Library Council Minutes March 28, 2024 1:00 pm - 3:00 pm

Present: Melissa Belvadi, Katelyn Browne (recording), Rob Drew, Sarah Fisher, Noah Mannholland, Courtney Matthews, Keltie MacPhail, Kim Mears, Donald Moses (Chair)

Regrets/Absent: Rosie Le Faive, Simon Lloyd, Nayana Sunila

Meeting Online (Zoom)

Land Acknowledgement: offered by the Chair, who also reported on Dr. Margaret Robinson's recent CAAL/CBPA webinar, "Gathering Data About Indigenous Gender and Identity: What is Missing From the Numbers?" The webinar can be viewed on the <u>CAAL webinars page</u>.

- **Approval of Agenda**: moved by S. Lloyd, seconded by C. Matthews. Consensus was reached.
- **Approval of Minutes** (February 22, 2024): moved by K. Browne, seconded by K. Mears. Consensus was reached.
- Follow-ups on Pre-submitted Reports: none
- Student Reports
 - Undergraduate students
 - N. Mannholland offered to answer any questions about the Student Union or student involvement.
 - D. Moses asked about the outcoming of the Student Union elections. N. Mannholland is returning for another year as VP External.
 - D. Moses will also reach out with more information about the current laptop loan pool.
 - K. Mears asked whether the Student Union was involved with the upcoming EDIID Symposium. N. Mannholland was not aware of any involvement but will check with others on the executive.
 - Graduate students
 - No report.
- **Post-Library Council CUPE** (R. Drew, S. Fisher)
 - D. Moses expressed thanks to Shawne Holcomb for their service as CUPE rep in Sarah's absence, and for all of Shawne's other support during February while circulation was understaffed.
 - R. Drew brought forward a question about the Alumni Association's upcoming meeting, which will be held in April. The meeting is scheduled at the same time as a Senate meeting, so S. Lloyd will assist with the alumni connections.
- Past Items for Discussion or Proposals
 - Library Policies
 - Library Operations

- Library hours for Easter weekend, the exam period, and the spring/summer term
 - The Chair presented the proposed hours, which had also been circulated by e-mail.
 - Consensus was reached on the proposed library hours.
 - ITSS classroom assistance partnership with service desk students
 - The service will end for this term on April 9th, but there is interest in providing a similar service at the start of the fall semester.
- Library signage committee
 - K. Browne presented the draft task list developed by this year's signage committee (K. Browne, S. Holcombe, J. MacNeil). The committee plans to do an audit of current library signage on April 12th.
- Library Planning / Future Directions
 - Library fundraising
 - D. Moses has shared the initial renderings with the library staff. He has received a few questions and clarifications; for example, there is not a rendering of University Archives & Special Collections, or of a teaching space. He has also been meeting with Development regularly as the fundraising launch approaches. There are other launches occurring around the same time, so it will be important to keep messaging around the library focused.
 - D. Moses expressed his appreciation for Juanita Rossiter's work on fundraising materials.
- Other

• Items for Discussion or Proposals

- Library Policies
- Library Operations
 - Building wardens & guardians and evacuation plan
 - S. Lloyd reviewed: each building on campus is meant to have an emergency plan and a head/chief warden responsible for keeping that plan up-to-date. With Pauline MacPherson's retirement, Alysha Aitken has agreed to share the head warden role with S. Lloyd. The plan has been reviewed, and the co-head wardens will be checking in with those who have specific responsibilities. One difficulty is that our building plan includes not only the Library proper, but the various units in the Annex as well; another is that the Library typically only has two paid employees on site in the evenings and on weekends to manage the safety and evacuation of hundreds of patrons. S. Lloyd will be checking the documentation at the service desk, and a student assistant has been tasked with making a floor plan with the location of all the fire pulls noted.
 - D. Moses will inquire about training options for service desk staff who have not had guardian/warden training, so that everyone will have a base level of understanding.
- Library Planning / Future Directions
 - Strategic plan
 - A. Aitken has begun reviewing the unit reports to pull out information about how we are achieving our strategic plan goals.

• Roundtable

- S. Fisher is sending out offers to summer students soon. The summer desk schedule is in progress.
- S. Lloyd is a co-applicant on a SSHRC Discover grant along with some Nursing colleagues; they've just received word that their grant has been approved. The focus is on the experiences of Islanders seeking gender-affirming care.
- R. Drew is doing preliminary work on the next versions of IslandLives and the Library website.
- K. Mears has been invited to participate in the installation of the Chancellor and was able to review footage of past installations thanks to the work of J. Rossiter.
- C. Matthews reported that the Digital Initiatives & Systems unit is working on a sequence of upgrades to services including Redmine, Evergreen, and EZProxy, as well as a review of our Islandora properties.
- M. Belvadi has just had a presentation proposal accepted for the CRKN conference covering 3 of the 4 tools developed by Computer Science students this term. (She has been the client for all 40 students in the course this term!) Those projects are wrapping up and generally look quite promising.
- K. MacPhail is working on student hiring for the summer. She gave a webinar this week on "Digitizing Audio Cassette Collections for Preservation and Access at UPEI's Robertson Library" for CAAL/CBPA, which D. Moses reports was well-received.