

FINAL Library Council Minutes
April 25, 2019 * 1:00pm - 3:00pm
Library Conference Room

Present: Donald Moses (chair), Simon Lloyd (secretary), Melissa Belvadi, Yolanda Hood, Rosie LeFaive, Keltie MacPhail, Kim Mears, Dorothy Peters

Regrets: Walaa Nasry (Graduate student representative), Robyn Thomson

Recognition

After opening the meeting with the regularly-offered acknowledgment of aboriginal territory, D. Moses noted the group of young Mi'kmaw students recently hosted in the Library by Y. Hood. These students are part of the Kitpu Project, initiated by Sherri Russell and the Mawi'omi Centre to engage campus partners to support literacy for Indigenous students in school or on reserves.

1. Approval of Agenda

The agenda was approved as circulated.

2. Approval of Minutes (March 28, 2019)

The draft minutes were approved as circulated.

3. Standing Items

3.1) Budget

D. Moses that his first budget meeting with the new Vice President, Academic & Research, was scheduled for this afternoon. He reminded Council that the University was now at the end of its fiscal year.

3.2) Staffing

i. UL Search

S. Lloyd advised that there was no further information on this since Council's last Meeting.

ii. Librarians

D. Moses and S. Lloyd advised that the call for an MLIS student -- or recent graduate -- to complete additional work on the L.M. Montgomery kindredspaces.ca project was being re-posted; only a couple of qualified candidates had applied in response to the initial call, and they declined interviews.

iii. Library Staff

K. Macphail advised that Kelsey MacDonald had begun work on the DHCP-funded newspaper digitization project this week.

iv. Students

D. Moses advised that Computer Science Co-op student Mengyu Zang had been hired to work on the CANARIE project over the summer.

D. Peters advised that a new student assistant (Dora) had been hired for the Service Desk through the Summer.

3.3) Travel / PD Plans

- R. LeFaive advised she is going to Research Data Software Workshop in Montreal during the last week of May
- S. Lloyd advised that he is going to the Atlantic Provinces Library Association Conference in St. John's in June, and will also be assisting with the Atlantic Book Awards, which are being held there at the same time.

3.4) Training / Learning Opportunities

- M. Belvadi reminded Council that the Charleston Conference session videos are available online (<https://www.youtube.com/user/CharlestonConference/videos>)
- R. LeFaive noted that staff member Wendy Collett is taking a course on cataloguing multimedia content, in preparation for working with Morrison Collection records. D. Moses suggested that she might present on this to others on the Library team, if she was willing and there was interest.

3.5) Post-Library Council CUPE -- No report

3.6) Facilities (incl. Renovations Plans, Compact Storage, etc.)

- Renovation plans
D. Moses confirmed that the main focus of the first phase of renovations planned for the Library building will be on the Annex, but he has requested further Library team involvement in any proposed changes to the Breezeway area: he hopes there will be further consultations with the Library team in May-June.
- Alarms / Fire doors -- work orders have been placed to address the following items:
 - Alarm in LINC has no speaker
 - Broken mag lock on stairwell doorD. Moses noted that he has also passed along the Library's offer to work with Facilities to help facilitate test of other mag-lock doors (incl. one in Special Collections), but has not heard back yet.
- Facilities ordering shelving in accessible washroom

3.7) Student Concerns / Issues

i. Graduate Students

S. Lloyd advised that W. Nasry had not passed along any issues for Council's attention when sending regrets for this meeting.

K. Mears noted that she had followed with Nursing graduate students regarding the concerns reported earlier about Refworks, to offer further training and solicit concerns / comments, but nothing was raised.

ii. Undergraduate Students

3.8) Other University Committee Updates

i. APCC / Senate New Programs Update (D. Moses)

Several informational items were noted, including:

- Changes are being made to the nurse practitioner program, in response to feedback from the Provincial regulator;
- An Engineering program retreat is being planned (D. Moses has asked for R. LeFaive to be invited);
- Multiple faculty interested in joining the Senate Library Committee, so a vote was held;
- For the first time, UPEI is proceeding with three Convocation ceremonies; this will be reviewed after this year's Convocation to guide decision-making for future years.

ii. ITACT (R. Le Faive) -- no report

iii. Dean's Council (D. Moses) -- no report

iv. Senate Library Committee (D. Moses)

D. Moses has requested a regular schedule of meetings from the Vice President, Academic and Research, as chair, but has not received a response as yet.

3.9) Signage Committee

R. LeFaive committed to offering an update at the next Council meeting. D. Moses noted that it would be useful to have information on signage best practices / guidelines; he offered to consult with Facilities and the architects retained for the renovation regarding wayfinding signage and also the possibilities for creating an effective designated place for posting non-Library notices.

3.10) Beacon/other campus info services update (D. Moses) -- no report

3.11) Health and Safety (D. Moses)

- D. Moses shared the most recent Health and Safety update provided by Judith MacNeil, Library representative on the Main Campus Health and Safety Committee.

- D. Moses noted the University's new smudging guidelines; he will share these with the Library team.

3.12) Service Desk update (Y. Hood)

Y. Hood advised that the last scheduled Service Desk was preempted by the Easter Break; a schedule of meetings for the Spring-Summer months will be confirmed shortly. She also noted that the Desk Handbook quick reference, formerly housed in a binder, has been updated and will be placed in a file folder at the Desk this week.

