

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

Present (expected):

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

Regrets: Walaa Nasry (Graduate student representative)

Recognition

After opening the meeting with the regularly-offered acknowledgment of aboriginal territory, D. Moses noted that has re-connected with the University's Mawi'omi Centre possible future collaboration on an indigenous-focussed MOOC. Has also reached out to UPEI indigenous faculty regarding a lecture in October on aboriginal knowledge and learning, as part of the Library's Pigot Memorial Lecture Series.

1. Approval of Agenda

The agenda was approved as circulated.

2. Approval of Minutes (February 28, 2019)

The draft minutes of the last Council meeting were approved, as circulated.

3. Standing Items

3.1) Budget

D. Moses advised that he had submitted several Library budgetary items for consideration to Vice-President Gilmour, but had not had chance to discuss these with the recently-appointed interim Vice-President

3.2) Staffing

i. UL Search

S. Lloyd advised the the University Librarian Search Committee had recently submitted its recommendation. The interim Vice-President, Academic and Research, will now carry this forward, in her capacity as Committee chair: S. Lloyd noted that the Committee's recommendation was advisory only, with the final decision in the hands of the President and Board of Governors, and that he did not have a sense of a time-frame for when the announcement on a new UL appointment would be forthcoming.

ii. Librarians

D. Moses advised that a competition was being held for a current MLIS/MIS student -- or recent graduate -- to complete additional work on the L.M. Montgomery kindredspaces.ca project.

iii. Library Staff -- no report

iv. Students

D. Peters advised that she and Cindy MacDonald are coordinating student hiring the process for summer, and decisions should be made shortly.

3.3) Travel / PD Plans

- R. LeFaive is going to Research Data Software Workshop in Montreal during the last week of May
- Y. Hood will be presenting at a YA literature Symposium in England in May.
- K. Mears is attending a Medical Library Association Conference in the US in early May, then proceeding to a Data Liberation Initiative (DLI) training session in Halifax.
- M. Belvadi just attended an EBSCO Summit in Toronto.
- I. Zulbaran will attending an upcoming Engineers Without Borders retreat in Ottawa, and will also be going to the 10th Annual Clean Energy Ministerial in Vancouver.

3.4) Training / Learning Opportunities

M. Belvadi reminded the meeting that video of the 2018 Charleston Conference presentations were now available online: she will share the link with the Library team.

3.5) Post-Library Council CUPE -- No report

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

D. Moses reminded the meeting that he has created a Google Drive "Library Renovation" folder with all Library staff to encourage sharing of ideas and input for the recently-announced multi-phase renovation of the Library. It was suggested that this folder could be shared more widely with other members of the UPEI community; I. Zulbaran commented that students, for example, would likely be open to sharing photos / ideas. D. Moses agreed to share the Library Renovation folder more widely.

D. Moses advised that the soundproof room upstairs was almost ready for use, will be bookable through the same system used for Library study rooms. I. Zulbaran commented that the students could use this for recording podcasts and other media.

D. Moses advised that he had been in communication with Facilities Management about issues flagged in past Library fire drills, including the difficulty of hearing fire alarms in the LINC (a work order has been placed for this), and the status of the magnetic locks on Library ground-floor fire doors (several locks did not release during the last fire drill, and -- conversely -- one lock now appears not be working); D. Moses and S. Lloyd agreed to follow-up on this.

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.

ii. Undergraduate Students

D. Moses advised that three offices in the Library Annex, which are temporarily vacant in advance of the planned renovations, will be made available as student rooms for the record of this semester; keys will be signed out through the Library Service Desk. D. Peters will speak to Facilities about cleaning requirements for these rooms.

Y. Hood advised that she has located a comment box in the Library lobby stress free area, and is checking it periodically. So far only general compliments have been offered, but she is looking for a way to share responses / follow-up as and when comments are received where this is called for.

3.8) Other University Committee Updates

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

D. Moses reported that several departments -- including Applied Communication, Leadership, and Culture, Psychology, and Education -- have recently submitted new course proposals through APCC. Also, the University's former co-op education programming has now been consolidated into a single course offering.

ii. ITACT (R. Le Faive)

R. Le Faive advised that a new University website is in development and is expected to launch in the coming months.

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

iv. Senate Library Committee (D. Moses)

D. Moses has requested that the new interim Vice President Academic and Research convene a meeting of the Committee, which has not met since last Fall.

3.9) Signage Committee

R. Le Faive advised that the Committee had been working on drafting a guidance document for Library staff on signage; one of the Committee members is on leave at present, but this will work will be picked up again when she returns.

It was noted that the existing printing cost notices over the student network printers continued to fall down; D. Moses suggested that a signage template could be requested from UPEI Marketing and Communications with a view to creating more visible notices with stronger adhesive / mounting.

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

D. Moses advised that Beacon's new payroll system was expected to come onstream in July, and a new budgeting component likely implemented some time next year.

