

Library Council Minutes

November 28, 2024

1:00 pm - 3:00 pm

Microsoft Teams

Present (Expected): Melissa Belvadi, Katelyn Browne, Rob Drew, Rosie Le Faive, Noah Manholland, Courtney Matthews, Keltie MacPhail, Keri McCaffrey, Spencer Merz-Wood, Donald Moses,

Regrets: Prayaga Nair Ammini, Kim Mears, Juanita Rossiter

Land Acknowledgement

There has been some engagement in the Respectful Terminology Platform Project's "Ripples of Connection" Webinar Series. The next webinar takes place Monday, December 2 at 3pm. [Registration link](#)

- **Approval of Agenda**
 - moved by C. Matthews
 - seconded by S. Merz-Wood
 - consensus: 8 "1"s
- **Approval of Minutes (October 24, 2024)**
 - moved by R. Le Faive
 - seconded by K. Browne
 - additions/corrections: none
 - consensus: 9 "1"s
- **Follow-up on Pre-submitted Reports**
 - none raised
- **Student Reports**
 - Undergraduate students (N. Manholland)
 - SU has been speaking with Dr. Greg Naterer about student retention. Dr. Naterer's goals include Identifying students who could use more help and getting them access to that help. One method is putting subject librarians in course syllabi.
 - D. Moses: We've been in favour of this for a while. We've also proposed adding subject librarians into Moodle courses as non-contributing teachers.
 - K. Browne: We have blocks of text that we'd like to see in syllabi so that instructors don't have to come up with their own wording if they don't want to.
 - D. Moses drafted an OER funding proposal to the Province and N. Manholland and his colleagues provided a letter of support. We await news of the results.
 - Graduate students (P. Nair Ammini)
 - P. Nair Ammini not present, but reported no updates from the GSA.
- **Post-Library Council CUPE (R. Drew, S. Merz-Wood)**

- Feedback about the noise policy will be deferred until discussing the associated agenda item.
- Raised concerns that the washroom on the upper level has been out of order for a while.
 - D. Moses has been reaching out, and we are waiting for ordered parts to arrive.

- **Past Items for Discussion or Proposals**

- Library Policies
- Library Operations
 - Guidelines for handling banned patrons (K. Mears)
 - This is on the agenda as a standing item from the last discussion
 - D. Moses followed up with a message to Administration, and we are likely to get a response before the next meeting.
 - Islandora Migrations (R. Le Faive, C. Matthews)
 - We completed the IslandLives upgrade on Wednesday.
 - Island Scholar is the next site up, and work is ongoing.
 - Island Imagined is on deck as the subsequent site to migrate.
 - Drupal 7 and Drupal 10 security updates are required for all sites. The Digital Initiatives and Systems team is working on this.
- Library Planning / Future Directions
 - Library fundraising (D. Moses)
 - The fundraising project launched in April.
 - At the moment, our cash in hand is just above \$4.5M. Additionally we have pledges (over a number of years) for \$1.4M. Total raised: over \$6M.
 - The direct mail campaign is coming to a close, which raised over 145K.
 - There was a meeting with Facilities and Development. Facilities is preparing a Request for Proposals for the UASC expansion, and another for the library lobby. A number of donors have focused their donation on the lobby. We are phasing the RFPs to avoid total construction across the library.

- **New Items for Discussion or Proposals**

- Library Policies
 - Library Noise Levels since Zone Policy Change (K. Browne)
 - We are currently running a pilot in which we have only two noise zones: "silent" and "respectful". When the pilot was approved (at the end of summer), it was approved with the idea that during exams, the entire top floor would become a silent zone (except group study rooms). The last day of classes is Dec 5, so when do we switch over?
 - S. Merz-Wood: Regarding turning the entire upstairs silent, the response was receptive but cynical. It sounds difficult to enforce, especially regarding the area around the top of the stairs. Noise tends to propagate out through the stacks. There was some discussion of keeping the Reading Room (aka Former Current Periodicals Room) as 'not silent' for group studying.
 - R. Le Faive: has there been a change in noise complaints?

