

Library Council Minutes
February 28, 2019
1:00pm - 3:00pm Library Conference Room

Present:

Donald Moses (chair), Simon Lloyd (secretary), Rosie Le Faive, Keltie MacPhail, Kim Mears, Walaa Nasry (graduate student representative), Dorothy Peters, Robyn Thomson, Iker Zulbaran (undergraduate student representative)

Regrets: Melissa Belvadi, Yolanda Hood

1. Approval of Agenda

The agenda was approved as circulated.

2. Approval of Minutes (January 31, 2019)

The minutes were approved as drafted.

3. Standing Items

3.1) Budget

No report

3.2) Staffing

i. UL Search (S. Lloyd)

S. Lloyd drew Council members attention to the recent e-mail from R. Le Faive: all three UL Candidate visits have been completed, and feedback to the Search Committee is requested by March 8.

ii. Librarians -- No report

iii. Library Staff

D. Moses advised that the hiring of 1 FTE staff person for the PEI newspaper digitization project -- funded by the Documentary Heritage Communities Program (DHCP) -- should take place shortly: the project needs to be completed by the end of August 2019.

iv. Students

D. Moses advised that the search for a co-op student position with the CANARIE project was closing now; the student will be working with the project through the Spring-Summer.

***** W. Nasry joined meeting at 1:10 PM**

3.3) Travel / PD Plans

K. Mears reminded Council that the Atlantic Provinces Library Association conference is set for June in St. John's, NL.

R. Thompson noted that three support staff colleagues -- Sarah Fisher, Cindy MacDonald, and Cindy McKenna -- would be presenting at the Alberta Library Association Conference in April.

3.4) Training / Learning Opportunities

D. Moses drew Council members attention to ACRL's current awareness series "[Keeping up with ...](#)"

S. Lloyd and K. Macphail noted that they had attended the recent Statistics Canada webinar on 2016 Census data products and searching; it was suggested they present on this at a future Service Desk meeting

D. Moses noted that he plans to share information on a recent Maryland webinar on Library services to people with mental health challenges.

3.5) Post-Library Council CUPE -- No report

3.6) Facilities (incl. renovations, Compact Storage, etc.)

D. Moses reported that installation of the soundproof booth upstairs has begun, but it is not yet ready for use. He has already had several enquiries about use of this space, and will followup with Facilities Management re: a timeframe for completion.

W. Nasry raised a question regarding the recent message to campus on plans for Library renovation and expansion, which she understood to mean that the Library would be moving to another building. D. Moses advised that there were no plans to move the Library from its existing building, but that the building would be significant renovated (and, hopefully, expanded) in phases over the coming years.

D. Moses noted that the cleaning of the Learning Commons carpets over the Study Break had been a welcome development, but he did hope to have more carpets cleaned elsewhere in the Library, and will speak to Facilities Management about this.

D. Moses advised that there had been a request for lighting and accessibility improvements in the Library's public bathrooms: he will speak with Facilities Management about this.

3.7) Student Concerns / Issues

Graduate Students

W. Nasry reported on several concerns, including:

- RefWorks -- she has received feedback from a student in the Nursing Masters' program that she and some of her fellow students are not finding RefWorks to be a suitable reference manager software (RMS), and that some have resorted to spending their own money on other products.

K. Mears will reach out to Nursing Masters' students to offer Refworks orientation and training (an invitation will also be extended to other graduate students). The Library will also look at comparisons between Refword and other RMS options, but it was noted that we cannot afford to subscribe to multiple RMS platforms.

- Library Website -- she has found the website hard to use, and suggested ideas for making the site more intuitive (including posting the Databases listing more clearly and prominently).

R. Le Faive asked that W. Nasry e-mail her a list of website issues: based on W. Nasry's comments, it appears that some "responsive design elements of the Library website are not always displaying properly to all users (i.e. icons not appearing in black menu bar at top).

Going forward, it was suggested that a message could be sent to graduate students (and also including departmental chairs), offering orientation / refresher training on the Library website.

- OER / Open Textbooks -- in a recent conversation with one of the Science department chairs, it became evident that this person was unaware of the Library's services in support of OER / Open Textbooks. K. Mears will followup with this chairperson to advise them of options.

Undergraduate Students

I. Zulbaran noted several items, including:

- Library website -- his sense was that undergraduates were generally well-served by the orientation they received to online searching via the website, although he did note that students in some fields may not be doing that much online research in their University coursework.
- Study rooms -- there had been questions about student access to some of the rooms currently sitting vacant in the Library annex. D. Moses agreed to enquire about this with Facilities Management, but noted that it would be only a temporary option, for the end of this semester, as renovations in the annex were set to begin this Spring. I. Zulbaran expressed the hope that Annex renovations would also encompass the PiT area, as there was a need for improvements in this space (though he recognized that this was beyond the Library's control).
- OER / Open Textbooks -- there is ongoing student interest in seeing these resources and services continuing to develop at UPEI, and the Library's initiative in this regard is appreciated.

3.8) Other University Committee Updates

APCC / Senate New Programs Update (D. Moses)

D. Moses advised that the UPEI Senate has asked APCC to consider a Fall semester Reading Week, in line with emerging practice at other institutions.

D. Moses reminded the meeting of the new Career Services space now available in Dalton Hall.

D. Moses noted that the Faculty of Education was bringing forward a couple of new course proposals.

ITACT (R. Le Faive)

Nothing to report -- last meeting was stormed out.