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

3.12) Service Desk update (Y. Hood)

Y. Hood advised that the most recent issues with the student network printers have been addressed.

It has been noted that students continue to regularly ask at the Service Desk about debit / credit payment options -- the Desk can only accept cash at present. This has been investigated in the past, and costs found to be prohibitively high (~\$2/transaction), but Y. Hood is going to check on this again, in consultation with Pauline MacPherson. A related issue is that the ATM in the Library breezeway has been breaking frequently: K. MacPhail advised that she has tried to find out who the campus contact is for reporting issues with the ATM, without success; D. Moses agreed to follow-up with the University Procurement Office.

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

S. Lloyd noted that he had recently updated the Library's Twitter and Facebook accounts himself (re: Fair Dealing Week), and asked if was alright for him to be doing this. Y. Hood confirmed that that there was no issue with this being done for Library-related events / information.

S. Lloyd noted that he had not succeeded in updating the Library's Instagram account, and in the ensuing discussion, it was agreed that a designated "Library" device for Instagram would be useful. S. Lloyd advised that there is an older iPad that is not being used in the University Archives and Special Collections stacks room, and he will bring this to Y. Hood for testing.

3.14) Library events (Y. Hood)

Y. Hood reported on several recent and upcoming Library events, including:

- Exam-period “Stress Free” offerings will start April 6, including the popular “pop ups” from previous semesters.
On the topic of student stress, Y. Hood reminded the meeting that end-of-semester was an especially challenging time students, and asked that the Library team be vigilant for students in critical distress; a new hand-out with information on counselling assistance is available at the Service Desk.
I. Zulbaran offered to bring copies of an instructional handout re: the UPEISU-supported Aspiria app to the Service Desk.
In response to a suggestion, Y. Hood agreed to speak with UPEI Student Services about possibly offering a counselling and/or peer-support presence in the Library, especially during high-stress times such as end-of-semester.
- The International Women’s Day movie event had gone especially well, and that the RotarAct group had again proven excellent to work with. Y. Hood indicated that she hoped all movie offerings could be done in partnership with next year. On a less-happy note, the Library’s popcorn maker has broken and needs replacing.
- The Library had recently received a request to accommodate a student needing a low-light, low-noise environment.

K. Macphail advised that this semester’s Escape Room offerings had been well-received, and that some faculty and staff were also participating.

A question asked about the Writing Centre staying open later in the semester. R. Thomson advised that she has enquired about this, but had been told that the fact that the Centre is student-staffed makes it difficult to keep it open through exam period. D. Moses indicated that he will speak with the Writing Centre about this again.

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

D. Moses advised that a dedicated website for Anniversary-related projects is being developed.

4. Business Arising

4.1) Annual Fund Project Proposals

M. Belvadi advised that she is requesting \$20,000 from the Fund for the purchase of new textbooks, reflecting student demand and emerging practice at other universities.

D. Moses confirmed that, as agreed at the previous Council meeting, Fund support was also being sought for additional Chromebooks at the Service Desk

***** S. LLOYD HAD TO LEAVE MEETING AT APPROX. 2:25 PM TO ATTEND TO ANOTHER COMMITMENT -- K. MEARS TOOK NOTES FOR THE REMAINDER OF THE MEETING *****

4.2) Public Borrowers (R. LeFaive)

R. Le Faive advised that plans for this project remain as described at the last Council meeting, with a wider-scale launch planned for the summer. R. Thomson and Cindy MacDonald are the only Library staff trained and authorized to register new “public accounts at this time.

4.3) SU OER Project (K. Mears)

K. Mears reported that the project students contract had been extended to the end of April. Work is continuing on the UPEI open textbooks list: a reminder e-mail, with a link to a Google form, is being sent to University faculty, asking for information on existing open text/OER usage.

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

D. Moses reminded the meeting that a list of student / patron data gathered by the Library is being compiled; Library team members are asked to let D. Moses know of any use cases where this data is being gathered, so that it can be added to the list.

4.5) Copyright Update and Fair Dealing (S. Lloyd) -- no report

5. New Business

5.1) Fair Treatment Workshop plan (D. Moses)

D. Moses advised that he has arranged for a workshop to provide awareness and training for the Library team on the University’s Fair Treatment Policy -- the workshop will be held on April 26 in McDougall Hall (time TBD).

5.2) Library Hours - Spring/Summer (D. Moses)

The proposed hours were reviewed. A question was raised as whether or not the University’s addition of a third convocation ceremony, scheduled for Friday, May 10 would necessitate a change to the proposed hours on that date. D. Moses will check.

6. Roundtable

Z. Zulbaran will be sharing his algae bioreactor project at the Upcoming Student Project Expo.

R. Le Faive had several updates:

- a UPEI Senate VRE launched today (senate.upei.ca)
- an upgraded Bowing Down Home site has been relaunched
- The Islandora community continues working on Islandora 8 (formerly CLAW)
- Evergreen will be upgraded over the summer
- Digital infrastructure remains a concern; servers are aging -- she and Peter Lux are working on migrating data to new servers where possible.

K. MacPhail:

- Competition for the newspaper digitization project assist has closed; interviews should be taking place shortly.
- 4-week seniors college course on 3D printing, starts April 3rd, every Wednesday

M. Belvadi is working on a method to update librarians on new print books and ebooks on a monthly basis; she hopes the Library may eventually have a carousel or book covers on a homepage. If anyone sees examples of a carousel on a library website that you like, she asks they let her know.