

Library Council Minutes - November 27, 2014 - Approved

November 27, 2014 - 1:00-2:15pm Library Conference Room

Attending: Mark Leggott, Dawn Hooper, Melissa Belvadi, Rosie La Faive, Travis Gordon, Robyn Thomson, Cindy MacDonald, Lindsey MacCallum, Donald Moses, Simon Lloyd

Regrets: Betty Jeffery, Erin McCauley

Agenda

1. Approval of Agenda
 - a. approved
2. Approval of Minutes (October 23, 2014)
 - a. approved
3. Standing Items
 - a. Budget
 - i. VPs and Deans meeting in December. Further info to follow.
 - ii. MB reports that the one-time \$80K needs to be sustained otherwise there will be cancellations. ML will move this forward with MB.
 - iii. Non-Space and A&R will be coming up.
 - b. Staffing
 - i. Librarians
 1. Forwarded draft librarian vacancy to VP Academic. Hope to have this finalized by end of December.
 2. Lindsey MacCallum has been extended to March 28th via a new donation from Donna Campbell. Additional funds may also be available from the Friends.
 - ii. Library Technicians
 1. Vacancy coming in September. ML working on updating the factsheet.
 - iii. Students
 1. Postings is being drafted and will be looking to add a few students.
 2. Extended IT Desk Support from 2-5 to 2-6.
 3. Canada Summer Jobs opportunity has been announced and those who are interested can propose a project and let Mark know.
 - c. Travel/PD Plans
 - i. Dawn H. back from CASRAI. Will share a Google Doc of her notes. Various data related topics.
 - ii. Rosie may be going to Code4Lib. Votes taking place on which sessions are approved.
 - iii. Cindy planning to go to OLA.
 - iv. Travis returned from meetings in Ottawa where CASA lobbied for

- various issues. UPEI is part of CASA.
 - v. Suzanne away for 5 weeks, Dawn H. will fill in.
 - d. Post-Library Council CUPE
 - i. Request for clarification regarding the impact of the Research in the Google Age course on the Reference and Circulation Desks.
 - 1. TO DO: Mark to email staff with an update regarding the course.
 - e. Student Concerns/Issues
 - i. Graduate Students [Erin McCauley]
 - ii. Undergraduate Students [Travis Gordon]
 - 1. Microwave in the Library? No longer available in the PIT. Issues related to cleaning and who is responsible.
 - 2. TO DO: Travis to send Mark an email.
4. Business Arising
- a. Update: Course - Research in the Google Age - 2014
 - i. Page has been updated on the library website.
 - ii. Course approach has been put together. Alumni will be able to register for the course at the cost of \$250 annually. Current subscribers (and those that cancelled) are enrolled to end of December at the previous rate of \$99.
 - iii. Some additional details need to be worked out.
 - iv. Spreadsheet still accessible to staff.
 - v. These users will be eligible for ILL, but not Document Delivery.
 - vi. TO DO: Mark will look at providing a richer/more accurate description of what is provided instead of bookmarks on seat at graduation.
 - b. SPOR Project
 - i. Mark provided a brief description of the project, which is building a secure data centre on campus for the maintenance of Health PEI data. Data would be requested by researchers and provided by Health PEI based on very specific procedures for ensuring privacy and security of the data.
 - c. CAUL
 - i. Seeking to provide Atlantic wide access for hospitals to licensed databases, discussion has just started.
 - d. Update: Compact Storage [SL/MB]
 - i. Mold on books reported in early Oct. Immediately reported to Health and Safety and Facilities. UPEI has contracted with 2 agencies, one to analyze the level of the issue and one to clean-up the mold. Spores are very low in the building including in Compact Storage. The recommendation to wear masks, while not necessary based on this analysis, has been made to ensure comfort and safety of staff. Masks are available at Circulation. The risk is considered to be very low. "First on Site" will do the actual cleaning of the books. Barcodes will be scanned and Library staff will review each one to determine high books

will be cleaned, replaced or discarded. Facilities are also preparing a proposal to clean the duct work. Ventilation in compact storage is being reviewed. Library is rethinking the Compact Storage approach and a revision of the space, as well as the larger plan for space rationalization.

- ii. If a book is found with mold it should be left in CS and Simon notified. Timeframe: hoping to have the work done over the holidays. During that period CS will be closed.
 - iii. Credit to Sarah F. for discovery and Facilities for their timely response.
- e. Study Rooms
- i. Update re: Room 261-- Library should help with ensuring at least one accessible workstation in the Library. TODO: ML will follow up with Treena Smith.
 - 1. ML contacted Treena and Ann and all agreed that there should be at least one accessible workstation in the Library. Details will be worked out from here.
- f. Art Competition
- i. Update (ML has passed ad along to IC; ML will follow up with them again as there has been no response.)
 - ii. TODO: ML to contact IC.
- g. Update re: 3D Printing (ML -- asked Lindsey and Rosie to followup with Engineering to find out what they have.)
- i. Rosie sent out a message detailing what is available.
 - ii. Engineering is supposed to be creating several FabLabs, and there is a chance that the Robertson Library might host one.
 - iii. Lindsey did some research about how Libraries host makerspaces.
 - iv. TODO: Rosie to request a chess set from the FabLab and Mark will cover the costs.
5. New Business
- a. Library Hours [SJ]
 - b. Holiday Days
 - i. TO DO: Mark to contact HR re: gift days and vacation.
 - c. Learning Commons
 - i. Dell Issues [MB]
 - ii. Issue with Colour Commons printer.
 - 1. MB: Decommission the HP Color Printer.
 - 2. ML: Agreed to purchase a new colour printer.
6. Article for discussion:
- a. The Importance of Being a Reference Librarian [Booklist]
<http://www.booklistonline.com/ProductInfo.aspx?pid=7112623>
 - b. Next article for discussion (for Dec. 2014 Library Council Meeting)
 - i. Using Google Scholar in Scholarly Workflows
<http://googlescholar.blogspot.ca/2014/10/using-google-scholar-in-s>

[cholarly.html](#)

7. Roundtable