

Library Council Minutes - January 29, 2015 - Approved

January 29, 2015 - 1:00-3:00pm Library Conference Room

Attending: Betty Jeffery, Dawn Hooper, Suzanne Jones, Simon Lloyd, Robyn Thomson, Alex Heighington [undergrad rep], Cindy MacDonald, Lindsey MacCallum, Donald Moses, Mark Leggott

Regrets: Melissa Belvadi, Brittany Jakubiec, Rosie La Favie

Agenda

1. Approval of Agenda
 - a. approved with additions
2. Approval of Minutes (November 27, 2014)
 - a. approved.
3. Standing Items
 - a. Budget
 - i. Approval from Vacancy Management Committee to move the Librarian posting forward.
 - ii. SMG meeting around budget (Federal budget in April, Prov in May - Finance minister doing budget town halls).
 - iii. AVC has achieved a 10 year agreement, but the budget is the essentially the same.
 - b. Staffing
 - i. Librarians
 1. Librarian vacancy process moving forward.
 - ii. Library Technicians
 1. Nothing to report.
 - iii. Students
 1. Library will participate in upcoming Job Fair. ML will provide more detail to Library staff via e-mail.
 2. Upcoming work placement for Dalhousie SIM student is Mark Cousins who starts his 3 week work placement in early April - Archives and Special Collections is his interest.
 - iv. Other
 1. Amanda Valiquette is with Student Affairs and is working upstairs in the old ILL/Islandora office providing exam accommodation.
 - c. Travel/PD Plans
 - i. A few requests have been received and will be funded if no more come in.
 - ii. ML is in Vancouver 2nd week in February for Digital Infrastructure Leadership Council meetings, then to Islandora Camp BC, then to CAUL directors meeting.
 - d. Post-Library Council CUPE

- i. Nothing to report.
 - e. Student Concerns/Issues
 - i. Graduate Students [Brittany Jakubiec]
 - 1. New Grad Student Rep. Brittany Jakubiec [regrets]
 - ii. Undergraduate Students [Alex Heighington]
 - 1. Students are interested in providing 24/7 building access during exam period (supplied with computers and printers) and ML will see if there is anything.
- 4. Business Arising
 - a. Update: Compact Storage [ML]
 - i. Costing estimate was received for addressing the mold issues and the process will proceed over the next couple of months.
 - b. Study Rooms
 - i. Update re: Room 261 [ML]
 - ii. ML met with Cathy Rose. CR will send a list of resources/equipment to ML in terms of accessibility so we can develop a proposal to add additional resources, including partnering on the acquisition of software and hardware. ML also clarified that the Zeta can be used to scan material that can be used with Kurzweil software for text-speech and Cathy's group will promote this to students.
 - c. Art Competition
 - i. ML has not heard from IC on this so will move it forward next year.
 - d. Research in the Google Age Course [ML]
 - i. This is set to move ahead as per discussion. ML will be providing an FYI to Academic Planning re: the course.
 - e. 3d Printing - Chess Set - <http://www.thingiverse.com/thing:20265> (LM/RL)
 - i. LM printed off a couple of sample from 3d printer.
 - ii. LM to have them printed at Engineering.
 - f. Microwaves in the Pit [ML]
 - i. Mark continues to work on getting microwaves in the Pit.
- 5. New Business
 - a. Storm Day [ML]
 - i. Campus was open, but there were no classes on Jan 28. There was a discussion of how the decisions are made and how the Library intersects with this decision process.
 - ii. If campus is open, but classes are cancelled, the Library will remain open remains the default response, with a decision made in each instance.
 - b. Lighting [ML]
 - i. There have been some issues with lights upstairs, which are currently off again. Facilities is looking are trying to resolve this, but it may take time to get a new panel in to replace the existing one, which is original equipment.

- c. Signage & Translations [MB/ML]
 - i. There was a discussion regrading English and Chinese signage at the desk and well as the general one of signage and handouts in different languages.
To Do: remove Chinese signage at Circulation [SJ]
To Do: Draft a library guide to create a two pager and then provide to ML for costing translation. Robyn will post a document to Google Doc for editing.
 - ii. The Library has received funding from the VP Academic to implement a pilot Badges framework and sample activities, with a focus on international students.
- d. Evergreen Upgrade [DM]
 - i. The ILS upgrade is complete, although some post-upgrade tasks remain.
- e. Shared Storage Facility with Province [ML]
 - i. ML and the VP Finance and Admin met with the Province (Heritage) to discuss the possibility to share space. After some initial discussion it appears that the Province isn't ready at the moment. ML did share the NS document proposing a shared storage facility in NS.
- f. Pop-Up Archive Project [ML]
 - i. The LMMI Visiting Scholar applied for a provincial grant and received funding to purchase a mobile setup to facilitate community-based scanning projects, including scanning/recording/digitizing (laptop, scanner, ipad, microphone) equipment.
 - ii. This will be made available in a custom suitcase and will be available to community groups to sign out.
- g. Bowing Down Home Project [RL]
 - i. The project is moving ahead as planned with March launch events planned for four locations - kitchen parties (Charlottetown event will be held at BIS).
 - ii. The pilot site is at dev.bowingdownhome.ca .
 - iii. The Project also has a new Advisory committee composed of Island fiddlers and heritage community members.
 - iv. The Wowza streaming server has also been installed and will provide a useful piece if infrastructure for other projects.
- h. Alex B Campbell Book [DM/ML]
 - i. The Campbell audio and ebooks have been completed and are for sale on the Library website, iTunes and Amazon.
- i. Hootsuite
 - i. The Hootsuite subscription has been cancelled, and Stacker has been subscribed to as a replacement.
- j. 24 Hour Study Space [ML/MB]
 - i. Discussed above.

- k. Website Changes [SJ/ML]
 - i. Discussion about how to respond to new requirements for the Library website. It was decided to create a web changes folder and provide the opportunity for interested staff to comment - the link will be shared with library staff, who can also add requests. We will also define a process to send a message out to all staff regarding requests and proposed fixes.
- 6. Article for discussion:
 - a. Jan. Meeting: *The Importance of Being a Reference Librarian [Booklist]*
 - i. <http://www.booklistonline.com/ProductInfo.aspx?pid=7112623>
 - b. Feb. Meeting: *Using Google Scholar in Scholarly Workflows*
 - i. <http://googlescholar.blogspot.ca/2014/10/using-google-scholar-in-scholarly.html>
- 7. Roundtable
 - a. Cindy
 - i. Information Literacy classes are in full swing.
 - b. Simon
 - i. Reports that a couple of University Archives (SFU/DAL) have launched new archival holdings catalogues using AtoM. UPEI will review our options here as well.
 - ii. We are also having a discussion on how to make our Rare book collection more discoverable. Simon had a chance to tour the new Halifax central library and it is a remarkable facility, 5 levels with service points on all levels.
 - c. Mark
 - i. Simon / Mark responding to request to hang art in some other areas of campus.
 - ii. We are planning to partner with the PEI PLS on the next Human Library.
 - iii. We will also collaborate with the Faculty of Science on Science Literacy Day, later in 2015.