

Library Council Minutes
September 28, 2023
1:00 pm - 3:00 pm

Present: Donald Moses (Chair), Melissa Belvadi, Rob Drew, Sarah Fisher, Mackenzie Johnson, Rosie Le Faive, Simon Lloyd (Recorder), Keltie MacPhail, Noah Mannholland, Kim Mears

Regrets: Katelyn Browne, Courtney Matthews

Not Present: Nayana Sunila

Meeting Online:

<https://upei.zoom.us/j/66416002535?pwd=Ly9UeDRSTHRLazF4Ti9laE5PZDd5dz09>

Land Acknowledgement

1. Approval of Agenda

The draft agenda was reviewed. No additions or amendments being noted, it was moved by S. Lloyd and seconded by M. Johnson that the agenda be approved.

MOTION CARRIED

S. Lloyd apologized to the meeting, in his capacity as acting secretary, for the late distribution of the agenda.

2. Approval of Minutes (August 24, 2023)

The draft minutes of the August 24 meeting were reviewed. No errors or omissions being noted, it was moved by M. Johnson and seconded by S. Fisher that the minutes be approved, as circulated.

MOTION CARRIED

S. Lloyd noted that the August Council meeting was, normally, the last one minuted by the outgoing secretary, and expressed appreciation to K. Browne for agreeing to serve as Council's new secretary for 2023-2024, and for taking up her duties, "one meeting early".

3. Follow-ups on Pre-submitted Reports

4. Student Reports

4.1. Undergraduate Students

N. Manholland reported that the national umbrella organization of which the UPEI Student Union is a part, the Canadian Alliance of Student Associations (CASA), is cautioning its members that education as a fair dealing purpose is at risk, as lobbyists for copyright owner interests continue to target the federal government.

S. Lloyd commented that, while vigilance was certainly warranted — and it was good that CASA and other stakeholders were continuing to monitor and argue against any efforts to roll back fair dealing — lobbying against “educational fair dealing” had been ongoing for more than a decade, and there was no specific information at present suggesting that Ottawa was going to be swayed by such arguments now.

K. Mears and M. Belvadi also highlighted continuing Library initiatives to make course materials more affordable for students, including continuing supports for the development of Open Educational Resources (OERs) at UPEI, as well as the “Textbooks Project” (aimed at making as many assigned course texts as possible available via Library Reserves). It was further noted that donations of used textbooks from students would be welcome, and that the Library would be happy to work with UPEI SU in encouraging students to consider this option. N. Manholland agreed to carry this message back to his SU colleagues.

4.2. Graduate Students

No report.

5. Post-Library Council CUPE

S. Fisher advised that two questions had been raised:

- Status of PT support staff hire?
D. Moses responded that this posting would close October 1st; a casual staff person had been called to help cover Desk shifts in the meantime.
- Progress of Library building HVAC work?
D. Moses responded that the building temperature and relative humidity readings had been included in his Council Chair’s report. S. Fisher indicated that she would share this information with Library staff.

D. Moses also advised that he had been informed that the plan was to have the contracted work on the heating components in the building HVAC system completed by week’s end.

6. Past Items for Discussion

6.1. Library Policies

6.2. Library Operations

- *Library Website update and migration*
No update
- *Updated Library Floorplan*
The “Welcome” display board in the Library lobby has been updated
- *Temperature / Humidity Update*
S. Lloyd will download and share the data from the climate data logger placed in Stacks earlier this summer.
- *Health and Safety Building Inspection followup*
D. Moses advised that most work orders had been submitted and dealt with, but there were still a few items requiring followup.
- *LINC / Language Lab Switch*
D. Moses reported that he and M. Johnson had met with a Modern Languages faculty member who’d raised questions about the switch, and that it had been a good discussion.

It was noted that the projector screen in room 264 (now the LINC) could be hard to see in the back row; D. Moses advised he will ask UPEI ITSS about options.

A concern was also raised that Service Desk students and staff were having to let instructors into 264 with their own UPEI ID cards since the installation of the new Salto lock on the door of that room. D. Moses responded that we ask if it is possible to secure a generic “Desk” keycard for that door.

