

**Library Council Minutes**  
**February 27, 2025**  
**1:00 pm - 3:00 pm**  
**Microsoft Teams**

**Present (Expected):** Melissa Belvadi, Rob Drew, Rosie Le Faive, Noah Mannholland, Courtney Matthews, Keri McCaffrey, Kim Mears, Donald Moses, Juanita Rossiter

**Regrets:** Katelyn Browne, Keltie MacPhail, Spencer Merz-Wood, Prayaga Nair Ammini

**Land Acknowledgement**

- **Approval of Agenda**
  - Moved by C. Matthews
  - Seconded by K. Mears
  - consensus vote: 8 1's
- **Approval of Minutes (January 23, 2025)**
  - R. Le Faive
  - R. Drew
  - consensus vote: 6 1's
- **Follow-up on Pre-submitted Reports**
  - none
- **Student Reports**
  - Undergraduate students (N. Mannholland)
    - none
    - D. Moses: Custodial staff had comments about excessive posting on walls/windows, mostly relating to SU elections.
      - N. Mannholland: SU's guidelines: Do not post on anything painted or where otherwise prohibited
        - M. Belvadi: not on glass windows in doors, where safety may be an issue (N. Mannholland agreed)
  - Graduate students (P. Nair Ammini)
    - Nothing brought to Council.
- **Post-Library Council CUPE (R. Drew, S. Merz-Wood)**
  - Discussion regarding study pods:
    - it was suggested again to source them from Canadian manufacturers;
      - D. Moses: from his perspective, would be ideal to source from Canadian manufacturers
    - it was asked whether they are soundproof,
      - D. Moses: the noise mitigation is significant, they are "soundproof"
    - 1-person pods or group pods, or yes to both?
      - yes to both. The individual study rooms with yellow doors on the AVC side of the building will be removed (they are not accessible) and may become pods. Pods will come in a variety of sizes. e.g. in the large study space on the upper level, there could be 3 6-person pods in the "nook", three on the other side, and a couple

of four-person pods. We are also looking at placing pods on the (K. C. Irving side) of the upper level.

- There would be a mix of pods that are accessible and not accessible (there might be a lip, or fixed furniture).

- **Past Items for Discussion or Proposals**

- Library Policies
- Library Operations
  - Persons banned from campus and university policy for public service points (K. Mears)
    - nothing from K. Mears
    - D. Moses asked that a question be put to the joint occupational health and safety committee. It didn't make the January meeting but should make the February meeting. The question asked about process around banned patrons and communication around that, especially for public-facing units.
  - Islandora Migrations (R. Le Faive, C. Matthews)
    - It is anticipated that the Island Imagined upgrade and soft launch will happen in the next 1-2 weeks <https://islandimagined.ca/>
    - Work on Island Voices is underway <https://islandvoices.ca/>
    - We identifying requirements for the next set of migrations
  - Accessibility Audit (D. Moses)
    - A report was received from Glen Flood. The Report will be sent out to all library staff following this meeting.
    - The assessors suggested they come in to present their work; D. Moses agreed.
  - Fundraising/Renovation Updates (D. Moses)
    - Working to keep the fundraising momentum rolling. D. Moses will do a bit of a pilot regarding social media.
    - The RFP for the lobby design work has been awarded to A4 architectural services <https://a4architecture.ca/>
    - The RFP for Special Collections will be coming out soon.
  - [Exam Hours](#) (D. Moses)
    - proposed exam hours were presented. No issues were raised.
- Library Planning / Future Directions
  - External Review (D. Moses)
    - There will be an all staff meeting to discuss the upcoming external review, what the process will look like and how people can contribute.
    - K. Mears and D. Moses have been preparing other pieces for that.
    - K. Mears has been preparing templates, and highlighting the accreditation pieces that the library supports.
    - The QA Review will have several parts
      - a self-study
        - K. Mears drafted a Unit Report template and will review it with D. Moses. These templates will then go out to the units to complete as part of the self-study.
        - Gathering all program accreditation standards and accreditation bodies that the library needs to

comply with, to have them in one place. This will help us in the future.

- The self study will have additional parts asking for input, such as surveys. The QA office at UPEI will help us send them out. Progress is being made in getting this work arranged.
  - External Review
    - We are identifying people from other institutions who may be able to act as an expert reviewer.
      - D. Moses has participated in this process for another institution.
  - C. Matthews: When do you anticipate us engaging in self-study work?
    - D. Moses: K. Mears is working on them; the unit reports timeline is (very tentatively) that they would be done at the end of March.
  - R. Le Faive: Please clarify if librarians are responsible for doing the Unit Reports.
    - D. Moses: Yes. We're not asking for a detailed analysis of the unit, just reporting facts and projects. We will define a period of time this is about.
  - D. Moses: Anyone interested is invited to help with the logistical work.
- 
- **New Items for Discussion or Proposals**
    - Library Policies
    - Library Operations
      - National Network for Equitable Library Service (D. Moses)
        - NNELS provides digital copies of materials (books) to patrons with print disabilities.
        - S. Fisher reached out to Accessibility services on campus to get a sense of the potential need. Accessibility Services have digitized content in the past - either that or contact the publisher
        - Accessing this national service would fit with our Strategic Plan.
        - There's a service that's mediated, and one that connects to your library catalog.
          - SITKA (an Evergreen consortium) has a connector for Evergreen.
          - Uptake might be modest; it might not be necessary to facilitate a connection (integration) at this point). We could go for the mediated version
          - We would have to sign an agreement and designate a mediator.
        - More information will be gathered and brought back to Council .
        - Colleagues at Acadia will be contacted to learn more about what's required and if the service has been useful.
    - Library Planning / Future Directions
- 
- **Roundtable**
    - C. Matthews -

- CAUL/CBUA indigenous knowledge committee is holding a panel April 4, 1-3 pm on the significance / nature of land acknowledgements. Dr. Weenie (Dean of IKERAS) will be participating. Possibly Elder Judy, and other folks from the region.
- J. Rossiter - nothing to report.
- K. Mears - nothing to report.
- R. Drew - nothing to report.
- M. Belvadi - nothing to report.
- K. McCaffrey
  - Deciding OER grant recipients tomorrow. There were 6 applicants.
  - [CAAL-CBUA's Indigenous Knowledge Committee](#) is holding a webinar / panel discussion on land acknowledgements Friday, April 4<sup>th</sup>, 2025, 1-3 pm Atlantic Time / 1:30pm-3:30pm (Newfoundland time).
- N. Mannholland - nothing to report
- R. Le Faive - nothing to report.