

## **Library Council Minutes**

**March 27, 2025**

**1:00 pm - 3:00 pm**

**Microsoft Teams**

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

**Regrets:** Dorcas Ogunwole

### **Land Acknowledgement**

- **Approval of Agenda**
  - Moved by S. Merz-Wood
  - Seconded by K. MacPhail
- **Approval of Minutes (February 27, 2025)**
  - Moved by R. Le Faive
  - K. Browne seconded
- **Follow-up on Pre-submitted Reports**
  - none
- **Student Reports**
  - Undergraduate students (N. Mannholland)
    - Candidates will be limited to 2 posters per building instead of the "Postermageddon" that has happened in recent times
    - The Library would be considered a canvas-free zone.
    - N. Mannholland's term ends in May! Incoming as our new Council representative is Deanelle Praise Magbanua, the new VP Academic elect.
  - Graduate students (D. Ogunwole)
    - not present
- **Post-Library Council CUPE (R. Drew, S. Merz-Wood)**
  - R. Drew: Is there any timeline on the acquisition of study pods?
    - D. Moses: Not much more beyond what's in the report.
      - We will purchase and test three pods to begin with:
        - single person
        - four person, and
        - six person pods
      - The design company A4 is working on the acquisition, so we don't have a timeline.
    - Where would we deploy the three pilot pods?
      - Potentially the large study room on the upper level
    - K. Mears: Are we planning to make the pods bookable or on a first-come-first-serve basis?
      - Bookable, as was argued by K. Browne, K. McCaffrey and agreed on by unofficial consensus.

- K. Browne: Can we send feedback emails to users who have booked pods about their experience?
  - D. Moses: Yes.
- C. Matthews: How many pods will we have eventually?
  - D. Moses: Three to start; then more around the building - more than 10 total. We would replace the yellow individual study rooms on the AVC side with pods.
- C. Matthews: When are pods arriving?
  - D. Moses: We do not know; A4 is working on it, possibly selecting a vendor. Ideally (hopefully!) by late spring or early summer.
- R. Drew: Concerns regarding a banned student who was spotted on campus; an email went out to some people but not others. We also heard that the silent alarm was used recently. Is there no internal protocol for dealing with these situations? In general, there are questions regarding safety protocols/audit/training on unusual situations.
  - D. Moses looking at institutional communication pieces around being banned from campus. This recent incident was used as an example. To provide some context:
    - A student working at the sports centre came to the library, and shared a picture on their phone of someone who had been banned from the sports centre (along with their name). This image got disseminated from that person on the desk to the service desk email group. As a process, until we get an institutional one, do not disseminate information in this manner. Instead, send it to Donald who will complete the due diligence to ensure information is accurate and shareable (by consulting the Privacy Office, and Security).
    - As a rule, staff should not share this kind of information unless it comes through an official channel.
    - K. McCaffrey: What about when Donald isn't around?
      - D. Moses: The first step should always be to contact Security.
      - Donald immediately communicated with the VPAR and Security when he received this communication.
    - Was there feedback given to the sports centre about how that info should have been shared? It's not a safe situation for anyone on campus and it seems they did what they thought was best.
      - D. Moses confirmed with the sports centre. The sports centre did not send the student over. The person is banned from the sports centre. D. Moses hasn't heard back from Security yet.
      - R. Le Faive: We should not chastise the student for doing what was more effective than institutional processes.
      - K. Mears: The President mentioned at Senate that there's a review of some communication processes - including a heightened look at some of these areas. There will be institutional focus in this area, and hopefully it will get resolved.
      - D. Moses has shared his concerns with the President's office, and mentioned our inability to get traction or resolution for folks.

- D. Moses: Regarding the Silent Alarm, he thought it was not a security issue but a student who just pushed the button. Security audit - we can do one if such a thing is available. Can reach out to Health & Safety for training opportunities. If there are opportunities for training that folks are aware of please share with D. Moses.
  - When was the last time the building was reviewed for health & safety?
    - D. Moses: The last building review was March 2023.
  - R. Drew - will reach out to schedule another health and safety working group meeting, as they have not met in a while.
  - There is a consultant's report in development that looks at areas of needed policy development, and communication. The impetus for this report was the shooting threat last year. At the last Senate meeting, Tara Judson (Interim VPAF) thought the report would be done by the end of March, maybe April?
- **Past Items for Discussion or Proposals**
  - Library Policies
  - Library Operations
    - Persons banned from campus and university policy for public service points (K. Mears)
      - nothing to add; discussed above.
    - Islandora Migrations (R. Le Faive, C. Matthews)
      - R. Le Faive: Continuing to build momentum.
        - not just moving over, also upgrading and harmonizing the metadata
      - C. Matthews: Lots goes into every migration.
        - IslandImagined was launched <https://islandimagined.ca/>
        - Work on Island Voices is underway <https://islandvoices.ca/>
        - We are identifying requirements for the next set of migrations
    - Accessibility Audit (D. Moses)
      - Will the floor be replaced?
        - Yes, that is the plan. Some tiles have been lifting up.
        - J. Rossiter asked for visuals; when are they needed?
          - Hopefully they will start this year, ideally this summer. We have the funds to do it. We need to provide evidence to the donors that we're working on their wishes. The visuals are for recognition of this. They will be sent to marketing to create signage/wrap that reflects SDU's contributions.
    - Fundraising/Renovation Updates (D. Moses)
      - Discussed above and in D. Moses' report. Signed additional donor thank you letters.
        - We are continuing with our fundraising goals. We are putting sponsored posts on Instagram - are people seeing them?
          - J. Rossiter - it's coming up as an ad, and looks good. That campaign has just started.
          - D. Moses sent testimonials to marketing; and has updated the fundraising website with testimonials from Betsy Epperly and Alan MacEachern.

