

Library Council Minutes
May 30, 2019
1:30pm - 3:30pm * Library Conference Room

Present: Donald Moses (chair), Simon Lloyd (secretary), Della (Morale Officer), Yolanda Hood, Keltie MacPhail, Kim Mears, Dorothy Peters, Robyn Thomson

Regrets: Melissa Belvadi, Rosie LeFaive

1. Recognition

After opening the meeting with the First Nations' territorial acknowledgment, D. Moses noted that the Library would be hosting a viewing of the live stream of the closing ceremony of the National Inquiry into Missing and Murdered Indigenous Women and Girls next week (June 3), at the request of the Mawi'omi Centre.

2. Approval of Agenda

The draft agenda was approved, with two additions:

- An update on the Journal of LM Montgomery Studies (JLMMS) was added under Business Arising.
- An update on a planned collaboration with UPEI Athletics was added under New Business.

3. Approval of Minutes (April 25, 2019)

The draft minutes of the previous meeting were approved, as distributed.

4. Standing Items

4.1) Budget

D. Moses advised that he is working to request fund transfers earlier in the budget cycle, to minimize potential "scrambles" later in the fiscal year.

4.2) Staffing

- S. Lloyd gave a short update on the University Librarian search; the recommendation of the search committee has been submitted to the Board of Governors for final decision.***

**** Later in the afternoon, an e-mail message to the Library team from the interim Vice-President, Academic & Research, confirmed the appointment of D. Moses as University Librarian*

- The KindredSpaces graduate student position has been re-posted.
- The usual call for Library student assistant applications has been posted, with a closing date of July 29. The meeting was reminded that no enquiries / applications regarding those positions are to be referred to UPEI Human Resources, and not fielded in the Library.

4.3) *Travel/PD Plans*

D. Moses, K. Mears, and S. Lloyd are all planning to attend APLA next week in St. John's, NL.

Y. Hood may be attending a digital humanities conference in Ontario in early June.

4.4) *Training/Learning Opportunities*

D. Moses noted the Government of PEI / SkillsPEI online learning initiative, eforcePEI.ca

4.5) *Post-Library Council CUPE*

R. Thomson noted that her term on Council ends in August; Cindy MacDonald will be replacing her.

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

D. Moses reminded the meeting that he has posted the minutes of the latests consultation meeting with UPEI Facilities and the renovation contractors in the Library Renovation Google Drive folder. He encouraged Library team members to continue to add images, articles, references, etc. for renovation ideas to this folder.

Service Desk Panic Button: D. Moses advised that the Library has now been billed for Panic Button components, and that he expects UPEI Facilities to confirm installation in the near future.

4.7) *Student Concerns/Issues* — no reports; student representatives not present

4.8) *Other University Committee Updates*

- *APCC / Senate Update (D. Moses)* — no report
- *ITACT (R. Le Faive)* — no report
- *Dean's Council (D. Moses)* — no report
- *Senate Library Committee (D. Moses)* — no report
- *Signage Committee* — no report (regrets from R. LeFaive and M. Belvadi)

4.9) *Beacon/other campus info services update (D. Moses)* — no report

4.10) *Health and Safety (D. Moses)*

The report from Judith MacNeil -- Library representative on the UPEI Main Campus Health & Safety Committee -- was reviewed.

- The main campus incident report summary for April has been posted on the Health & Safety bulletin board (opposite Y. Hood's office) -- one Library "close call", resulting from a wheel falling off a book cart, was noted.
- Library team members have highlighted indoor air quality as their main Health & Safety-related concern. D. Moses noted that several indoor air tests have been done in the Library in recent years, with no results of concern found, but he will speak to the UPEI Health & Safety office about this again.
- Campus-wide items of note include:
 - The Health & Safety Committee is looking at standards of cleaning in campus buildings
 - New Scent Free Signage has been developed, and is awaiting approval
 - New guidelines for smudging ceremonies have been developed and shared
 - "Conceal Your Meal" warning signage is being posted due to ongoing concern re: crows.

4.11) *Service Desk update (Y. Hood)*

The last Service Desk meeting (May 16th) was chaired by K. MacPhail, who gave a brief report:

- A new authentication server recently introduced by UPEI ITSS had caused some IT service outages in the Library, but this has since been addressed.
- Summer student staffing for the Service Desk has been finalized — Digitization students had helped with Desk coverage while one of the Desk students was away.
- There was a spirited and wide-ranging discussion on renovation proposals for the lobby / Breezeway area, with concerns expressed re: the location and security of staffed service points in a more "open plan" space.
 - On the issue of security and safety more generally, D. Moses advised that he will be asking for UPEI Security to do more regular patrols in the Library.