3.13) Social and other Media update (Y. Hood)

There was a brief discussions about the popularity of several Library-related social media posts, including an image of an old letter found in a weeded book, shared on the Library's Instagram account, and a student assistant's Snapchat ranking of Library plants.

D. Moses commented that it would be good to look at more cross-platform sharing of social media content.

Y. Hood advised that she had recommended that social media skills would be included in future Library assistant job posting.

S. Lloyd advised that he had checked the old Library iPad housed in University Archives and Special Collections: unfortunately, it was quite old, and did not have a camera, so would not be suitable as a "Library device" for social media (he has returned the iPad to Larry Yeo for possible re-purposing elsewhere).

D. Moses committed to purchasing a "Library phone/ mobile device" for social media purposes.

3.14) Library events (Y. Hood)

Y. Hood noted that she had not received any requests or suggestions from faculty or students for events/programming over the Summer semester, but that planning would soon be getting underway for the Fall. Recruiting student groups to partner on Movie Night events will be particular focus.

K. Macphail noted that Library Escape Rooms will likely be offered during New Student Orientation.

3.15) UPEI 50th Anniversary (D. Moses / S. Lloyd)

D. Moses noted that several Library staff were working on weekly #throwbackthursday social media posts. Work is also underway on the 50 Years, 50 Voices project, with the first interview scheduled for next week.

The Pigot Memorial Lecture Series had a successful launch, with a well-attended, well-presented talk by Ed MacDonald on March 26th; the next lecture in the series will take place on April 30th, in Summerside, when John Cousins will present on PEI school consolidation. George Arsenault will offer a lecture on la Société Saint-Thomas-d'Aquin (SSTA) in May, and Marian Bruce will deliver a Prince of Wales College-related lecture in June.

4. Business Arising

4.1) Public Library Partnership Cards

R. LeFavie advised that a meeting of partner libraries is planned over the summer.

4.2) FOIPP Preparedness (D. Moses / S. Lloyd)

D. Moses advised that he plans to convene a conference call with the University of Alberta Library -- Alberta's FOIPP legislation is the model for PEI's -- and interested members of the UPEI Library team in the near future.

4.3) Annual Fund Project Proposals

D. Moses advised that there had been no word yet on the Annual fund proposals to acquire additional circulating Chromebooks for the Library.

M. Belvadi reported that the application for a Canada Summer Jobs student to work on analyses work for the textbooks project was unsuccessful, but she still hopes to find ways to have this work done using existing student / staff resources going forward, and that the application for the annual fund for monies dedicated to textbook purchases will be successful.

4.4) Fair Treatment Workshop

D. Moses noted the Fair Treatment Workshop offered to all members of the Library team yesterday; he indicated that feedback would be appreciated.

4.5) Seniors College Class (K. MacPhail)

K. MacPhail reported on a 3-D design and printing class that she had offered for the Seniors College over the past month; feedback / evaluation will be reviewed, but initial comments have been positive, and the Seniors College has already asked in the Library can offer the course again. K. MacPhail noted that she would likely recommend a 6-week term for any future offering. She thanked R. Thomson for her assistance with the course.

5. New Business

5.1) Special Collections Acquisitions and Cataloguing

-- backlog reduction (S. Lloyd)

S. Lloyd explained that he had been discussing plans for this project with the Library's Cataloguing team; it will likely be running over most of the summer. Project ongoing over summer.

5.2) Journal of L.M. Montgomery Studies (D. Moses)

D. Moses reported that the Library had been heavily involved with the planning and preparation of this Open Access online journal (it will be submitted to the

Directory of Open Access Journals). It will likely be launching within the next couple of months, with a mix of peer-reviewed, multi-media, and other content.

5.3) Weeding Project

The progress of liaison librarians' work on reviewing carts of older, little-used books pulled from the Stacks for weeding consideration was discussed. It was agreed that this initiative would continue through the coming months, but that individual librarians could request a pause on fresh carts of books for review at times when they were away or otherwise unable to give this work their attention.

5.4) Vera Dewar History Collection Exhibit (D. Moses / S. Lloyd)

D. Moses reported briefly on recent discussions with the UPEI Department of Department of Development and Alumni Engagement and the Faculty of Nursing about a project to create permanent PEI Nursing History display in the UPEI Health Sciences Building. A project researcher / curator will likely be hired in the coming months.

6. Roundtable

M. Belvadi shared several updates:

- The Library received a one-time allocation of \$20,000 from Mathematics and Computational Sciences; this is being used for a new e-collection, Safari Books (via Proquest), that will run for one year, then be considered for renewal, based on activity and funding availability.
- An upgrade of the Library's Business Source Complete subscription to Business Source Ultimate is being considered, mainly due to improved coverage of actuarial journals, but this has not been confirmed.
- She has completed work with three different Computational Sciences student groups on their capstone projects, and has been pleased with the results, especially a new custom software for the Personal Librarian Program. She will be happy to facilitate if others in the Library wish to propose capstone projects next year.

K. Mears noted that the Library, as a member of CrossRef, is able to assign DOIs; the cost is modest (~\$1 / DOI assigned), and it was agreed that it would be good to let faculty now about this. It was also noted, however, that we may first need to develop a policy for DOI assignment.

S. Lloyd advised that the University Archives and Special Collections unit will have an information table at the upcoming PEI Genealogy Fair (April 27). This is the third year for this event, and it is proving to be a good venue to connect with the Island's family and local history communities, and with other PEI memory institutions and heritage groups.