

## Library Council Minutes

April 27, 2023

1:00 pm

**Present:** Melissa Belvadi, Katelyn Browne, Wendy Collett, Sarah Fisher, Mackenzie Johnson, Rosie Le Faive, Keltie MacPhail, Courtney Matthews, Donald Moses, Nayana Sunila

**Regrets:** Simon Lloyd, Kim Mears

**Not Present:** Iyobosa Igbineweka

**Meeting Online:** [meet.google.com/syo-yeas-oct](https://meet.google.com/syo-yeas-oct)

**Land Acknowledgement**—offered by the Chair, who then shared about a recommendation for [a recent episode of L'nuey's Juku'e podcast focused on recent issues in the Mi'kmaq community](#)

The Chair acknowledged that there was no March meeting due to the FA strike. He then extended a particular welcome back to N. Sunila along with an acknowledgement of the difficult time students are having.

- **Approval of Agenda**—approval moved by S. Fisher, seconded by M. Belvadi. Unanimously approved.
- **Approval of Minutes** (February 23, 2023)—approval moved by K. Browne, seconded by M. Belvadi. Unanimously approved.
- **Follow-ups on Pre-submitted Reports:**
  - D. Moses shared that student assistant Yuvi Gill has accepted an Engineering job and will not be working for the Library this summer. He will be replaced by Samantha Daley, who will join Meghna Mathew as our summer student assistants.
  - D. Moses shared that Juanita Rossiter's position has been extended through October 30th and the two part-time term service desk positions have been converted to casual for the summer.
- **Student Reports**
  - Undergraduate students—no update
  - Graduate students—N. Sunila shared concerns based on conversations with other students: noise zone designations should be more visible and clear, and a floor map and a list of resources available for borrowing (e.g. laptops) should be available at the first entrance to the library. Discussion ensued:
    - M. Johnson asked how the large library map by the stairs could be improved/moved.

- W. Collett asked whether the rover (the display screen at the base of the stairs) could be used to display a list of items, and N. Sunila agreed that that would be a good place for that information. S. Fisher noted that the rotating nature of the display means that different people see different things; would a static display be better?
  - K. Browne asked what kinds of information was desired in a map; N. Sunila clarified that the types of seating and the noise zones were the most important.
  - M. Johnson asked what information is currently on the rover; S. Fisher gave examples such as the librarians page, the help with printing page, a reminder to check out chargers, information about light therapy lamps, a welcome slide, and a fun/inspirational slide.
  - M. Johnson suggested that the whiteboard across from the office door could also be a good place for information about loanable materials. W. Collett asked whether the resource list could be added to the map.
  - R. Le Faive noted that the missing information centres on the noise zones and the items to borrow, and suggested that a zine-style list of loanable items and map of the library would be a good resource for patrons to pick up before they go upstairs.
  - R. Le Faive suggested, and S. Fisher agreed, that an additional noise zone map upstairs could be useful.
  - N. Sunila asked whether the library has a paper shredder available for patrons; D. Moses replied that we do not. N. Sunila suggested that a paper shredder would be useful for students who need to discard confidential items. M. Johnson asked whether we could offer a patron-facing shredding service bin to reduce noise and danger. M. Belvadi asked whether there would be a liability issue with a public shredder, and noted that the shredding service is expensive. D. Moses will check to see whether there is shredding access offered anywhere on campus for students.
- **Post-Library Council CUPE** (W. Collett, S. Fisher)--no updates
- **Past Items for Discussion or Proposals**
  - Library Policies
    - Noise Policy:
      - [https://docs.google.com/document/d/1bNUrbvnJ9nz1uWJkgFE7YZJfbH9zQaQPhtNgK\\_k9dFM/edit](https://docs.google.com/document/d/1bNUrbvnJ9nz1uWJkgFE7YZJfbH9zQaQPhtNgK_k9dFM/edit)
      - Discussion facilitated by S. Fisher. K. Browne introduced the document and the general goal of streamlining language and telling people what to do.
      - M. Belvadi asked about proscribing other noises, such as eating noises or noises from art materials, and noted that there should be room for exceptions for special events approved by library staff, such as music performances. M. Johnson agreed that explicitly

addressing other noises could be useful and commented on noise spillage between spaces. W. Collett noted that study rooms, while green zones, are not soundproof. M. Belvadi asked whether bathrooms are considered green spaces and noted that they have terrible acoustics. C. Matthews said that “low-noise activities” provided a broad description that might cover many activities and suggested that patrons who want a private place to take a phone call could step outside the library or into a study room.

