Library Council Minutes - August 28, 2014 - Approved

August 28, 2014 1 pm – 3 pm Library Conference Room

Attending: Mark Leggott (Chair), Melissa Belvadi, Dawn Hooper, Rosie Le Faive, Dorothy Peters, Cindy MacDonald, Lindsey MacCallum, Suzanne Jones, Donald Moses
Regrets: Travis Gordon, Erin McCauley, Simon Lloyd, Betty Jeffery

[Tasks resulting from meeting](#) (see below)

Agenda
1. Approval of Agenda
2. Approval of Minutes (May 29, 2014)
    a. Approved with corrections.
3. Standing Items
    a. Budget
        i. $80,000 from 2013-14 funds has been transferred to Library account as per previous agreement.
            1. Defers the cuts that had been proposed.
    b. Staffing
        i. Librarians
            1. Rosie Le Faive has started on the Bowing Down Home project.
            2. Potential extension to Lindsey MacCallum's position on the LM Montgomery cataloguing project.
            3. Conversation started regarding the replacement for Suzanne Jones' position. Suzanne will be retiring June 2015.
                a. LRC to be struck during Fall 2014.
        ii. Library Technicians
            1. Sarah Fisher and Robyn Thomson have started in Circulation.
            2. Chris MacLauchlan has moved to Interlibrary Loan and James Murphy to Acquisitions.
            3. General discussion re: staffing of the Information Desk.
        iii. Students
            1. Separate processes for hiring Technology Students and Circulation Students.
    c. Travel/PD Plans
        i. Staff attending conferences in the last few months have shared their reports.
    d. Post-Library Council CUPE
        i. Nothing to report.
    e. Student Concerns/Issues

          i.   Graduate Students
              1. Not available.
          ii. Undergraduate Students
              1. Not available.

4. Business Arising
   a. Strategic Planning
      i. Library's strategic planning has been delayed until next May/June 2015. This matches up well with the other strategic planning initiatives on campus, in particular Academic Planning.
   b. Central Printing
      i. Move has taken place. New equipment and work is underway to provide some student help for Central Printing.
      ii. Dorothy to contact Facilities to review the ventilation in the new EBM room to make sure it is functioning as promised.
   c. Website
      i. Note that there may be some issues re: color (e.g. red links and accessibility issue with colour blind users).
         1. Investigate accessibility options / theme switchers.
      ii. MBA students liked the site.
      iii. Dawn Hooper worked with Veterinary Students and found it functional.
      iv. Would be useful to create videos that lead users through various parts of the new website.
   d. RefWorks
      i. Dawn is working with ScholarsPortal/Refworks on migrating to the new Refworks platform (Flow) which is planned for Spring 2015.
   e. Room Reservations
      i. It would be helpful to improve the display of rooms (eg. below the fold). Donald will take this forward to the systems team.
      ii. There is also a need to review the policies around the 'Research Rooms'.
   f. Art Competition
      i. Posting approved in May, to go to IC for review and distribution.
      ii. Anticipate a 3-4 Month submission process.
      iii. Installation of artwork to take place over the Spring/Summer 2015.
   g. Library Hours (SJ)
      i. December 12-13, 2014 - hours dependant on AVC exam schedule.
      ii. December 24, 2014 - change to 8:00-12:00.

5. New Business
   a. Space/Shelving Review
      i. Reviewing the possibility of relocating the Government Documents and maintaining a low range of Reference shelves. This would provide more space for Learning Commons expansion and possible partnerships with other student-focused groups on campus.

b. Upcoming Conferences
   i. [Netspeed](#) (ML)
   ii. [Digital Library Federation](#) (DLF) (ML)
   iii. [Islandora Camp Colorado](#) (in October 13-15)
c. Mending Function
   i. There is less demand for mending. Following discussion Library Council decided that there was no longer a need to continue the service internally.
      1. Cindy MacDonald to produce an inventory of binding materials that may be shared with other libraries.
   ii. Potential workflow for items requiring mending.
      1. Reorder if cost effective.
      2. EBM to rebind.
      3. Cerlox rebind.
      4. Send to binder.
d. Bowing Down Home
   i. Rosie is working on the data model - looking at FRBR/FRBRoo, leaning towards the latter.
e. Welcome Day (SJ)
   i. Saturday 8:30 - 2:00
   ii. There was a redesign of the handout to more closely match the website's style.
   iii. iPad mini draw.

6. Article for discussion: *The Future of College?*

   a. http://www.theatlantic.com/features/archive/2014/08/the-future-of-college/375071/
   b. Next article for discussion
      i. Lindsey MacCallum

7. Roundtable
   a. Mark Leggott
      i. http://boundless.com
         1. It would be useful to add catalogue records for free/open textbooks used in courses on campus, including texts from systems like Boundless.
      ii. A number of open textbooks have been selected by various courses and adoption/interest continues to grow.
   b. Donald Moses
      i. DM and DH are hiring a student as part of their research project to enhance the policy framework around stewarding research data and develop a Research data Management Planning Tool.
   c. Cindy MacDonald
      i. Desk scheduling is done.

  ii. Prepping for some information literacy instruction.
 d. Suzanne Jones
  i. Looking at training for integration of national authority records (September)
  ii. There was a discussion of the tendency for some users to write/highlight in books. Rosie suggested giving out sticky notes for students to flag and to deter writing in books.
 e. Dawn Hooper
  i. Doing or prepping for instructional sessions
  ii. Open Access Week Oct 20-26, 2014
   1. Dawn Hooper to prepare a list of activities/events prior to next Library Council.
   2. Dev is IslandScholar/OpenAccess.
   3. Our local DMP tool.
   4. Determine a Guest Speaker. (eg. the keynote from OR)
 f. Melissa Belvadi
  i. Speaking at OLA re: ebook acquisitions.
  ii. Best Bets for library website.
  iii. Alkarim providing coverage for Tech Desk next week.

Meeting adjourned at 2:55 p.m.

Post Meeting Tasks:

- Mark Leggott
    - meet with Librarians and constitute an LRC
- Dorothy Peters
    - contact Facilities re: airflow in EBM room
- Cindy MacDonald
    - produce an inventory of binding materials that may be shared with other libraries.
- Dawn Hooper
    - prepare list of OA Week activities
        - determine a guest speaker
- Donald Moses
    - have systems team explore theme switching/accessible design
    - improve room discovery on Room Reservation site
- Pauline MacPherson
    - look at costs of Sticky Notes to give to students.