

Library Council Minutes
September 26, 2024
1:00 pm - 3:00 pm
Microsoft Teams

Present: Katelyn Browne, Rob Drew, Rosie Le Faive, Noah Mannholland, Courtney Matthews, Keltie MacPhail, Kim Mears, Spencer Merz-Wood, Donald Moses, Juanita Rossiter

Regrets: Melissa Belvadi, Keri McCaffrey, Prayaga Nair Ammini

Land Acknowledgement

- 30 September is the Day of Truth and Reconciliation.
- Orange Shirt Day is also on 30 September.
- Lunch and learns from National Centre for Truth and Reconciliation are available to watch live or on YouTube - [link](#)
- At UPEI - embedded in the announcement that went out - the UPEI TRC Mawi'omi may be weathered out . It is currently scheduled for Friday in the Quad, near the tipi. Start time is 12:30, with a Grand Entry at 1pm. People are encouraged to participate.

- **Approval of Agenda**

- Moved by K. Mears
- Seconded by K. Browne
- Consensus: 1 (8 votes)

- **Approval of Minutes (August 22, 2024)**

- Moved by R. Le Faive
- Seconded by R. Drew
- Consensus: 1 (6 votes)

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

- K. MacPhail will submit her report post-meeting.
- K. MacPhail reminded us about onboarding new Council members, particularly on our voting process, and K. Browne shared the [Consensus Guidelines](#) with the following summary:
 - 1 - support
 - 2 - support with reservations
 - 3 - abstain/stand aside
 - 4 - block, I am fundamentally opposed to this
- D. Moses:
 - Displays for the National Day for Truth and Reconciliation and for Mi'kmaw History Month are forthcoming.
 - A "Postcards Home" event will happen in October
 - There will be a demo of the light therapy lamps on 21 October
 - There will be a Halloween movie night on 29 October
 - Response received from Greg Clayton regarding the humidity concerns, he and D. Moses will meet and discuss.

- **Student Reports**

- Undergraduate students

- N. Mannholland: The Academic Support pamphlet is done, and as previously mentioned will include information about the Library. This will be shared with D. Moses.
 - D. Moses:
 - Most textbooks required by courses have been ordered and/or are on reserve!
 - The Service Desk seems busy at this time of year
 - K. Mears: Adam MacKenzie emailed asking for research on SOTS. Is the SU having conversations around SOTS?
 - Adam has not shared with N. Mannholland, who will inquire.
- Graduate students
 - P. Nair Ammini not present.
- **Post-Library Council CUPE (R. Drew, S. Merz-Wood)**
 - R. Drew: Nothing to report.
- **Past Items for Discussion or Proposals**
 - Library Policies
 - Library Operations
 - Work from Home (WFH) Policy
 - D. Moses - received approval from the VPAR for the Library's WFH plan. D. Moses has connected with the pilot participants, and will assess changes or new proposals as they appear. We have a new Outlook Calendar - RL Staff WFH - can be added to your calendar view. [Secretary's note: looking into instructions for doing this.] Feedback from participants has been universally positive. Participants are encouraged to submit feedback so it can go back to the review of the pilot.
 - Noise zones – proposal from signage committee (K. Browne)
 - New signs are up; thanks Spencer for designing and Shawne and Judith for posting. According to anecdotal reports, the library is quieter, though that wasn't our goal. We are curious to see if it stays that way. It seems that fewer people are listening without headphones.
 - Updates to the website are ongoing. The existing noise policy is still on the page, but there is information above it on this pilot. The Study Zones page has been updated to reflect current practice.
 - If you notice any remaining green/yellow/red signs or verbiage, let the Signage Committee know. S. Merz-Wood, Shawne Holcomb, and Judith MacNeil are on the signage committee. We are trying to ensure we don't have conflicting messages.
 - Princess Wooden has updated the Library Tour script and content.
 - D. Moses: Thank you to R. Drew for updating main lobby signage with the new colours and doing a number of updates on the floor plans.
 - Public access to library computers
 - D. Moses: iMacs have been removed and replaced by PCs. PowerMacs in the Collaboratory continue to operate. The Mac Minis, formerly dispersed in the Learning Commons, have been moved to the hallway to LINC/Language Lab, to

consolidate/provide centralized support. S. Merz-Wood also created lovely signage to highlight the public aspect of those computers. Anything from the desk?

