

## **Library Council Minutes**

**January 23, 2025**

**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, Kim Mears, Spencer Merz-Wood, Prayaga Nair Ammini, Donald Moses, Juanita Rossiter

### **Regrets:**

### **Land Acknowledgement**

- The Faculty of IKERAS, which offers a minor in Indigenous Studies is planning to offer a Major in Indigenous studies.
- **Approval of Agenda**
  - Moved by K. Browne
  - Seconded by K. Mears
- **Approval of Minutes (November 28, 2024)**
  - Moved by R. Le Faive
  - Seconded C. Matthews
- **Follow-up on Pre-submitted Reports**
  - R. Le Faive: What are pods? D. Moses showed images of pods (they look a bit like phone booths of various sizes)
- **Student Reports**
  - Undergraduate students (N. Manholland)
    - No report today but will take questions from folks if they arise
  - Graduate students (P. Nair Ammini)
    - Not present
- **Post-Library Council CUPE (R. Drew, S. Merz-Wood)**
  - No questions
- **Past Items for Discussion or Proposals**
  - Library Policies
    - IslandScholar (K. McCaffrey)
      - Kim and Keri attended the RAC in December and proposed a policy change (to no longer load the backfiles from scholars' CVs from before they were at UPEI), answered questions, and had full support from the committee. The policy change will go ahead. K. McCaffrey has edited the Island Scholar policy document but proposes a larger overhaul (see Unit Report). This might be brought forward as a whole once revised. She is open to feedback.
    - Library Noise Levels since Zone Policy Change (K. Browne)

- The change to a mostly-silent upper floor happened during finals as discussed, and resulted in a few changes to noise levels upstairs. We plan to do the same thing in April.
      - S. Merz-Wood: We still had noise complaints during the exam period. Maybe we could turn the whole upstairs silent for the winter semester?
      - K. Browne: Good idea, thanks. Admittedly, the new exam policy for December wasn't that much different from the status quo.
  - Library Operations
    - Persons banned from campus and university policy for public service points (K. Mears)
      - To follow-up from last meeting,
        - An RFP had gone out to review Campus emergency policies/preparedness, and that has been awarded, so there is currently work being done on this project. Likewise, there's work across the "Sexual Violence policy", and the "Fair Treatment Policy". These all intersect, and will be reviewed. Some review is underway. We expect there to be consultation and eventually a change to be brought to the Board.
      - A message was sent to Liz Rothstadt regarding the communication flow for people banned from campus, especially as it relates to public service points, asking "what is the process?"
      - Right now we have no obligation to report, as we don't know who they are. As always, if there is an issue in the library, we are to call Security.
    - Islandora Migrations (R. Le Faive, C. Matthews)
      - The Island Scholar upgrade and soft launch was completed on Jan 15. The site is at <https://islandscholar.ca/>. Some final post-soft launch work is being completed.
      - Work is underway to upgrade Island Imagined, current site at <https://islandimagined.ca/>
      - Preliminary work has begun on Island Voices <https://islandvoices.ca/>
      - There is interest among the Islandora community in the work we've accomplished, including entity reference views, indexing taxonomy terms, and our whole site as a functioning IR (with particular interest in our theme!). R. Le Faive has shared our work on IslandScholar with three different interested parties.
    - Naloxone training (D. Moses)
      - 12 people attended.
      - Are there other opportunities for training desired, particularly from CUPE members?
        - D. Moses will reach out to Health and Safety for training on the AED device (defibrillator)
  - Library Planning / Future Directions
    - Library fundraising/renovation (D. Moses)
      - updates shared
      - just before Senate, signed additional donation letters

- We are in discussions with Facilities regarding RFPs that are needed in order for work to get started. RFPs for the renovation of the Lobby had been sent to a number of folks and we only got one response. D. Moses highlighted that prioritizing an RFP for the Archives, asap, would be good as we have donations specifically for that work.
  - The Council discussed "Pods", (a generic concept, for example see [inboxbooths.com](http://inboxbooths.com)), which would be shipped then assembled onsite by the vendors. Facilities has reached out to neighboring institutions about which vendors they used and how satisfied they are with their pods.
    - A document was shared in the Unit Report showing where on the floor plan the pods might go. This was a suggestion.
    - It was suggested that it might be desirable to deal with a Canadian vendor.
    - K. Mears suggested that we purchase at least one accessible booth. D. Moses agreed.
  - D. Moses very recently received a report from Glenn Flood, regarding the accessibility audit of the library performed by him and Tony Dolan.
- **New Items for Discussion or Proposals**
  - Library Policies
  - Library Operations
  - Library Planning / Future Directions
    - External Review
      - The Strategic Plan includes an item for carrying out a holistic review of the Library. The VPAR and QA Office also want the Library to do a Review. D. Moses has reached out to Rachel Hassan in the VPAR's office, who does the MPHEC-guideline-informed reviews for academic departments. We are expecting a workflow and a timeline. There will be a self-study component (including engagement with stakeholders) which will be done by the library, and then shared with external reviewers.
      - An external reviewer would need approx. 1 month of prep time, then would come for a visit, and spend another month preparing a report.
      - As for the self study component, unit reviews describing what each unit does would be a part of the self-study
      - We are in very early phases.
- **Roundtable**
  - R. Le Faive - Working on a sorta-systematic review, thanks K. Mears for helping understand them!
  - M. Belvadi - nothing today
  - R. Drew - nothing today
  - J. Rossiter - nothing today
  - K. McCaffrey - nothing today
  - C. Matthews - Nothing

- K. Browne - Library tours are underway, Princess Wooden is coordinating. Promoted directly to ISO who are offering orientations, but also please mention them (<https://library.upei.ca/library-tours-winter-2025>) to those who may be interested. We can schedule more if there is demand.
- S. Merz-Wood - nothing today
- K. Mears - Compliments to the signage people - the minimal signage around the printers looks nice!
- K. MacPhail - nothing today
- D. Moses - Library will participate in Soup for the Soul in March. Reach out to Sarah Fisher to participate.