

**Library Council Minutes**  
**August 29, 2019 \* 1:00pm - 3:00pm**  
**Library Conference Room**

**Present:**

Donald Moses (chair), Simon Lloyd (secretary), Keltie MacPhail, Kim Mears, Melissa Belvadi, Rosie LeFaive, Dorothy Peters, Robyn Thomson, Iker Zulbaran (UG rep)

**Regrets:** Yolanda Hood, Dorothy Peters

**Not Present:** Walaa Nasry (GS rep)

Before starting proceedings, the Chair recognized outgoing CUPE staff representative on Council, I R. Thomson, and thanked her for her contributions; she will be replaced by recently-elected CUPE staff representative Cindy MacDonald at Council's next meeting/

**Recognition**

After convening the meeting with the standing acknowledgment of First Nations' territory, the Chair noted that Mr. Charlie Sark has recently been hired to a term faculty position in Indigenous Science and Education; he hopes to have the opportunity to meet with Mr. Sark soon.

**1. Approval of Agenda**

M. Belvadi requested that an update on the Textbook Project be added under Business Arising; the agenda was approved with this addition.

**2. Approval of Minutes (May 30, 2019)**

The draft minutes were reviewed, and one correction was noted; the minutes were approved, as corrected.

**3. Standing Items**

**3.1) Budget**

D. Moses advised that he will be meeting with the Vice-President, Academic and Research on budgetary issues shortly. It was noted that the Library collections budget will soon be in a deficit position.

**3.2) Staffing**

*i. Librarians*

Y. Hood will be leaving the Library for an extended leave in early September; K. MacPhail will be replacing her. A posting to fill a term librarian vacancy will be issued in the Fall.

*ii. Support Staff*

- Everton Kennedy's term position ends August 30th.

- A posting for a long-vacant MTS(5) position will be issued in the Fall; a draft will be circulated for librarians' comments first.
- Casual staff member Sherry Hutchinson has been recalled to provide Service Desk evening coverage in September and October.

### *iii. Student Assistants*

Note was made of the recent e-mail from D. Peters confirming the names of new and returning student assistants for the coming academic year.

Newly-hired students are: Ali Alhakeen, Connor McCardle, iXuan Li, Jedidiah Richards, and Samantha Daley. Sophie Hebert and Hui Chen will be trained in November to replace student assistants Zantae Pelletier and Chenxinyi (Dora) Li, who are graduating in December.

Other returning student assistants are: Kaitlyn Humphries, Fabienne Bub, Emma Martinet, Darriel Rolle, and Rosanna Kressin.

It was also noted that student assistants Mohammad Ali (Digitization) and Mengyu Zang (CANARIE project) will be finishing their work for the Library shortly.

### **3.3) Travel / PD Plans**

- R. Le Faive and D. Moses will be attending IslandoraCon in Vancouver during the second week of October.
- D. Moses will attending the CRKN Access to Knowledge Conference in Ottawa October 16-18.
- K. Mears will be attending the CAUT Librarians and Archivists Conference, also in Ottawa, in late October.

### **3.4) Training / Learning Opportunities**

M. Belvadi noted that the Library has two major new e-resource products, Academic Videos Online (AVON), O'Reilly Higher Education Ebooks (Safari), as well as new interfaces for our Gale products. Training / orientation for Library personnel for these new resources could be arranged.

It was also noted that Nancy MacGovern, the Director of Digital Preservation at MIT Libraries, will be hosting a workshop in Toronto in November; enquiries are being made as to whether or not interested individuals from non-Ontario libraries might attend. It was suggested that MacGovern could be invited to next year's APLA Conference, if there was significant interest from this region.

### **3.5) Post-Library Council CUPE -- No report**

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

#### *Renovations Update*

D. Moses advised that he was continuing to request updates on the planned Library Annex/Breezeway renovation, but that timelines were uncertain at present: reflecting general trend of steeply increasing construction costs, tender responses for demolition work in the Breezeway / Annex were considerably more expensive than anticipated.

Nevertheless, some preparatory steps for the project are going forward, including the pending removal of student lockers from the Breezeway; D. Moses has been in touch with the Student Union about possible uses for the removed lockers; he will also contact the Sports Centre. It was noted that many departments/ faculties on-campus do provide lockers for their students.

D. Moses has also been advised that Samuels will remain closed this semester; he has passed on concerns about the consequent lack of food / beverage options in the Library to Chartwells and UPEI Ancillary Services, and has requested if, at least, more vending machines (including snacks) could be relocated to the Library. The lack of options for coffee and other hot drinks was highlighted.

A side question was raised about artwork in the Library entryway; D. Moses confirmed that some of this may have to be moved in a renovation, but it would not be discarded.