Dean's Council (D. Moses) -- No report.

Senate Library Committee (D. Moses) -- No report.

3.9) Signage Committee

It was confirmed that the signage lettering to more clearly identify the Service Desk has been ordered.

I. Zulbaran commented that students Engineering club can print signage, coasters, etc. D. Moses commented that it good to know about this for future projects, and suggested that this service should be promoted more widely on-campus.

K. Mears noted that the Signage Committee had looked at encouraged the use of green painters' tape to posting temporary signage within the Library, but it had proved insufficiently adhesive.

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

3.11) Health and Safety (D. Moses) -- No report.

3.12) Service Desk update (Y. Hood)

Y. Hood having sent regrets for the meeting, K. Macphail passed along a short report on her behalf, noting several issues, including:

- Some issues with scanning on multifunction devices (MFDs) have been reported, and a fix is anticipated shortly.
- In response to questions raised at a recent Service Desk meeting, "reminder" signage re: the University's Scent Free Policy will be placed at the Service Desk.
- The Service Desk policy and procedures manual is being updated.

3.13) Social and other Media update (Y. Hood) -- No report.

3.14) Library events (Y. Hood)

D. Moses passed along an update from Y. Hood on several Library recent and upcoming events, including:

- The Environmental Studies Book Club is going well this semester, with approximately 20 attendees at the last session.
- The *I Am Not Your Negro* Movie Talk had a small attendance and there were some technical issues with the movie, but the *Miseducation of Cameron Post* showing / talk went well, with approximately 30 attendees.
- A lobby display has been set up for Freedom to Read Week, with the opportunity for patrons to "get caught" reading banned / challenged books.
- The next scheduled movie talk, on *My Depression: The Up and Down and Up of It*, will be held on March 12, in conjunction with UPEI Mental Health Week.

S. Lloyd advised that he was making a series of social media posts on the Library's Twitter and Facebook accounts through Fair Dealing Week, and would be issuing a new Copyright Update at the end of the week. He also co-presented as part of a CAUL panel webinar on February 27, *A Tool, Not a Weapon: Fair Dealing in Education*.

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

D. Moses reported that Library staff members Leo Cheverie and Sarah Fisher have been asked to assist with two Anniversary projects, namely a series of #Throwback Thursday tweets highlight Archives content, and a series of short biographical sketches for 50 Years / 50 Voices interviewees.

D. Moses also reported that plans for the Pigot Memorial Lecture series are progressing well: Dr. Ed MacDonald has been confirmed as the first speaker -- he will be delivering a talk on the history of informal education movements in PEI in March.

4. Business Arising

4.1) Student Union OER research project (K. Mears)

K. Mears reported that she was working with UPEI Student Union Vice-President Emma Drake on this project. The Student Union has hired a student researcher to survey and inventory use of OER at UPEI, and has been meeting with Deans as part of this initiative. As planned, the researcher is also working with professors in the Faculty of Business on Open Textbooks, using Pressbooks.

K. Mears noted that she and Emma Drake had presented at the CAUL *Forum on Open Educational Resources (OER)* on February 25th; other presenters included former UPEI librarian Meghan Landry. Appreciation was expressed at the forum for the UPEI Library's support for Open Textbooks to date.

4.2) Public Patrons / Borrow Anywhere/Return Anywhere discussion (R. LeFaive)

R. LeFaive reported that card-stock "yellow cards" have been developed for non-UPEI patrons' use: they will be issued to the new cohort of International Baccalaureate students on a trial basis next week. A soft launch issue of the cards to members of the public is planned over the Summer, with hopes of a public launch -- in cooperation with the PEI Public Library Service -- in the Fall.

4.3) Annual Fund Projects proposals (D. Moses)

D. Moses advised that he plans to submit a proposal to the UPEI Annual Fund for funding for new circulating Chromebooks, and has asked for Circulation figures to document the high demand for Chromebooks and laptops (a figure of approximately 1400 laptop and Chromebook loans last year was mentioned). He

has also received a commitment from UPEI IT Services to provide 10 new laptops.

W. Nasry noted that laptops issued to UPEI graduate students by IT Services were returned once the students had completed their studies: she suggested that the Library be able to acquire some of these as surplus -- on average, they should not be more than 2-3 years' old. D. Moses agreed to ask IT Services about this.

5. New Business

5.1) Announcement re: Library Renovations

D. Moses advised that he has requested additional information from UPEI administration following the February 15th announcement to the campus community on February 15th from the Vice President Administration and Finance of plans for renovation and expansion of the Library building. He is aware that an RFP has been requested for an architect, and anticipates that there will be opportunity for the Library team to be involved in planning discussions going forward.

5.2) Circulating laptops

Discussed under 4.3, above.

6. Roundtable

K. Mears shared a technical tip that had recently come to her attention: to aid with accessibility / visibility, appropriate capitalization should be used in social media hashtags (e.g. *#FairDealingWeek*, not *#fairdealingweek*)

D. Moses noted that UPEI would be subject to provincial Freedom of Information and Protection of Privacy (FOIPP) legislation as of April 1; he has requested further information regarding any institutional preparations for this, and has also been in touch with other academic libraries in the region already subject to FOIPP to request preparation advice. He and S. Lloyd will be meeting to discuss this further in the coming weeks.