

**Library Council Minutes -- [Rescheduled from November 29 * Storm Day]
November 30, 2018
10AM - Noon * Library Conference Room**

Present (expected):

Donald Moses (chair), Simon Lloyd (secretary), Rosie Le Faive, Yolanda Hood, Keltie MacPhail, Kim Mears, Dorothy Peters

Regrets: Melissa Belvadi, Iker Zulbaran, Ashley McKibbon (GSA), Robyn Thomson

Recognition

D. Moses noted the recent message from the Vice President Academic and Research regarding UPEI's new Elder-in-residence protocol. Information should be up on the Mawi'omi Indigenous Student Centre webpage shortly.

D. Moses also drew Council's attention to the next cycle of the Indigenous Canada MOOC from the University of Alberta; registration starts today and the course is a 6 week commitment. Any Library personnel wishing to join MOOC should let D. Moses know.

1. Approval of Agenda

Approved, with one addition (VRef and Student Counselling)

2. Approval of Minutes (October 25, 2018)

Approved, with one correction.

3. Standing Items

3.1) Budget

D. Moses advised that he had recently presented on the Library's budget plans and needs to UPEI Deans Council.

3.2) Staffing

UL Search (S. Lloyd)

At the Chair's invitation, S. Lloyd gave a brief update on the University Librarian search process. 3 candidates will be invited to interview, with the search committee hoping to schedule candidate visits in January. The Library representatives on the committee -- S. Lloyd, R. LeFaive, and Chris MacLauchlan -- have taken the lead in drafting interview questions and selecting a public presentation topic for the candidate visits.

Librarians

Library Staff (D. Moses)

D. Moses advised that 2 FTE developer positions and a .5 project manager position for the CANARIE-funded project should be filled in December.

Students

K. MacPhail advised that two student assistants, Katarina McCourt and Emma Doucette, had recently been hired to work on the SDU Memories oral history project.

3.3) Travel/PD Plans

R. Le Faive advised that she and M. Belvadi are hoping to present at the OLA Superconference in January, pending funding approval. She and D. Moses may also be going to Ottawa for the upcoming Research Data Canada meeting, as part of the CANARIE-funded project.

3.4) Training/Learning Opportunities

D. Moses reminded Council that, in addition to the Indigenous Canada MOOC already noted, the Canadian Federation of Library Associations was also partnering with UBC to encourage registration in the Reconciliation Through Indigenous Education MOOC.

3.5) Post-Library Council CUPE

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

Soundproof booth

D. Moses that this project was awaiting the dismantling and relocation of some upstairs study carrels; he has asked Facilities Management that this work be deferred until after exams if it can't be done in the next few days.

3.7) Student Concerns/Issues

Graduate Students

D. Moses advised that he is facilitating the Seniors College course "Sharing our Research" in January - February; for this offering, new faculty and graduate students are being invited to present on their research; there has been a good response from the Graduate Students Association, with six students expressing interest. D. Moses has Council members to let him know if they had other suggestions for prospective participants, especially any new faculty.

Undergraduate Students

Y. Hood advised that she and K. Mears and reviewed the recent slips placed in the Library comments box; as anticipated, they were mostly specific to the September Banned Books Week event.

3.7) Other University Committee Updates

APCC / Senate New Programs Update (D. Moses)

A written update on the Library's new Academic Integrity Portal was present at the last Senate meeting.

ITACT (R. Le Faive)

R. Le Faive noted several recent UPEI developments, including:

- ITSS has hired a new Operations Coordinator, who is working on revamping the Help Desk.
- An RFP has been issued for the next phase of UPEI wireless renewal; a vendor should be selected early in the New Year.
- Moodle will be upgraded to v. 3.5. in Spring 2019.
- Remaining UPEI Groupwise users are being transitioned to MS Exchange; at some point, this transition will also extend to GMail users, although the expectation is that those currently using other Google programs (e.g. Drive) will be able to continue doing so.

Dean's Council (D. Moses)

Senate Library Committee (D. Moses)

D. Moses noted that a meeting for this Committee has been scheduled for January 8; K. Mears is now the librarian representative on this Committee.

UPEI Strategic Planning (M. Belvadi)

3.8) Signage Committee

Deferred to next meeting

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

D. Moses offered a point of clarification that the campus network upgrade already mentioned was not limited to wireless, but was intended to encompass UPEI IT infrastructure more broadly.

3.10) Health and Safety (D. Moses)

D.Moses noted that work orders had been placed to fix the two fire doors noted as problematic during the November 1 recent fire drill. He also remind Council of the requirement for all University personnel to take online WHIMIS training every two years.

D. Moses also reviewed the recent report from Judith MacNeil, Library representative on the UPEI Main Campus Health & Safety Committee:

Campus Incidents-

Health and Safety Manager, Kevin Robinson, reviewed incidents that happened in October. UPEI saw a rise in incidents with a total of 39. These involved 10 employees, 21 students and 1 visitor. For those who are interested, the list of incidents is posted on the cork board opposite Wendy's cubicle.