- *New Student Orientation*
D. Moses noted that the Library had been a “stop” at NSO events; he had also participated in a welcome session for mature and graduate students.
- *Upcoming changes to Web browser privacy options — impact on access to Library resources*
M. Belvadi reported that she and C. Matthews still had this issue “on their radar.” C. Matthews was working to find a time to connect with UPEI ITSS on the matter.
- *First Year Experience Instruction — Move from OneSearch Lite*
It was noted that FYE Instruction was just now beginning in earnest, but that no significant concerns seemed evident thus far regarding the OneSearch move.

6.3. Library Planning / Future Directions

- *Strategic Plan*

D. Moses advised that the print-ready versions of the Strategic Plan document should be received from UPEI Marketing and Communications this week, and will be posted on the Library website at that time.

- *Library Fundraising*

D. Moses reported that he had had a very positive and constructive meeting on the Library Fundraising campaign plans with UPEI Development earlier in the week. Notably, there was now an agreement that the fundraising target should be raised from \$10 million to \$15 million. Within the next two weeks. D. Moses will be finalizing a “donor pitch” one-pager: this will include testimonials from Library patrons, and all Council members were encouraged to pass suggestions for individuals willing to provide testimonials along to D. Moses. Development has also recommended that consideration be given to naming opportunities within the Library building: D. Moses will share an annotated floorplan with all Library team members to help encourage suggestions.

7. Items for Discussion or Proposals

7.1. Library Policies

7.2. Library Operations

- *September 20th Leaks — Remediation Update*

D. Moses noted that further information on the cause of last week’s leaks could be found in his Chair’s report to Council. He did highlight that he has made strong recommendations that Library preventative maintenance needs to be viewed as a high priority. He also noted that he plan to assemble a “disaster response kit”, similar to those he has seen in some other libraries, that will include large-format plastic sheeting and other supplies needed for quick flood / leak response.

M. Belvadi suggested that an insurance claim might be considered, if there were a large number of damaged books needing replacement. D. Moses advised that S. Lloyd and S. Fisher were reviewing the damaged books now and would make recommendations on items needing replacement. S. Lloyd noted that the amount of water-damaged material appeared modest, especially given the scale of the leaks, and expressed appreciation for the rapid response of S. Fisher, D. Moses, and others. S. Lloyd also gave assurances that any dried books would be inspected carefully before being returned to Stacks, to mitigate the risk of future mould outbreaks.

7.3. Library Planning / Future Directions

- *Quality Assurance (QA) Review — Planning / Preparations*

D. Moses reported that he would like to see the Library move forward with a QA review. He has reached out to other academic libraries in the region

to enquire about any documentation they have on file for QA-type exercises, and has received responses from three institutions thus far. K.Mears enquired is the planned process would include the involvement of external reviewers — as was done currently with academic program reviews — and D. Moses confirmed that this would likely be the case. S. Lloyd noted that the timing on this seemed auspicious, as the Vice-President Academic and Research was just now rolling out a new Quality Assurance strategy for UPEI, including “support units” such as the Library.

8. Roundtable

S. Fisher — expressed appreciation for the extra support and trouble-shooting from C. Matthews and his unit (as well as UPEI ITSS) in dealing with a number of issues with UPEI ID cards and associated systems that have surfaced this semester.

D. Moses echoed this thanks, and noted that meeting card system stakeholder groups, including the Library, was set for tomorrow.

K. Mears — noting the above card issues, the flooding, and a generally hectic start to the semester, extra kudos were due to the Service Desk team as well. “Go team!”

S. Lloyd — offered appreciation to those on the Library team who had reached out to himself and others in the UASC unit directly following the passing of long-serving UASC team member Leo Cheverie. Leo’s loss will be felt keenly throughout the Library and across campus (and beyond), but it represents an especially hard blow for the University Archives and PEI Collection, to which Leo made great contributions for many years.

N. Manholland — expressed appreciation for the Library’s ongoing efforts on behalf of students.

There being no other business before the meeting, informal adjournment took place at approximately 2:05 PM.