- S. Merz-Wood - no feedback yet.
- C. Matthews: [prepared notes follow]:
 - There are 23 public access computers.
 - 7 Mac Minis in the Breezeway.
 - 16 Mac Pro Workstations in the Collaboratory.
 - On Mac Pro Workstations: Users login to the Mac Pro Workstations computers with username - mac, password - mac.
 - On Mac Minis: Users need credentials to access the wireless network (Eduroam) when using the 7 Mac Minis. Wifi guest credentials are available from the Service Desk - username - Libguest@upei.ca, password is updated weekly.
 - A self-serve option is available for mobile device access but at this time it does not allow access for PC, Chromebook, Mac.
 - Relatedly: 25Live booking instructions have been changed. The following note has been added to the details tab of the booking pages for 264 – LINC and 265 Language Lab:
 - *UPEI accounts are required to access the computers in this room. Temporary accounts for non UPEI users can be requested from the ITSS Helpdesk at helpdesk@upei.ca. Two days advance notice is required.*
- Room Booking System updates
 - C. Matthews - did an update at the behest of the privacy officer. This has been completed.
- Library Planning / Future Directions
 - Library fundraising (D. Moses)
 - Dr. Allan Curran, SDU graduate '62 and Honorary UPEI degree holder, has made a substantial (\$6M) donation to the University, of which \$4M went to the Library. Also, the SDU Board of Governors made a substantial donation (\$1,050,000).
 - Met with Tara Judson and Greg Clayton now that we have funds to get things going. There may be interest in adding a floor to our renovation plans. Other discussions included installing compact shelving on the upper level.
 - We anticipated issues related to construction and whether different phases allow us to keep other parts of the building open.
 - We are in the process of securing an architect who can create plans, so that we can get an RFP out for the work. The priority is

Special Collections/Archives, though we are also looking at improvements to the Lobby and the entrance to the Library.

- J. Rossiter: Asked whether she should continue the Panther Connections piece for the foreseeable future? She has been mostly highlighting the Archives. She is open to any ideas about "doing this fundraising thing", and commented that you can subscribe to Panther Connections to keep up to date with University goings-on.
 - D. Moses - Continuing the Panther Connections piece would be a good thing, but only if time is available. There are other outreach avenues behind the scenes, such as mail-outs to alumni and former donors. Regarding outreach suggestions, SDU and PWC, and UPEI early in the university's life, held lots of student activities - Carnivals and the sort. There would be lots of imagery in the yearbooks.
 - J. Rossiter: There are some pens, etc in the Archives from Winter Carnivals, and we are going to have the photographer take pictures for the lobby.

- Strategic enrolment

- **New Items for Discussion or Proposals**

- Library Policies
- Library Operations
 - Islandora Migrations
 - C. Matthews: [prepared notes follow]:
 - [This is] a project to upgrade library hosted Virtual Research Environments
 - The group is meeting weekly and holding ad hoc meetings on specific issues and topics including, metadata profiles, theming, prioritization of upgrades, communication with VRE PIs, reorganization and consolidation of digital collections sites, project management.
 - Focussed work is underway and in some cases completed for the upgraded version of these sites IslandLives (Search within a book), IslandScholar, and IslandArchives (Unified Search; Site consolidation).
 - The hiring process is underway for a Programmer Analyst / PA 6 to aid with the upgrade
<https://www.upei.ca/hr/competition/177e24>
 - J. Rossiter - Perhaps relatedly, would like to bring up the web presence of the online IslandArchives and its place within the web presence (on the library website) of the Archives.

- C. Matthews: will invite you to a meeting! However this project is focusing on upgrading the IslandArchives sites "as-is" without significant overhaul.
 - R. Le Faive highlighted the work on a unified IslandArchives search that will provide one place to access all digital collections as well as (hopefully, and optionally) content from IslandScholar and Island Newspapers.
 - PD Day with PEI Public Library and Holland College (D. Moses)
 - Hoping to host this during Reading Week - 17 October - with the goals of sharing info on our resources, services, supports, ways we can collaborate, and to recognize those around us doing similar work, to get to know each other, learn from each other, and get to know our organizations better.
 - Library Planning / Future Directions
 - Institutional strategic planning
 - D. Moses sent a reminder regarding the meeting today regarding campus priorities and opportunities. There has been a request to gather info on work we did since 2018 to connect with the UPEI Strategic Plan that ended in 2023. The goal is to identify current strategic initiatives. He has gathered some ideas from librarian colleagues but is now reaching out to CUPE colleagues. There will be a Steering Committee (right now there's a call for expressions of interest) open to folks across campus, and you can submit your own name or nominate someone.
 - Having received a question regarding the workload of this committee, no schedule has been drafted yet. To posit what might be, it could be a single 2-hour meeting once a month, to 2 shorter meetings per month. This will be a working committee, and the majority of the work would take place during the committee meetings (with the exception of consultations that will be carried out as they gather feedback). Charlotte McCardle is the resource person supporting the members in their role.
 - During the last strategic plan cycle, M. Belvadi sat on the committee and did good work and represented the library well.
- **Roundtable**
 - J. Rossiter: Taught first class this morning and survived! Moving through the Archives' Holding Room and moving things around, and processing donations.
 - R. Le Faive: Nothing to report.
 - S. Merz-Wood: Nothing to report.
 - K. Browne: Library tours are ongoing. This is the week of lots of tours but they continue Thursday afternoons through October. Many people have helped with the effort; see the Unit Report! We appreciate their time! Do you know any clubs, cohorts, groups who want a tour? Email instruction@upei.ca or contact Princess Wooden or K. Browne.
 - N. Mannholland: Nothing to report.
 - C. Matthews: Nothing to report.
 - R. Drew: Went through the hiring process for a new digitization assistant for the lab. The process went smoothly!

- K. Mears: Nothing to report.
- K. MacPhail: Thanks R. Drew for helping with student hiring. The new student starts next thursday!
- D. Moses: Will be going to the CRKN General Conference next week. Will be checking email while out of the office. Sincere thanks to K. Mears, acting as UL while he's away.