Training: Emergency First Aid Training is being offered Dec 12, 2018.

Questions for Health and Safety from Library Staff

First Aid Kits: These are restocked quarterly. Should we run out of supplies, please let Pauline know and she will contact Health and Safety to arrange to have them restocked.

Rally points for evacuations. The reason they are close to the building is so that it can be determined that the building is indeed empty. This is accomplished with head counts and the evacuation team members reports to the warden. If it is determined that the building is empty, firefighters and/or other first responders can immediately start to work without spending time looking for people who could still be inside. Not having accurate information could put a first responders life in jeopardy. We don't want anyone in the building searching when there is no one there to find.

3.11) Service Desk update (Y. Hood)

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

Y. Hood reported on the ACLC class "takeover" of Library social media (Twitter, FB, Instagram); anyone from the Library interested in attending a debrief with the class is invited to so next week. Y. Hood noted that she has spoken with several Library personnel already re: the "takeover", and there was general disappointment with the ACLC class effort this semester; class members did not make effort to meet with Library contacts to find out Library expectations re: social media, and the overall level of effort and interest seemed low.

Note was made of media coverage of S. Lloyd's recent Remembrance Day presentations -- e.g.

<https://www.theguardian.pe.ca/community/simon-lloyd-guest-speaker-nov-9-at-charlottetowns-benevolent-irish-society-258141/>

<https://www.cbc.ca/news/canada/prince-edward-island/pei-john-mccrae-pei-connection-1.4895204>

3.13) *Library events (Y. Hood)*

Environmental Book Club — Y. Hood advised that she met this week with Dr. Nino Antadze and Cindy MacDonald, and there is a plan to revive this next semester. A kick off movie showing, in partnership with the student Environmental Society, is planned for the New Year.

The featured book next semester will be local: the PEI environmental history *A Time and A Place*, with plans to involve the co-editors. Also, the time for the discussion sessions will be changed to just after end of classes on scheduled days.

Movie Discussions -- several of these are planned for next semester, with the first, *The Miseducation of Cameron Post*, being offered in conjunction with Dr. Ann Braithwaite and the Student Diversity Office. The Roteract student group will also be selecting a movie in the near future, likely for international Womens' Day (March 8). *I Am Not Your Negro* will also be offered, probably during Black History Month.

Pizza for Your Thoughts -- Y. Hood reported that there was a good turnout for this session (~ 40 students), and plenty of feedback offered. There was a lot of positive comment on the Library space and services, but also some common threads in suggestions for improvement, including more power, plugs, a "less quiet" space for conversation/interaction, and nap rooms/space.

Y. Hood agree to distribute written copies of the comments received.

4. Business Arising

4.1) *Grants application update (D. Moses)*

CANARIE

As noted above: details are being finalized this week.

National Heritage Digitization Strategy

The paperwork was received this week; a project assistant will be hired in the New Year.

UPEI 50th Anniversary

Further to his recent e-mail, D. Moses advised that the Library will be receiving funding support from the UPEI Anniversary planning committee for two projects:

- *50 Years, 50 Stories* - sharing stories of prominent individuals and events in UPEI's history
- *The Franklin (Frank) Pigot Memorial Lecture Series* - a lecture series, named in honour of PEI Collection Librarian Frank Pigot, on the history of higher education and learning on PEI.

The suggestion was offered that an online document could be created to share ideas suggestions, especially for possible subjects for the 50 Years, 50 Stories series. D. Moses agreed, and noted that he had already been in touch with UPEI Development and Alumni Engagement to help identify individuals to approach.

S. Lloyd noted that the University Archives had already been approached to assist with two 50th Anniversary projects: by the UPEI Department of Athletics, sourcing images for a series of plaques for all UPEI Sports Hall of Fame inductees, and; by the UPEI Student Union, who are planning a book on the history of the Student Union and UPEI student life.

4.2) *Faculty Survey (M. Belvadi)* -- deferred to next meeting.

5. New Business

5.1) Library Hours - Winter Semester

Approved

(https://docs.google.com/document/d/1jkz7aF8i_hLeQHloZdthylt_GWCNKq5XYsud_hg56Fw/edit)

D. Peters reminded Council that the approved hours for this semester will see extended hours start tomorrow (December 1st).

5.2) Student Union and Open Textbooks

D. Moses and K. Mears reported on their recent meeting with the UPEI Student Union's Vice President Academic & External Kim Drake. The UPEISU is very

interested in supporting Open Textbooks/OER, and is planning to fund research on UPEI adoption of OER; the SU is also planning to work with K. Mears to encourage and support PressBooks adoption.

K. Mears noted that *The Cadre* had recently given Ms. Drake a positive Executive Report

Card(<https://thecadreupei.com/2018/11/27/2018-19-executive-report-card-vice-president-academic-and-external/>), based, in part, on her support for OER.

