

Library Council Minutes -- December 20, 2018
1:00pm - 3:00pm * Library Conference Room

Present: Donald Moses (chair), Simon Lloyd (secretary), Rosie Le Faive, Yolanda Hood, Melissa Belvadi, Keltie MacPhail, Kim Mears, Dorothy Peters, Robyn Thomson, Iker Zulbaran
Graduate Student representative -- to be confirmed

Regrets: Ashley McKibbon (GSA)

D. Moses — A. McKibbon hopes to rejoin in January

Recognition

1. Approval of Agenda

- a. Approved with New Business added

2. Approval of Minutes (November 30, 2018)

- a. As circulated

3. Standing Items

a. Budget

- i. D. Moses — ACS cancellation; partial replacement (top 15 titles) has been organized; D. Moses messaged VPAR and Deans; R. LeFaive consulting with Chemistry Dept. on title list (Chem faculty have expressed disappointment / concern at cancellation)

b. Staffing

i. UL Search (S. Lloyd)

- 1. shortlist of 3; will advise as to names as soon as we get confirmation from Search Committee

ii. Librarians

iii. Library Staff

- 1. Postings for CANARIE grant-funded positions

- a. Competition closed this week; reviewing applications now

iv. Students

- 1. D. Peters — One student assistant is leaving to pursue studies elsewhere; hours not being replaced — student assistants will now start on Desk at 11 AM, rather than 10 AM. D. Moses — due to budgetary constraints. Uncertain if hours will be replaced next year; note that minimum wage will be increasing

c. Travel/PD Plans

d. Training/Learning Opportunities

- i. R. Le Faive — taking a UPEI course next semester. Note that university employees have a benefit re:tuition waiver.

e. Post-Library Council CUPE

- i. R. Thomson asked when the move from Gmail might occur and what will happen to Google Drive and Calendar.

1. R. Le Faive — only Gmail is likely to happen 2019; everything else would be later
- ii. R. Thomson asked a question re: “public” user creation and wondered how the Sports Centre did this for their public users.
 1. R. Le Faive — Sports Centre will likely be affected, same as we are, and will need alternate process
- f. Facilities (incl. renovations, Compact Storage, etc.)
 - i. D. Moses — has conveyed concern to Facilities re: unclean state of upper floor, especially; would like to have students coming back to a clean space in January
 - ii. Soundproof booth
 1. D. Moses — waiting on carrels move upstairs
- g. Student Concerns/Issues
 - i. Graduate Students
 - ii. Undergraduate Students
- h. Other University Committee Updates
 - i. APCC / Senate New Programs Update (D. Moses)
 1. D. Moses — APCC: main takeaways from recent meetings include major changes to undergrad engineering program; a number of courses were deleted / dropped — no longer providing a ‘custom’ option for transition to Dal program. D. Moses will share backgrounder w/ Rosie
 2. Engineering is adding 12 new Masters courses; need for additional Library resources for new programming was highlighted. D. Moses is pointing out that underlying sustainability issues will need to be addressed.
 3. Note that new MBA program will have Library funding budgeted in second year.
 - ii. ITACT (R. Le Faive)
 1. Infrastructure Renewal Plan — RFP in new year; Broken wireless access points are currently being fixed; report if you’re not getting decent Wifi
 2. Beta-testing of Moodle 3.5 with faculty now underway
 - iii. Dean's Council (D. Moses)
 - iv. Senate Library Committee (D. Moses)
 - v. UPEI Strategic Planning (M. Belvadi)
 1. Committee’s mandate is complete
 - vi. Signage Committee
 1. R. Le Faive — committee is working on short-term proposals, including Service Desk signage proposals. For suggestions see: https://drive.google.com/drive/folders/11t_ZSTbbb9ozumVEMBteAxSJBLi8JT00
 2. Option 2 selected

- vii. Beacon/other campus info services update (D. Moses)
 - viii. Health and Safety (D. Moses)
 - 1. WHMIS — reminder (D. Peters is making sure student assistants complete)
 - 2. Update from Judith - reminder re: bulletin board by Wendy's workspace; 20 campus incidents (12 employees, 8 students); incl. 1 student assistant injured themselves moving box of copy paper — D. Moses is scheduling lifting safety session with Applied Human Sciences; Fire extinguisher locations being labelled
 - 3. M. Belvadi met with M. Pharand re: Assembly Point — clarification from Mark that this is only a preliminary gathering place; people will not be left standing there for more than a few minutes
 - 4. Y. Hood — further followup from drill; alarm is not clearly in LINC [has been forwarded to M. Pharand; D. Moses will followup]
 - ix. Service Desk update (Y. Hood)
 - 1. Question re: MFD printing — confirmation that MFD is not available for network printing
 - 2. Mental Health awareness / assistance; Mental health walkin clinics — public info; Helping Tree now at Desk;
 - 3. Reminder re: Service Desk log
 - 4. D. Moses — will followup re: a procedure for technical questions when Larry unavailable
 - 5. Reminder re: toner cartridge workflow
 - 6. Service Desk policy and procedure binder needs updating
 - x. Social and other Media update (Y. Hood)
 - 1. ACLC class — feedback session with students did not happen; will followup with course professor. Library was not approached for client consultation / feedback; Disappointing results: Twitter and Facebook follower numbers actually went down; Instagram only got about 40 adds. Limited number of posts (beyond set lists) and some posts were not even about Library.
 - 2. CANARIE announcement and CBC interview with R. LeFaive
 - xi. Library events (Y. Hood)
 - 1. Library Pop-up Surprises
 - a. Good response to Robertson Library dogs
 - b. Students now expecting, anticipating “surprises” — social media alerts; Stress balls and toast were especially big hits
 - c. Stress free zone — well-received again this semester and Y. Hood reported that the library will be offering pop ups and stress free zone again next semester
- i. Business Arising**
- i. UPEI 50th Anniversary (D. Moses / S. Lloyd)

1. K. Mears reported that 50 years / 50 stories got mentioned in the video shown at holiday social
- ii. VRef and student counselling (D. Moses)
 1. D. Moses — consultation with Student Services (Treena); D. Moses will send this info to all Library staff.
 - a. Agreement that we should accept Treena’s offer to come and present on mental health supports on-campus at a future staff meeting
 - b. Suggestion that we could add VRef queue for mental health needs (Donald will let Treena know)
 2. Aspiria — free app for students (password is UPEI)
- iii. Public Patrons / Borrow Anywhere/Return Anywhere discussion (R. LeFaive)
- iv. R. Le Faive has confirmed a “go ahead” with PEI PLS to accept their borrower cards; UPEI students will also be able to register with PEI PLS
 1. Returns — UPEI books returned at PEI PLS branch; PLS will update us via e-mail (and vice versa at UPEI); will swap books at Public Library pop-up monthly
 2. Holland College may come in in the New Year

j. New Business

- i. Faculty Survey (M. Belvadi)
 1. M. Belvadi provide a summary of results.
- ii. CrossRef (<https://www.crossref.org/>)
 1. D. Moses — a metadata service, keying on DOIs; UPEI now has membership, allowing us to assign DOIs (will be doing this with the Journal of L.M. Montgomery Studies)
 2. K. Mears is planning to research DOIs and best practices
- iii. Public Seating (Ground Floor)
 1. M. Belvadi / R. Le Faive — furniture in public areas getting jumbled; Library personnel can feel free to relocate
 2. Reminder to be careful moving furniture

Roundtable

- Y. Hood — thanks to all colleagues for support after apartment fire
- M. Belvadi — analyzing e-book collections; esp. looking at scholarly book prize award winners