

Library Council Minutes

October 24, 2024

1:00 pm - 3:00 pm

Microsoft Teams

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

Regrets: Noah Manholland

Land Acknowledgement

- TRC Mawi'omi will take place on October 25th.

- **Approval of Agenda**

- Moved by K. Mears
- Seconded by K. MacPhail
- D. Moses requested the addition of Library Hours
- Approved by consensus.

- **Approval of Minutes (September 26, 2024)**

- Moved by R. Le Faive
- Seconded by J. Rossiter
- Approved by consensus.

- **Follow-up on Pre-submitted Reports**

- None raised

- **Student Reports**

- Undergraduate students (N. Manholland)
- Graduate students (P. Nair Ammini)
 - D. Moses: Senate Library Committee vacancy is arising.
 - P. Nair Ammini has submitted her name for this.

- **Post-Library Council CUPE (R. Drew, S. Merz-Wood)**

- There is discussion of potentially a new floor in the renovation plan - would that be carpeted or tiled? Would it be a whole other level to the library?
 - D. Moses: It would be another floor, on top of the extension we're building for Special Collections and Archives. Was not part of our original plans, but this is something the University would be interested in. The flooring generally throughout the building would be updated.

- **Past Items for Discussion or Proposals**

- Library Policies
- Library Operations
 - Islandora Migrations (R. Le Faive, C. Matthews)
 - IslandScholar migration in the works. Considering a change to how many "departments" we maintain (e.g. including "research centres").

- IslandScholar considering no longer keeping (or even loading?) publications from scholars from before they joined UPEI. A proposal may come to the Library Council and/or administration.
 - We have hired a PA6 for the migration project - Alan Stanley will be joining on Monday, Oct 28, for a 6 month term. He has worked at the library before and as a private contractor.
 - Drupalize.me training has been sourced by D. Moses and is available to any who request an account through him.
 - We are contacting PIs of hosted sites to determine site needs (upgrade, migration, decommission). This work involves drafting SLAs.
 - We are working on a tentative launch date for IslandLives.
 - Library PD Day Recap (D. Moses)
 - We have received positive feedback, that it was a good relationship building activity. Feedback is welcome.
- Library Planning / Future Directions
 - Library fundraising (D. Moses)
 - D. Moses - Surprised and pleased with the funds raised thus far with Advancement's Direct Mail campaign (which is ongoing). A "Giving Tuesday" campaign is underway, and will take place on December 3rd. Each year there is a focus on an activity/organization/cause, and this year's focus will be the Library. We will likely participate in some way.
 - J. Rossiter: Regarding the Revitalization Campaign website that we're hosting - we haven't updated it in a while. Should we update it or is it more of a reference?
 - D. Moses: We don't manage the site but we can get it updated. We have some additional testimonials to add (which we update by sending content to the Web Team). Suggestions are welcome and can go through D. Moses.
- **New Items for Discussion or Proposals**
 - Library Policies
 - Library Operations
 - Guidelines for handling banned patrons (K. Mears)
 - In response to the report in the news about the December 2023 shooting threat, how do we ensure that folks who are "banned from campus" aren't using the library?
 - C. Matthews: Has the University publicly addressed what happened yet?
 - K. Mears: At Senate last Friday, the President spoke a little about the incident. They are issuing an RFP for an independent review of UPEI's response. Mears asked if the Joint Health and Safety committee would do this. The response was that the President wanted an independent study.
 - D. Moses: Reached out to Scott Gosse at Security for information. Brought the request to the VPs, but reported they're "reviewing policies and practices." D. Moses would like to clarify, he is not aware of ever banning patrons from the library. The University, on the other hand, *has* banned

people. There may be a privacy issue with sharing this kind of information. Regarding our view of "banned" patrons, we could rephrase our stance to ask "what happened to you?" rather than "what did you do?"

- K. Mears: In discussion with the President at the Steering Committee, she offered support for the review. Indeed, we could ask "What happened to this student on campus?" The Rubin Tomlinson report was enlightening. Mears hopes we look into whether we (as a University) contributed to the student getting to where they did. Will we address the Action Plan?
- D. Moses: His understanding is that the decision to ban someone from campus would reside with the President with input from the Director of Security following an assessment, not from the Library.
- K. Mears: Asked about our responsibility as a public service point to participate in this process.
- K. Browne: Asked whether banning people from campus is used frequently, and what are the expectations when someone is banned from campus, as no-one is ID'ing people. Is this a useful and enforced consequence? Do we need a different mechanism to deal with situations where a person should not be in a particular space?
- D. Moses: Asked what the information flow is.
- K. MacPhail: Reported knowing of 3 people banned by Security Services. In the past, Security has quietly let the desk staff know. This might be a good opportunity to work out the workflow before something happens again.
- D. Moses: The December 23rd incident reflected work that needs to be done. The current work is just a matter of following up and asking those questions.
- K. Mears: Keep this conversation on the Council agenda.

■ Library Hours during exam period (D. Moses)

- Discussed with Accessibility Services regarding who uses the Satellite Testing Rooms upstairs.
- K. Mears: Re. TBD on Dec 23, 24: When will UPEI come out with a holiday schedule?
- D. Moses: Gift days often come out mid-Nov. Decided to close the Saturday-Sunday Dec 21-22
- consensus: approved with 11 votes of "1"

- Library Planning / Future Directions

● **Roundtable**

- P. Nair Ammini: Passed the required IELTS general exam with a CLB score of 9! Congratulations!
- J. Rossiter: Happy to have Nadine in UASC one day/week
- R. Le Faive: Nothing to report
- M. Belvadi: Thank you to everyone who helped cover her workload. Back in the saddle now, though not full time.
- K. Mears: Passed her Canadian Citizenship exam! Congratulations!

- C. Matthews: Tarvinder has been our Systems Admin for a year (as of Oct 15). We really appreciate him and his work!
- K. Browne: Last week's library tours were busy, and tours will finish next week. Attendance on the tours was low, including one class who was going to assign the tours but brought their class in instead. Thank you to Princess Wooden for organizing, and to the library staff who helped out with tours! Small tours meant the students felt more comfortable asking questions and taking their tour guide off script. One more ENG 1010 instructor to get on the calendar!
- R. Drew: Nothing to report.
- K. McCaffrey: Nothing to report.
- K. MacPhail: Nothing to report.