- R. Le Faive reminded the group that once we start making changes to a document, the version being edited needs to be screenshared, then said that, as phone calls are sometimes a priority for library users, focusing on overall noise levels might be the best guidance.
- S. Fisher noted that a complaint had recently arisen about a video call in a bathroom, which was addressed by library staff, and that desk staff have been asked to intervene with phone users who are speaking too loudly for their area (but most phone calls are fine). M. Belvadi suggested that a “considerate” conversation could be one where other people can’t tell what your conversation is about.
- N. Sunila requested more signage about the noise zones so that patrons understand where they are. M. Johnson asked if N. Sunila had suggestions for where any additional green spaces should be located; she suggested the entire main floor of the library, particularly in front of the Writing Centre. S. Fisher noted that a lot of yellow-zone-appropriate work happens on the main floor. N. Sunila asked that the zone colours be used on floor maps of the library so that students can easily choose where to go, and include information about what chairs are present. M. Belvadi asked about painting walls or pillars to indicate noise zones. N. Sunila asked that the noise zone maps from the website be posted in more places, and M. Belvadi suggested including “you are here” markers. W. Collett noted that maps had been posted on the pillars on the third floor, but have since been removed.
- S. Fisher asked about next steps; K. Browne asked whether the group is able to reach consensus on the updated noise policy language.
- R. Le Faive also noted that the previous library “signage committee” members are currently mostly working from home.
- S. Fisher called for an indication of consensus on the updated policy wording. Consensus was reached with 8 “1” votes and one “2” vote.
- D. Moses clarified whether the goal was to update both the policy page and the study zones page on the website; K. Browne said

yes, unless there was a good reason not to. W. Collett noted that this would lead to updated signage.

- K. Browne and S. Fisher will work on a recommendation related to updated signage and maps now that the draft has been adopted (with W. Collett encouraged to share information about signs she knows of).
- Library Operations
  - Library website update and migration (C. Matthews/M. Belvadi)
    - C. Matthews gave the tentative soft-launch date of Monday, June 26th, with troubleshooting with staff going on for the entire week of June 26th-30th. During this period, library.upei.ca and the test site will both be active, but the test site will be restricted to UPEI IP addresses. After the testing is complete, library.upei.ca will point to the test site. Between now and the soft launch date, the team will reach out to individual staff members to review specific parts of the site.
    - M. Belvadi added that there is a phase during which edits to the website will need to be frozen. After that freeze, those who edit the website will need to be editing the new site. Specific timing details are still being ironed out, but during the period when both sites are available, everyone will be asked not to edit either site to avoid duplicated or wasted effort. Between this meeting and the next Library Council meeting, members should reach out to M. Belvadi and C. Matthews with any reasons why June 26th-30th would be a particularly inconvenient week for the soft launch period.
    - By the next Library Council meeting, if not before, the team will share a firm timeline.
  - CO<sub>2</sub> monitor (D. Moses)
    - The Public Library Service is engaged in a project to share CO<sub>2</sub> monitors, and S. Lloyd had also asked whether the Library could borrow one. D. Moses borrowed the monitor and has placed it around the library based on staff interest and requests. The monitor has been returned to the PLS. D. Moses has also reached out to Grace Dawson about the project. Anything under 800 ppm is “good” for a reading in a workspace; there are some peaks on the data but the readings taken are below that for the most part. If anyone has any questions, D. Moses will take them and find out more as needed.
    - M. Belvadi had asked a question about the humidity data before this meeting, and D. Moses has enquired with Liz Rostant in Health & Safety and with Facilities to get some guidance.
    - M. Johnson asked M. Belvadi where, specifically, the humidity concern was located within the Library. The issue is in the Stacks, where the humidity level appears too low for paper materials.

- Library Planning/Future Directions
  - Strategic Plan (D. Moses)
    - A meeting is scheduled with Charlotte McCardle on May 16th.
- Other
- **Items for Discussion or Proposals**
  - Library Policies
  - Library Operations
    - Summer Hours (S. Fisher)
      - The proposed summer hours are mostly the same as last year, except Sunday's hours have been moved an hour earlier (10-5 instead of 11-6).
  - Library Planning/Future Directions
  - Other
- **Roundtable**
  - K. Browne: instruction planning going on for summer/fall; several sections of English 1010 this summer; please send any feedback or known pain points with the Academic Integrity tutorial/badge as the Academic Integrity Working Group plans to revise it for fall
  - M. Johnson: lots of new books this year, and lots of work! ALA Annual Conference approaches rapidly, at which he is presenting.
  - M. Belvadi: can officially say we are done with this fiscal year, with a final few books heading into cataloguing. Last-minute spending happened on a different schedule this year because of the strike. Feedback about the acquisitions process is always welcome. We now await the new budget; D. Moses may have a sense of its timing after the next Deans Council meeting.
  - S. Fisher: the schedule is filled out for summer, with some gaps awaiting C. McKenna's replacement for August. Suggestion from a CARL conference: the best time to prepare your statistics is in May! W. Collett's time on Council ends in September, so a replacement will be sought.
  - D. Moses: thanks to Stacey Meenink and the student assistants who have worked on reviving, repotting, and propagating the plants around the library. Considering a staff barbecue sometime this spring as we enjoy nice weather and budding plants.

Adjourned at 2:21 p.m.

Submitted by K. Browne