5.3) *Public Patrons -- Loans / Card*

D. Moses confirmed that the number of items public patrons can borrow will be raised from 10 to 20.

R. Le Faive reported, further to her e-mail of November 19, that plans are being developed for the Library Service to issue its own public patron cards (rather than providing public patrons with UPEI cards, which will become extremely difficult in the near future, in light of ongoing changes to UPEI information systems); the ability to accept PEI Public Library Service cards is also being looked at.

In response to a suggestion, R. Le Faive agreed to share a backgrounder to this proposal with Library staff, soliciting feedback. It will also be placed on the agenda for an upcoming Service Desk meeting.

The hope is to roll out this new arrangements in January, 2019.

5.4) *VRef and Student Counselling (K. Mears)*

K. Mears advised that she had asked for this to be placed on the agenda due to her concerns following a recent VRef exchange wherein she got the strong impression that the student using VRef was extremely stressed and would have benefitted from immediate access to professional counselling/support.

After a short discussion, it was agreed that copies of the PEI “Helping Tree” sheet, prepared by the Canadian Mental Health Association, would be placed at the Service Desk; note was also made of the Island Helpline.

Note was made of the UPEISU’s recent announcement of the Asipiria app, designed to connect UPEI students with counselling assistance. D. Moses will contact the UPEISU to confirm instructions on how to connect with this app, so that Library personnel can share the information with students, as required; D. Moses will also contact UPEI Student Services.

6. Roundtable

R. Le Faive advised that she was working on a “connect to fulltext resources video” for UPEI students and staff, building on the recent workshop designed by M. Belvadi.

Please see below for a message from Robert F. Gilmour Jr., Vice President, Academic and Research

Elders play a pivotal role in Indigenous culture. They are the ones who carry, encourage and promote knowledge of Indigenous perspectives, culture and values. As such, they are an essential link to the past and the future. The title of 'Elder' is given by the community, it is a sacred recognition of someone who carries knowledge, wisdom and their lives in accordance with the deeply ingrained knowledge they have of their culture. This learning takes a lifetime of experiences, formal and informal, with their own history and ceremonial life.

In academia, Elders are gaining recognition as a voice of the Indigenous community, one that can teach important history, speak to the current realities of today and guide future efforts to live and work together in harmony. Elders are also a source of spiritual, cultural and personal support to Indigenous students, staff and faculty.

With this in mind, UPEI has developed an Elder –in-Residence Program protocol to help guide students, faculty and staff who have an interest in engaging the services of an Elder.

Approach:

The initial point of contact for engaging an Elder is the Mawi'omi Centre, (mawiomi@upei.ca) Mawi'omi staff know what cultural protocols to follow when requesting the assistance of an Elder, and has a list of Elders available to the campus. A staff member will guide the process of welcoming an Elder to your event.

In Mi'kmaki, Elders are offered tobacco when asked to share their knowledge. Tobacco is a sacred medicine. By accepting tobacco, the Elder has agreed to do consider the thing which you have asked them to. By offering the tobacco in the first place, you are showing that you recognize and respect the Elder's role and teachings.

Mawi'omi can guide the preparation of the tobacco gift, most commonly in the form of a tie or pouch, (loose tobacco wrapped in a small cloth). The tobacco pouch or tie should be prepared by the person making the request.

When contacting Mawi'omi, be clear about the purpose of asking for the Elder's presence, including such details as date, location, length of time, topic/theme of your class, event, etc. Using the Elder Booking Request Form is encouraged and should be submitted **a minimum of 2 weeks prior to the event.**

<https://www.upei.ca/studentlife/mawiomi-centre/elder-residence-booking-request>

Please note: NEVER request to have a traditional teaching and/or ceremony at an event where alcohol will be present.

Smudging:

Smudging ceremony can also be requested. Please know that there are protocols on campus in place for smudging i.e. where this can occur. Mawi'omi staff can assist with these protocols.

Remuneration:

Traditionally, Elders were 'paid' through gifts for their knowledge and time. For example, before the modern era, Elders were given food, clothing or other gifts. In our time and place, it is acceptable to offer a financial gift to Elders to compensate for their travel and honor the time and knowledge they have shared.

You are not responsible for offering the Elder an honorarium, this is handled by the Mawi'omi Centre.

At the time of your Event:

Always ensure that there is someone who can act as host/escort for the Elder at the event. This person should meet the Elder upon arrival and conduct proper introductions. Your host should be able to introduce the Elder, including name, where they are from and the purpose of their visit.

In addition, it is suggested that water/tea/coffee be offered to the Elder upon arrival. If they will be attending an event for more than an hour, you should also have a light snack ready (i.e. fruit, or a muffin, etc)

Additional Resources:

The Mi'kmaq Confederacy of Prince Edward Island (MCPEI) has a selection of presentations covering Mi'kmaq history, culture, identity, etc that are available upon request. As with requesting an Elder to present, please ensure you make this request **a minimum of 2 weeks prior to your event/class.**

These sessions can also be booked using an online booking form:

<http://www.upei.ca/studentlife/mikmaq-educationalcultural-booking-form>