K. Mears noted that R. LeFaive has fixed the VRef reminder e-mail so that it will be received by all Service Desk staff (not just librarians). There is a broader issue around VRef coverage, however, that needs to be discussed further: this will be added to the agenda for the next Service Desk meeting.

4.12) *Social and other Media update (Y. Hood)*

D. Moses advised that he has asked Pauline MacPherson to follow up with UPEI ITSS regarding a Library mobile device for use with institutional social media accounts.

Y. Hood noted that the new student assistant position posting includes monitoring / contributing to Library social media accounts as part of student job responsibilities.

4.13) Library events (Y. Hood)

Y. Hood advised that no Library events were contemplated for the near future, although planning for the Fall semester was already well underway.

A general comment was offered that it had been an unusually quiet start to the “summer” season in the Library in terms of overall traffic / usage and event / instructional requests, but this will likely change soon, with the arrival of Explore and EAP students, etc.

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

A Library staff team, comprised of Sarah Fisher, Leo Cheverie, and Wendy Collett) is now working on the 50 Years, 50 Voices oral history interviews -- several interviews have now been completed, with more forthcoming over the summer. The suggestion was offered that past Panther mascots could be interviewed: D. Moses and S. Lloyd will investigate.

S. Lloyd noted that details are being finalized for Anniversary-related events and exhibits during UPEI Reunion weekend (late July).

5. Business Arising

5.1) Weeding

D. Moses briefly reviewed a progress report from Library team member Sarah Fisher, who is coordinating project logistics.

5.2) FOIPP

D. Moses advised that a conference call has been scheduled with the University of Alberta Records Management Office, with a particular focus on possible advice UofA may be able to offer on Library records retention in the context of FOIPP preparation.

D. Moses reminded the meeting that he would like all Library forms that gather personal information to be submitted to supervisors (librarians) for review.

5.3) Journal of L. M. Montgomery Studies

D. Moses noted that this Open Access online journal (<https://journaloffilmmontgomerystudies.ca/>), for which the Library has provided major support, will be launching June 5; it was also noted that the Journal has received the first UPEI Library-issued DOI.

6. New Business

6.1) Copyright Update

S. Lloyd noted the May 15th release of the report from the House of Commons' Standing Committee on Heritage on "remuneration models for artists and creative industries". Initial reactions to the report from copyright scholars and the education sector have been mostly negative, with the general impression emerging that the report is heavily slanted towards rightsholder interests, without taking proper account of the need to respect the rights of those using copyrighted material. There is also a sense that the Heritage Committee exceeded its brief, as its study was originally commissioned as a contribution to the more fulsome statutory copyright review undertaken by the Commons Standing Committee on Industry, Science and Technology (INDU), the report of which has not yet been released. The hope is that the INDU report -- which should be released within the next couple of weeks -- will be far more balanced and constructive.

6.2) Mental Health -- Staff Meeting and followup (D. Moses)

D. Moses acknowledged with appreciation the participation of Library team members at the recent staff meeting with Treena Smith from UPEI Student Services (May 9), which focussed on mental health supports for students. D. Moses plans to issue a call to staff re: the possibility of forming a working group to pursue at items highlighted at the meeting.

6.3) Atlantic Oral History Symposium

D. Moses noted that the Council of Archives New Brunswick (CANB) has received funding to host a regional symposium on oral history, and have asked to host the event -- tentatively scheduled for November 8-9 -- at UPEI. Details of the UPEI Library's role are still being clarified, but there should be lots of opportunity for anyone who would like to help and / or participate. Anyone interested should speak with D. Moses.

6.4) Collaboration with Athletics (Y. Hood)

Y. Hood advised that she met today with UPEI Athletics regarding plans for a Panther Academy after-school program in the upcoming school year. The envisioned program will have about about 25-30 students, from kindergarten - Grade 6, and Athletics would like to have various campus units participate. Activities that the Library might host / facilitate include 3-D printing, story times, escape rooms, scavenger hunts, etc. There may also be opportunity to contribute to a promotional video. A trial session is planned for June 12; Y. Hood will send out a call for Library team members interested in assisting / participating.

7. Roundtable

D. Moses noted that a Library Retirees' Tea is planned for the summer (likely around Reunion Weekend time); several Library team members are working with Pauline MacPherson and Sarah Fisher to compile a list of invitees.

Meeting adjourned by consensus at 3:30 PM