#### *Compact Storage*

D. Moses reported that all monographs have been removed from Compact Storage; some federal Government Documents remain. He will bring a more detailed update to the next Council meeting.

#### *Service Desk Panic Button*

D. Moses confirmed that 3 buttons have now been installed at the Service Desk; D. Moses will be following up with UPEI Security regarding testing and usage guidelines. It was noted that the main intention of the buttons was to offer a quick and unobtrusive way of summoning Security assistance.

#### *Cleaning standards*

D. Moses advised that the Main Campus Health & Safety Committee has developed a cleaning standards report for campus buildings: different buildings have different levels specified, with the Library as a Level 3. D. Moses will share the cleaning standards document with Library team members for reference. He noted that he is in regular contact with UPEI Facilities about building cleanliness issues.

A question was raised about tasks that were apparently out-of-scope for Facilities, including book stacks dusting. It was noted that this had been done student assistants in some areas as recently as last year, but there was general agreement that it needed to be done again.

### **3.7) Student Concerns / Issues**

*i. Graduate Students* -- representative not present; no report

*ii. Undergraduate Students*

I. Zulbaran advised that he did not have any concerns or issues to report. He noted that word seemed to be getting out to students about Library tours and orientation offerings.

### **3.8) Other University Committee Updates**

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

D. Moses advised that APCC met this week. A Fall “study break” is being considered for Fall 2020; it is offered at some other Atlantic universities and was raised by student representatives at UPEI Senate last year.

A new proposal for a Doctorate in Applied Health is being submitted to MPHEC. D. Moses and K. Mears were consulted during the program preparation / review.

A comment was offered that this was another example of why there was a need for Writing Centre hours outside the regular academic year.

*ii. ITACT (R. Le Faive)*

R. Le Faive reported that ITACT had met August 15, and there were a number of IT-related updates arising therefrom, including:

- A campus Wifi “survey” is being undertaken; testing devices will be used to check for “dead spots”;
- All campus printers must be covered through the Konica-Minolta contract; ITSS is continuing to learn more about Konica-Minolta functionality / options;
- The new UPEI website is up and running (K. Mears noted that this move was generating lots of IslandScholar-related questions, and it was now included with all faculty profiles, and was the only option for listing publications.
- No UPEI users will lose access to GoogleDocs; some migration of Mail / Calendar accounts may be moving ahead “within a year”;
- The life-cycle of UPEI student accounts is being looked at, with plans to improve documentation of account creation practices and more consistent purging.

A discussion ensued about account status changes (e.g. graduate students becoming sessionals). D. Moses advised that if there were problems or delays with status changes, these should be communicated to Human Resources immediately. Relatedly, it was highlighted that account status problems could also delay / hinder off-campus access to Library e-resources; R. Le Faive is having to manually arrange Shibboleth access for some individuals. D. Moses will also highlight this issue at the next Deans’ Council meeting.

A question was also raised about Windows 10 migration status: this is a time-sensitive matter, as Windows 7 is due to be end-of-life in January, 2020. There was a general sense that most Library team members with Windows machines were already on Windows 10, but D. Moses will ask Larry Yeo to inventory any Windows 7 installations still running in the Library.

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

*iv. Senate Library Committee (D. Moses) -- no report*

**3.9) Signage Committee -- no report**

**3.10) Beacon/other campus info services update (D. Moses)**

-- already covered in discussions under 3.8-ii) ITACT

### **3.11) Health and Safety (D. Moses)**

D. Moses advised that he has: requested for additional evening Security walkthroughs on weeknights / weekends.

### **3.12) Service Desk update (K. MacPhail)**

K. MacPhail advised that there was a short Service Desk meeting in July, with the need for improved VRef coverage being the main item of discussion. There was general agreement that more people would make a more concerted effort to log-in for VRef coverage when not on Desk; scheduled VRef “shifts” will not be revived at this time.

It was also noted that the Service Desk tracker has been greatly simplified to encourage more consistent usage by all Desk personnel.

K. MacPhail will be scheduling additional Service Desk meetings through the Fall semester.

### **3.13) Social and other Media update (K. MacPhail)**

K. MacPhail confirmed that a Library mobile phone for use with Library social media accounts has been acquired. She will followup with Y. Hood and Cindy McKenna re: use of this device, including usage guidelines for Library student assistants updating Library accounts.

S. Lloyd noted that there had been an excellent media response to the Monday, August 26th donation of the rare book from the personal library of Samuel Holland: reporters from *CBC TV*, *The Guardian*, and *La Voix Acadienne* were all present -- *The Guardian* story ran on the front page of the next day's issue.

