    - iii. This year is Charlottetown from May 2 - 9th.
    - iv. T O'Brien Leggott at the Public Library (and Literacy Alliance and Atlantic Book Awards) is working on the details of this with others. There will be a range of activities, including:
      - 1. Public readings at the Bookmark.
      - 2. 4 or 5 tiny lending libraries (weather-proof small structures)
        - a. 2 located on campus
        - b. 2 located in the city
      - 3. Reprint of April 25, 1942 issue of the Guardian for public distribution.
  - e. Proactive Chat for Ask Us service? [MB] (**see Article for discussion**)
    - i. Link to information about feature in our vref service:
      - 1. <http://libraryh3lp.blogspot.ca/2014/12/easy-proactive-chat-for-you.html>
6. Article for discussion:
- a. March Meeting: *Proactive chat reference Getting in the users' space*
    - i. <http://crln.acrl.org/content/75/4/202.full>
    - ii. Results indicate that there were more questions and the type of questions were more complex.
    - iii. It was decided that we should send a message to our student reps and ask them to test and get their feedback.
7. Alumni
- a. Mark is revising AlumniPremier service page - <http://library.upei.ca/alumni-premier>
  - b. We are getting new subscribers at the \$250 rate.
8. Ebsco Plugin for Moodle
- a. This new module allows an instructor to connect to EDS and embed links into their course materials in Moodle.
  - b. They could for example:

- i. create a reading list, search EDS and add items
    - ii. able to add notes
    - iii. able to sort
  - c. Faculty would also be able to add their own resources
  - d. Discussion about the services the library offers and how that might evolve.
- 9. Roundtable
  - a. Dawn
    - i. Tri-Agency announcement
  - b. Melissa
    - i. 10 more Dell laptops for Circulation
    - ii. 2 Chrome Books for Circulation
    - iii. Purchased a set of ebooks - Canadian University Press books
    - iv. Subscription started to NFB streaming video service

## ROBERTSON LIBRARY HOURS

**May 4 – September 7, 2015**

(Subject to change)

Circulation 566-0583/Information Desk 566-0696  
or visit our website at [library.upei.ca](http://library.upei.ca)

<b>May 4-September 4</b>	<b>Monday - Thursday Friday Saturday Sunday</b>	<b>8:00 am - 8:00 pm 8:00 am - 5:00 pm CLOSED 1:00 pm - 8:00 pm</b>
<b>PLEASE NOTE:</b>  May 18 July 1 August 21 September 5 September 6 September 7	<b>Monday (Victoria Day) Wed (Canada Day) Friday (Gold Cup) Saturday Sunday Monday</b>	<b>CLOSED CLOSED CLOSED TBA 1:00 pm - 8:00 pm 1:00 pm - 8:00 pm</b>

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