

Library Council Minutes
January 31, 2019
1:00pm - 3:00pm * Library Conference Room

Present:

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

Regrets: Melissa Belvadi, Iker Zulbaran (undergraduate student representative)

Recognition

D. Moses noted that the Faculty Development Office and the Indigenous Education Advisory Circle have sent out a schedule of indigenization events, including a February 7 discussion, facilitated by Dr. John Doran, of the NFB documentary *Trick or Treaty* (available via the Library's NFB Campus subscription).

1. Approval of Agenda

The agenda was approved as circulated.

2. Approval of Minutes (December 20, 2018)

The minutes of the last meeting were approved as circulated.

D. Moses welcomed W. Nasry as the newly-appointed graduate student representative.

W. Nasry requested an overview of Library services for graduate students.

K. Mears highlighted a number of services, including: data.upei.ca; workshops related to predatory publishers known to be targeting graduate students; advanced literature searching for graduate students; using islandscholar.ca to deposit their publications. The over of graduate student Library services available available at <https://library.upei.ca/graduate> was noted.

W. Nasry highlighted frustrations experienced by herself and fellow graduate students in accessing Library services. Items of concern included: timeliness of support for Reworks; more immediate article access / delivery; off-campus access request re: licensing for SAS/STAT 14 (K. Mears noted that the question of securing an institutional subscription to this product has been discussed at the recent Senate Library Committee meeting).

W. Nasry asked about Library support for Open Access publication: D. Moses and K. Mears explained that the Library supports and encourages OA as much as possible, but is not in a position to cover OA article processing fees. K. Mears noted that the Library budget is limited, and that difficult choices must be made about how best to allocate funds.

D. Moses confirmed to W. Nasry that the Library wishes to support UPEI graduate students to the fullest extent possible. He encouraged W. Nasry to work with K. Mears,

and to notify her of off-campus access problems and other issues as they arise, so that the Library can address them in a timely fashion.

3. Standing Items

Budget

D. Moses proposed increasing the student fee from \$40 / student to \$50 / student, noting that that fee had not increased since its implementation some years' previous. He asked W. Nasry for her thoughts on this proposal: W. Nasry indicated that she would want any revenues realized from a fee increase to be applied directly to Library services benefiting graduate students, but would not object to a small fee increase if this was done.

W. Nasry mentioned the financial hardships facing graduate students, and asked if they could apply for jobs in the Library. D. Moses confirmed that graduate students were welcomed to apply for student assistant positions, but noted that the bulk of this hiring was usually done over the summer.

In closing discussion on the budget, D. Moses noted that he will be having further conversations with the Vice-President, Academic and Research, to reinforce the importance of Library involvement in the APCC course / program approval and budgeting process.

Staffing

i. *UL Search (S. Lloyd)*

S. Lloyd gave a brief report on the University Librarian search process. The first candidate "visit" (D. Moses) took place January 15th; the remaining two candidates will be visiting February 5th and February 20th.

The Search Committee will be seeking feedback on all UL candidates, likely once all three candidate visits have taken place.

ii. *Librarians*

iii. *Library Staff*

CANARIE grant-funded positions

D. Moses advised that Alexander O'Neill and Alan Stanley have been hired as the development team and Noella MacIntyre begins work as project coordinator (part-time) on February 4th.

iv. *Students*

Travel/PD Plans

D. Moses reported that he and R. LeFaive attended the CANARIE Research Data Management Workshop and Summit in Ottawa last week.

Training/Learning Opportunities

R. LeFaive noted the University's forthcoming "Let's Talk about White Privilege" workshop scheduled for February 4th.

W. Nasry suggested that the Library could convene a meeting / workshop for graduate students and lab assistants at AVC, as this would provide an opportunity for learning and mingling outside of isolated workspaces / labs.

K. Mears highlighted an upcoming Statistics Canada 2016 Census webinar; she will circulate details via e-mail.

Post-Library Council CUPE

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

D. Moses reported that miscommunications with Facilities had resulted in the upper sunroom not being cleaned for a period of time; this has been addressed and the room is now being cleaned more regularly. D. Peters noted, however, that more followup may be needed with Facilities to fully clarify areas of responsibility for cleaning.

D. Peters advised that a quote has been received on lettering for Service Desk.

Soundproof booth

D. Moses advised that study carrels have been removed to make way for the soundproof booth upstairs; he hopes that the booth can be setup within the next few weeks.

Student Concerns/Issues

Graduate Students

[Note the questions and concerns raised by W. Nasry under item (2) above.]

Undergraduate Students

D. Moses noted regrets from I. Zulbaran; he noted that a question had been raised about possible improvements to the PiT space in the Library annex. These have been referred to Facilities Management and Chartwell's.

Past discussions with the Dean of Engineering re: OER for Engineering students were noted: D. Moses and R. LeFaive will follow up on these earlier conversation(s) with the Dean.

Other University Committee Updates

APCC / Senate New Programs Update (D. Moses)

D. Moses noted the recent presentation to APCC from Dr. James Moran (History Chair) regarding the departmental review.

Although there are no new program proposals currently on the table, several new course proposals in Journalism, Business, and Veterinary Medicine are moving through the APCC process.

D. Moses also noted the recent update from the University's Indigenous Education Advisory Circle; He will share this with the Library team.

ITACT (R. Le Faive)

Nothing to report.

Dean's Council (D. Moses)

D. Moses noted that there had been some discussion at the most recent Council meeting regarding room conflicts at the start of the semester due to issues with 25Lives.

