

# Library Council Minutes

February 27, 2014 1 pm – 3 pm Library Conference Room

In attendance: Mark Leggott (Chair), Melissa Belvadi, Dawn Hooper, Simon Lloyd, Sara Reeves, Dorothy Peters, Erin McAulay, Cindy MacDonald, Betty Jeffery, Suzanne Jones, Donald Moses

## Agenda

1. Approval of Agenda
2. Approval of Minutes from January 30, 2014 meeting  
[https://docs.google.com/document/d/1\\_v6cVas70hpX2VbSYVGSNymZSFxV4DiFB8mlu0CQWBA/edit?usp=sharing](https://docs.google.com/document/d/1_v6cVas70hpX2VbSYVGSNymZSFxV4DiFB8mlu0CQWBA/edit?usp=sharing)
  - a. Approved.
3. Standing Items
  - a. Budget
    - i. No updates since last reported.
    - ii. Non-Space
      1. Single touch buzzer for Circulation has been ordered from the Library's regular budget and will be installed shortly.
      2. HVAC upgrade for Special Collections/Archives room is on Facilities list and we are hoping for more details soon, but this will come under A&R..
      3. A request for additional laptops for student loan has been submitted.
      4. Upgrades to Data Center in McDougall Hall
        - a. Wiring
        - b. Batteries for UPS in McD hall
        - c. Memory upgrades for blade servers
        - d. Tape drive for backups
      5. We have requested a number of LCD panels for group study rooms.
      6. Step stools, new chairs and carts for Circulation will be ordered next year from the regular budget.
  - b. Staffing
    - i. Placements
      1. Career Bridges placement - 3.5 weeks starting mid-March
      2. Robyn Thomson - 3 weeks - Algonquin College
    - ii. LMMI Cataloguing Project
      1. Recommendation for a hire has gone forward to the VP Academic. The goal is for the person to be in place for mid-April.
    - iii. We may also be looking at a summer Islandora Intern.
    - iv. Islandora Community and Project Manager - Melissa Anez will be going on maternity leave, a ½-time backfill contract will cover the role during this

time.

v. Travel

1. Discussion re: professional development funds and learning opportunities.
  - a. Library will try to cover travel costs when an individual is presenting or in the event if of interest to the Library. Also a reminder that the Library will cover the cost of staff membership in APLA.
  - b. Suzanne is working on an RDA training opportunity here at UPEI later in the year.
2. Staff attending PD
  - a. James travelling to Fort Worth, TX to attend NASIG
  - b. A reminder to highlight and review the opportunity of funding for staff via CUPE and options for Librarians.

c. Post-Library Council CUPE

- i. There was a request for an update in the shifting project and the placement of the study rooms.

d. Student Concerns/Issues

- i. Graduate Students
  1. Nothing to report.
  2. eResearch Survey (additional information will be provided at an upcoming LC meeting)
- ii. Undergraduate Students
  1. Sara Reeves is replacing Kelsey as the representative on LC.
  2. Sara graduates this year and so will be finished May 1st

4. Business Arising

a. Freedom to Read week

- i. Freedom to Read package arrived and posters went up.
- ii. Public Library had a very effective display of banned books with brown paper wrappers torn open.

b. Shelving/Weeding Update

- i. Collection weeding bin planning [MB]
  1. There was a general discussion about the weeding project and the potential for a booksale.
- ii. Discussion about the space that would be recovered from the move.
  1. Main floor where reference shelving exists - group study cubicles is the preferred option at this point.
  2. 2nd floor
    - a. The preferred option here at this point is to create a couple of small study rooms (some for groups of 6-8 and others for 2 students).
    - b. Where the rows of yellow cubicles exist now, they could be removed / moved to the empty space across from them

- (where shelves will be removed) and create group study rooms in that space. Circulation is currently collecting data regarding usage and occupancy.
- iii. With removal of shelving will there be room for additional books? With the range of shifting and weeding the intention is for this to be possible in specific ranges.
    - 1. 13 ranges were freed up (originally 3-4 ranges)
    - 2. Criteria to be developed for stacks that will move 20-30k of books to compact storage.
    - 3. Compact storage materials getting weeded.
  - iv. Melissa has created QRC coded woodblocks pointing to online reference sources and they are placed in the reference section.
- c. Hacker in Residence
- i. [Annual Report 2013](#)  
<https://drive.google.com/file/d/0B9XaOKp03SzmUFczNGJCU2NWTUE/edit?usp=sharing>
  - ii. The Hacker in Residence position has been renewed for another year.
5. New Business
- a. Strategic Planning
    - i. The Library will be undertaking strategic planning over the next year. This will commence with an all staff retreat in May/June.
      - 1. Mark is currently seeking a facilitator.
    - ii. There will also be a series of focus groups (e.g. grad students, undergrads, external stakeholders, alumni donor focus group)
    - iii. Librarians will compile feedback and draw from other sources including the LibQual survey, Macleans, social media, etc.
      - 1. A draft plan will be produced by Fall for feedback.
  - b. Mac laptop circulation period
    - i. 5 more macs have been added to those available for loan.
      - 1. The decision was made to move all the macs to 7 day loan.
    - ii. We are still considering whether Chromebooks could be added for short term loan, so the 2 we have will be added to the loaner collection.
  - c. Presentation: Erin McCauley provided a presentation on her research activities.  
<https://drive.google.com/file/d/0B9XaOKp03SzmcTd6RVFJV0Etlk/edit?usp=sharing>
    - i. Next article - Suzanne to select an article and forward it to LC.
  - d. Roundtable

Meeting adjourned.