Library Council Minutes
February 23, 2023
1:00 pm - 3:00 pm

Present: Katelyn Browne, Wendy Collett, Sarah Fisher, Mackenzie Johnson, Rosie Le Faive, Simon Lloyd, Keltie MacPhail, Courtney Matthews, Kim Mears, Donald Moses

Regrets: Melissa Belvadi

Not Present: Iyobosa Igbineweka
                 Nayana Sunila attempted to join the meeting remotely, but was unable to do so because of technical difficulties

Meeting Online: https://meet.google.com/syo-yeas-oct

Land Acknowledgement

After offering the land acknowledgement, the Chair drew Council members' attention to the recent Council of Atlantic Academic Libraries' recent webinar of Indigenous Data Management. He also noted that UPEI has offered support to the Respectful Terminologies Project — https://www.nikla-ancla.com/projects — of the National Indigenous Knowledge & Language Alliance (NIKLA).

1.   **Approval of Agenda**

The draft agenda distributed prior to the meeting was reviewed. Since no additions or changes were proposed, it was moved by M. Johnson and seconded by S. Fisher that the agenda be approved, as distributed.

MOTION CARRIED

2.   **Approval of Minutes of Previous Meeting (January 26, 2023)**

The draft minutes of the previous Council meeting were reviewed, and one correction noted. No other errors or omissions being noted, it was moved by S. Lloyd and seconded by K. Browne that the minutes be approved as corrected.

MOTION CARRIED

3.   **Follow-ups on Pre-submitted Reports**

Noting the forthcoming CUPE staff retirements mentioned in the Chair's Report, S. Lloyd enquired if there was a standardized protocol or timeframe in place for the Library to reference when preparing for pending retirements. D. Moses advised that there was no documented procedure or workflow, but typically the steps followed included: a

request from the University Librarian to the retiring staff person to write up some notes / documentation on their routine duties and tasks; an informal exit interview between the staff person and the UL, with a focus on matters to consider in planning when and how to fill the vacancy created by the retirement, and; a farewell / send-off event, in keeping with the retiree's wishes.

4.   **Student Reports**

Concern and disappointment were expressed at the fact that neither student representative was able to join the Council meeting, as it is important for Council to hear the student perspective. Although there is little that can be done if student representatives do not contact Council beforehand to extend regrets or highlight any issues with the scheduled meeting times, S. Lloyd noted that there have also been recurring technical issues with Google Meet links not working well with UPEI student e-mails. He suggested that consideration be given to using Zoom in the future; the Chair agreed to take this under advisement.

5.   **Post-Library Council CUPE Questions / Feedback** (W. Collett, S. Fisher)

S. Fisher advised that no questions or concerns were brought to her attention at the last post-Library Council CUPE meeting.

W. Collett asked if the readings from the climate data logger (temperature and relative humidity) positioned in the Library would be shared: D. Moses advised that links to this data had been included in his Chair's Report for this Council meeting.

6.   **Past Items / Proposals for Discussion**

6.1) Library Policies

S. Fisher presented a revision of her draft Code of Conduct for the Library's VRef [Chat] service for discussion under Council's Guidelines for Consensus Recommendation-making. M. Johnson volunteered to be Facilitator for the discussion.

Appreciation was expressed to S. Fisher for her work in bringing the original draft of the Code of Conduct to Council's previous meeting and in revising the draft based on feedback at that time. There was general agreement that the Code of Conduct document had benefitted from these revisions, but one further amendment was suggested: the language on the imposition of temporary bans on users who violated the Code needed clarification (i.e. a specific timeframe — 24 hours was suggested). Also, as a point of information, it was noted that IP-based blocks would not be enforceable on shared network computers in the Library, as this might unfairly affect subsequent users of the computer(s) in question, but it was agreed that this should not be a barrier to implementation of the Code generally.

After doing a Round, to ensure that all Council members who wished to speak on this matter had been heard from, the Facilitator then proceeded with a Test for Agreement, which resulted in a unanimous expression of support for recommending that the Code of

Conduct, as revised, be endorsed by the University Librarian as Library policy, and posted on the Library policies webpage and linked to from the VRef chat screen at the earliest opportunity.

The Chair thanked S. Fisher and all members of Council for this recommendation and advised that he intended to implement it as soon as possible.

6.2) Library Operations

D. Moses noted that the Library had been quiet thus far, during the first week of the Canada Games: the gate counts for Tuesday and Wednesday were 259 and 208, respectively. That said, students who were using the Library had expressed appreciation that we were remaining open throughout the Canada Games' period.

D. Moses also thanked S. Lloyd for setting up a display of publications and memorabilia drawn from the University Archives documenting past Canada Games hosted at UPEI.

6.3) Library Planning / Future Directions

D. Moses advised that he planned top reconvene the Library Strategic Plan working group shortly, and hoped to have an updated Plan document ready for review in time for the next Council meeting.

6.4) Other

7. **Items for Discussion or Proposals**

7.1) Library Policies

7.2) Library Operations

Several operational issues were discussed, including:

- D. Moses noted that the **UPEI Faculty Association was now in a legal strike position**, after the recently-announced vote by the Association's membership in favour of job action. He highlighted that, in the event of a strike, all work by librarians would cease, but that support staff would continue working and the Library would remain open. It was noted that both the University administration and the UPEI FA would likely be providing further information on job action contingencies in the very near future.

- S. Fisher reported that she and other members of the Service Desk team had been noticing issues with **high noise levels** from students in some **shared areas of the Library Upper Level**, notably open-plan study space outside the Systems and Digitization office. Several comments were offered that the Library's existing Food, Drink, and Noise Policy — and its system of colour-coded Study Zones — had generally served the Library well, but there was also some suggestion that a review

and possible update of this possible may be helpful. K. Browne and S. Fisher agreed to collaborate on this, and bring any recommendations for revisions to a future Council meeting.

- D. Moses drew Council's attention to the proposed **extended opening hours for the Library during the April exam period**. No objections were expressed to the hours as proposed, but it was noted that if a Faculty Association strike went ahead, it might result in changes to University plans for the exam period; further, it was mentioned that the ongoing practice of recognition for so many explicitly Christian holidays (i.e. Easter) in announcing University holiday schedules and the like was problematic. D. Moses acknowledged the latter point, and promised to raise it with UPEI administration, although he did note that in many instances the naming of University holiday dates was tied to PEI statutory holidays.

- C. Matthews advised that he and M. Belvadi were co-chairing a project team of Library Systems staff to prepare for a **comprehensive update and migration of the Library website**. The current plan calls for a technical upgrade to be completed some time between mid-July and mid-August this summer; as this is wrapping up, a comprehensive review of content and functionality will get underway. During this second phase, which may extend into summer 2024, the project team will be consulting broadly with many Library colleagues on desired improvements for the website. K. Browne asked if the website work might interfere with access to some Instructional Services' content, such as online tours and tutorials: C. Matthews confirmed that this was a possibility, but that the goal was to cause as little disruption as possible.

7.3) Library Planning / Future Directions

7.4) Other

8. Roundtable

- C. Matthews reported that he is working on reviewing Google Analytics properties for the Library website and digital collections. He is also spending considerable time working on collections' development, especially materials on climate change and Indigenous knowledge, as the end of the fiscal year is approaching.

- R. Le Faive advised that she is continuing her work with Islandora updates. She also noted that a migration to a new version of Islandora is being planned for one of the Library's earliest digital collections, islandlives.ca

There being no other business before the meeting, informal adjournment took place at approximately 2:15 PM.