Senate Library Committee (K. Mears)

K. Mears reported on the most recent Committee meeting. Topics discussed included:

- Open textbooks / OER, Pressbooks, and the textbook access project.
- UL search.
- the Library's UPEI 50th Anniversary project proposals.
- Ongoing Library budgetary challenges -- by way of example, D. Moses had highlighted the ~25% increase in EBSCO pricing since 2014.
- Incentivizing and supporting OA publication by faculty.
- Library advocacy -- building awareness and support for addressing budgetary challenges.
- Successful Library grant applications to CANARIE and DHCP.
- Forthcoming (Spring) Moodle upgrade.
- Recent faculty survey by M. Belvadi of UPEI faculty use of non-UPEI resources (it was noted that several faculty members on the Committee had not heard of the survey).
- Library support for research software (e.g. SAS/STAT 14)

In response to a question, K. Mears and D. Moses confirmed that the Committee was composed as follows: 3 faculty members, 1 student representative, 1 Librarian, University Librarian; the Vice-President Academic and Research is Chair.

Signage Committee

R. LeFaive reported that the Committee intended to tackle several projects during Reading Week, including an effort to establish a central, visible site for Library event signage, and developing guidance document for those who would like to post non-Library event signage in Library.

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

D. Moses confirmed that an RFP was being issued February 7 for a UPEI network infrastructure project.

No specific timeline for migration from Gmail / Google Drive to MS Outlook migration has been established yet; support for this transition is included in the aforementioned RFP.

Health and Safety (D. Moses)

D. Moses advised that H&S representative Judith MacNeil is working on identifying all fire extinguishers within the Library. After a brief discussion, it was agreed that Council recommends noting extinguisher locations on all building maps / floorplans, and (if necessary) high-visibility signposting of extinguishers.

S. Lloyd noted that questions about enforcing the University Scent Free policy were raised at the most recent Service Desk meeting. He suggested that someone from the University's Health, Safety, and Environment office be invited to present at a forthcoming staff meeting: this had been done when the policy was first being implemented, but this was more than 10 years ago, so a refresher would be beneficial. D. Moses will follow up with the HSE office to arrange this.

Service Desk update (Y. Hood)

Social and other Media update (Y. Hood)

Y. Hood reported on her follow up meeting with the professor in the ACLC class assigned to work with the Library's social media accounts last semester. She did convey her disappointment to the professor that the class had not been more active in energizing the Library's social media presence. It was noted, however, that the class did offer some constructive suggestions for improving the Library's social media efforts going forward, including: thanking followers; use of trending hashtags memes; use of analytics where possible; posting more images with people; running games with prizes; posting more types of content (i.e. videos), etc.

There was general agreement that the Library should find more ways to have students participate in its social media activity, since students are the main group the Library wishes to reach through social media.

Library events (Y. Hood)

Y. Hood reported that the recent Movie Talk on *Play Your Gender* was attended by about 16 students, which was a good turnout, in light of the preceding snow day; also, the technical issues that had marred a previous movie showing did not recur. The next Movie Talk, on *I am not your negro* (in recognition of Black History Month), was set for February 6th, and is co-hosted with the UPEI Diversity Office. The Student Diversity

will also be co-hosting *The Miseducation of Cameron Post* Movie Talk scheduled for February 14th.

Y. Hood reported on the Environmental Studies book discussion, which Library staff person Cindy MacDonald is coordinating: the venue has been shifted to the campus pub, and the time moved to late afternoons; also, a PEI-focussed book, *Time and a Place: An Environmental History of Prince Edward Island* has been selected, with contributors participating. In addition, the Institute of Island Studies (co-publisher of *Time and a Place*) has cross-promoted this semester's talks. Taken altogether, these factors have greatly boosted interest and participation in the discussions, with the first session attracting more than 20 participants.

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

D. Moses advised that he has submitted recommendations for 50 Years, 50 Voices interviewees to the 50th Anniversary Committee, along with suggestions for the Frank Pigot Memorial Lecture lineup (focussing on the history of learning and higher education on PEI).

4. Business Arising

Mental Health

D. Moses advised that Treena Smith, UPEI Director of Student Affairs, has been invited to present at the next Library Staff Meeting.

Public Patrons / Borrow Anywhere/Return Anywhere discussion

R. Le Faive advised that implementation planning should be moving ahead with project partners (PEI Public Library Service) in February. Developing a communications piece to explain the operation of the program to the public is one of the next priorities.

D. Moses asked about the usage of PEI Public Library books available through the Pop-up Pub in the Library? Y. Hood reported that the program provided 50 new titles each month, and that each stock received about 20-30 circulations on average. There was general agreement that this program would be a good candidate for more active social media promotion.

Pressbooks Update (K. Mears)

K. Mears highlighted the redesigned Pressbook site (<https://pressbooks.library.ypei.ca/>) and noted her work with a Business faculty member who is using a Pressbook text this semester.

K. Mears also reminded Council the UPEISU is funding a student research assistant position to look into Open Textbook usage/adoption at UPEI; this person is also working with a Business professor to help create an open text.

It was further noted that the UPEI Registrar may also use Pressbooks to create a version of the university calendar (similar to their current PDF file).

Y. Hood excused herself from meeting @ 2:30

5. New Business

UPEI Viewbook (D. Moses)

D. Moses advised that he has conveyed the Library's disappointment to UPEI Communications at the Library again being excluded from the University viewbook. He has received assurances that the Library will be included in the 2019-2020 viewbook.

Annual Fund Projects Program (D. Moses)

D. Moses reminded Council that he would be happy to work with any library tema members on project proposals for the Annual Fund. The deadline for applications is the end of March.

Student Union OER research project

Discussed under Pressbooks above

6. Roundtable

K. MacPhail reported that Nick Scott was the recipient of the Matilda "Tildy" MacMillan Good Mentorship. Nick has been working in the digitization lab and is focused on maps, GIS, geographic metadata, etc.

D. Moses invited W. Nasry to present on her research at a future Library Council.