- S. Merz-Wood: Noise complaint rates are lower than usual based on VREF logs. Maybe it's not based on this policy, as noise complaints are more common during the exam period.
- D. Moses - We may want to do some outreach (put up signs) warning patrons of the change before the change happens.
 - S. Merz-Wood - staff requested that we blanket remove existing signage that conflicts with the new policy.
- K. McCaffrey - Supports the idea of the Reading Room not being silent, if signage can be explicit about this. Also, asked if we loan noise-cancelling headphones?
 - D. Moses - We have not loaned headphones since COVID but we do sell earbuds.
- KB: any strong proposals *for* making the reading room silent?
 - D. Moses: It'll be hard to be quiet with the way the room is set up
 - S. Merz-Wood: The job of staff to enforce this might be tough
 - M. Belvadi: is in favour of different policies at different times
 - K. Browne: So far, our messaging in the general areas has been "if you want silence, there are silent places, but not here"
- K. Browne: In summary, Stacks and general "upper floor" will become silent, but the Reading Room will remain not a silent zone. Communication through signage will start now. A communication will go in Campus Notices shortly.
- Proposed change to IslandScholar regarding loading non-UPEI citations (R. Le Faive)
 - R. Le Faive: propose to not load citations if they don't come out of a scholar's affiliation with UPEI.
 - M. Belvadi: The original intention of IslandScholar was to have a role on behalf of campus IT and departments, to serve not just as a repository but as a super-CV generator. First, this is probably a good marketing tool for the library to be in this role, and secondly, we're serving the campus fairly well and doing this helps us get more preprints.
 - K. McCaffrey: Perhaps there are other, better ways for scholars to display their entire CV; but we don't have manpower to be inputting all this information. As we're getting more into reporting, it's hard for reporting numbers to be meaningful if we're adding backfiles. K. McCaffrey and K. Mears have made a proposal, which will be brought to the Research Advisory Committee (RAC).
 - K. Browne: If there's a proposal going a different way, what's the role of the current discussion? Can we handle retaining things related to people who have left? While the "whole CV" aspect is useful when finding assignments for UPEI 1030, as it lets us point out IslandScholar, it's not great if we don't have staffing.
 - C. Matthews: Experience from other universities is that institutional repositories don't accept works not created in affiliation with the host. He supports this change.

- D. Moses: In the Open Access policy, there is a requirement for an annual report about IslandScholar to go to RAC
 - M. Belvadi: The world has changed in this area since we've started IslandScholar; scopus etc. offer good, free (not scopus) databases... 1 - maybe leverage some of these using APIs to harvest citations 2 - persistent links to external CV-is lists of publications.
 - D. Moses: Google scholar harvests data from IslandScholar. Scopus or EBSCO as a batch target is possible. He would like to have read/write through the ORCID API, though there's an institutional cost to participate.
 - R. Le Faive: APIs do not come for free, and there is additional work in verifying, deduplicating, and managing the metadata.
 - C. Matthews: A focused scope in IslandScholar would become a stronger justification for having time dedicated to the manual work, such as deposits of PDFs. It would give us more time for our focused policy and acknowledge that other institutions have repositories of their own.
 - D. Moses asked if K. McCaffrey would share the proposal that they prepared with Library Council for feedback. K. McCaffrey reported that she would share it.
 - Library Operations
 - [Winter Hours](#) (D. Moses)
 - consensus: 8 "1"s, 1 "3" (abstain).
 - Naloxone training (D. Moses)
 - As a follow up from PD day, we will be offering Naloxone training to staff.
 - Canada Summer Jobs 2025 (M. Belvadi)
 - The deadline for proposals is coming up on Dec 6. We have hired students this way in the past; it requires a 50% match in funding. If we are successful, will the Library supply the 50% funding?
 - D. Moses: There are other options available to support new library and archives professionals called [Young Canada Works](#).
 - M. Belvadi: This is not for library students necessarily. This is a full-time position with a duration of most of the summer.
 - In the past, M. Belvadi had a student examine date-due stamps on old books for a study that led to a conference presentation.
 - D. Moses: will examine what funds are available.
 - December Library Council meeting date:
 - Currently scheduled for Dec 26; proposing to move it to Thurs, Dec 19 1-3. (replacing UL-Librarians meeting). Do folks want to cancel or propose a different date?
 - D. Moses to send out a poll with options.
 - Library Planning / Future Directions
- **Roundtable**
 - M. Belvadi: Nothing to report.
 - K. Browne: Nothing to report.
 - S. Merz-Woods: Nothing to report.
 - K. MacPhail: Nothing to report.

- R. Drew: Nothing to report.
- N. Manholland: Nothing to report.
- C. Matthews: Nothing to report.
- K. McCaffrey: Nothing to report.
- D. Moses: Happy to finally see the sun today.