- K. Mears - since the lobby is in front of the service desk... can the lobby work include the hallway past Kim's office - i.e. putting doors in directly to librarian offices?
      - Unlikely as the doors to Tech Services form an emergency shelter-in-place area.
      - D.Moses visited Mount Saint Vincent University - they have guidance around shelter-in-place and other emergency measures. D. Moses will request images/copies for the next Council meeting.
    - National Network for Equitable Library Service (D. Moses)
      - D. Moses has not yet contacted them directly; contacted Maggie Nelson at Acadia with Accessibility within her portfolio. He got an informative response. She highlighted the kinds of content available, and how the service works with Novanet, including how students get access then interact with the services. She also mentioned CELA. They have more academic content related to post-secondary, but users have to provide proof they need accommodations (i.e. there's a higher barrier to access). At the same time, Sarah Fisher reached out to the PEI Public Library Service (PEIPLS) and they also have access to CELA. D. Moses wondered if we can mediate the step so our patrons don't have to get a public library card to access the service.
    - Library Planning / Future Directions
      - External Review (D. Moses)
        - R. Le Faive joined K. Mears and D. Moses in the working group for the logistics and templates for the QA review. They are developing a questionnaire for a student survey (part of the self-study component). They plan to invite N. Mannholland to a conversation to discuss the questions.
        - There will be a kick-off meeting for work around the external review, in April. Charlotte McCardle will do a SOAR analysis with the library staff on April 8.
        - May 9 is the due date for the unit and liaison reports.
  - **New Items for Discussion or Proposals**
    - Library Policies
    - Library Operations
      - [Draft Summer Hours 2025](#)
        - consensus passed.
      - Textbook Reserves/Accessibility (K. Browne)
        - A writeup was sent this morning; to summarize: accessibility services held a study hall, and only one student showed up. They talked about the library, and course reserves kept coming back up. There were many specific suggestions which K. Browne tried to unify into concerns. However some of them took diverging directions:
          - *increasing predictability*. e.g. a sign-up schedule for reserve books?
          - *less mediated*. e.g. books on open shelves or a table. Not having to talk to someone at the desk. (Often at odds with first concern)

- Library Planning / Future Directions

- **Roundtable**

- K. MacPhail: been working on a collection of letters by Georgina Fane Pope to her family when she was in South Africa during the war, at the turn of the 20th century. This collection is not on the public list of collections on IslandArchives. Checking with Katherine Dewar. She approached us. There was a collection of photographs that we digitized to help with the book. Later, we got a letter from a descendant of Pope, who offered found letters to Katherine. She wanted to do something with letters. [Will the originals be going to PARO?] They may be returned to the family member. Maybe ultimately landing at PARO; not here. We got a photo album through a bookseller.
- K. Browne: We saw all but 2 first-year sessions. He may or may not have sent them a video. All the librarians participated in instruction; a lot have had follow-ups. Thanks for your work!
- R. Drew: Waiting for the sun.... (Jim Morrison)
- J. Rossiter: Nearing James' retirement! (Dreading). Onboarding David Kaminsky to follow up some of the work. Participating at Acadia's external review.
- N. Mannholland: Nothing to report.
- K. Mears: Clinical Librarian candidates arriving this and next week; curious to hear feedback.
- C. Matthews: Presentation accepted at APLA 2025.
- R. Le Faive: Presentation at Islandoracon
- S. Merz-Wood: Nothing to report.
- M. Belvadi: specific deadline extensions for EBA spendouts. Get wishlists ready. Don't ask me to do anything till May!
- K. McCaffrey: Nothing to report
- D. Moses: group reg for CRKN conference may 13-15 afternoons; will send out connection info. Will be away mid-next week participating in external review for Acadia. James is retiring imminently, celebrating with a dinner March 31. High praise for James!