### **3.14) Library student events (K. MacPhail)**

K. MacPhail advised that numerous student events were being offered at NSO and through the Fall Semester, including an NSO “Escape the Library” challenge, an NSO movie night, and Escape Rooms.

A residential schools' display will be offered in the lobby in partnership with the Mawi'omi Centre in the two weeks leading up to Orange Shirt Day (September 30).

Another new offering this year, in partnership with the International Office, will be a Postcard Home Day in mid-September; postage for mailing cards home will be cost-shared with the International Office.

### **3.14) UPEI 50th Anniversary (D. Moses / S. Lloyd)**

D. Moses reported that the 50 Years / 50 Voices project was making good headway, with more than 20 interviews completed.

S. Lloyd noted that there had been appreciative feedback on the several Archives' displays offered at Reunion Weekend / 50th Anniversary events in July, and an amazing turnout for the associated LM Montgomery event, hosted by the Library, of the launch of the new edition of Elizabeth Epperly's *Island Imagined* book.

D. Moses advised that the next Pigot Memorial lecture, "A Child of the '60s: Creating the University of Prince Edward Island", will be delivered by Dr. Alan MacEachern on September 26.

#### **4. Business Arising**

##### **4.1) Weeding**

D. Moses advised that options were now being considered for upstairs space freed up by weeding. One of the options being considered is standup study/reading spaces.

##### **4.2) FOIPP**

D. Moses that he, S. Lloyd, M. Belvadi, and R. Le Faive had placed a conference call to the University of Alberta's Records Office in June to seek their advice on FOIPP preparations, with a particular focus on Library-related records.

D. Moses also noted that UPEI's own FOIP Officer has recently returned from a leave, and he expects that additional information and supports will be forthcoming.

##### **4.3) Atlantic Oral History Symposium (D. Moses)**

D. Moses advised that this event has been confirmed for November 22-23, in Andrew Hall 142. The Council of Archives New Brunswick is coordinating this event.

##### **4.4) Mental Health -- Staff Meeting and follow up (D. Moses)**

D. Moses advised that he would circulate a link to the Library team with a spreadsheet of suggestions received. He noted some suggestions have already been implemented, but additional help / participation may be needed to execute others.

##### **4.5) Annual Fund Grants (D. Moses)**

D. Moses noted that the Library had submitted two applications to the UPEI Annual Fund: one application, for funding for additional textbook acquisitions, had not been successful, but the second, to purchase additional student laptops, had received funding. 10 new Chromebooks will be acquired shortly.

##### **4.6) Textbook Project (M. Belvadi)**

M. Belvadi expressed her disappointment that the Annual Fund application to support the textbook project had been unsuccessful, but thanked D. Moses for providing internal funding to allow the data-gathering phase of the project to continue. Assigned textbooks currently on our holdings are being pulled and gathered in a designated place (the range between Reference and current periodicals) -- these will be open shelf but in-Library use only, and students will be required to check out. Information on available textbooks will be integrated information with Reserves information; a demonstration will be offered at next Service Desk meeting.

#### **5. New Business**

##### **5.1) KindredSpaces (D. Moses)**

D. Moses noted that visiting scholar Dr. Sarah Galletly had created a well-done interactive virtual exhibit during the summer, highly the rich metadata prepared for the Ryrie-Campbell Special Items collection by S. Lloyd.

#### **5.2) *Pets in the Library (D. Moses)***

D. Moses is reviewing UPEI Service Animals Policy: the policy indicates that animals used for campus events (including any in the Library) have to be approved service dogs.

#### **5.3) *Library Hours - Fall 2019***

The Library hours for the Fall 2019 semester were reviewed and approved; they are generally the same as those for the Fall 2018 semester.

#### **5.4) *Copyright Update (S. Lloyd)***

S. Lloyd the House of Commons Standing Committee on Industry, Science and Technology (INDU for short) released the report on its comprehensive review of the 2012 Copyright Modernization Act (CMA) INDU Committee Report in early June. It was greeted as a much more fulsome and balanced report than that offered by the Standing Committee on Canadian Heritage, but it was not clear what action would be taken in the near future on either report, with an October election pending.

#### **5.5) *New UPEI Website***

Appreciative notice was made of the fact that there are now links to the Robertson Library under several front-page menus, including Academics, Student Life, and Research.

### **6. Roundtable**

- M. Belvadi advised she has applied for full-year sabbatical to start in July, 2020 (she expects to have word on the approval of this application by December).
- S. Lloyd noted that the LM Montgomery Institute was most appreciative of the effort made by the Library to ensure yesterday's reception for Her Imperial Highness Princess Takamado of Japan was a success; he thanked all from the Library who had pitched in to help.