

**Library Council Minutes**  
**April 29, 2021**  
**1:00 pm - 3:00 pm, Google Meet**

**Present :** Donald Moses, Yolanda Hood, Simon Lloyd, Keri McCaffrey, Keltie MacPhail, Rosie Le Faive, Kim Mears, Dorothy Peters, Cindy MacDonald, Eva Liao (GSA Rep), Malak Nassar/Anagha Muralidharan (SU Rep)

**Guest(s):** Leena Daboo

**Regrets:** n/a

**Meeting Online:** [meet.google.com/nzc-jpec-ccg](https://meet.google.com/nzc-jpec-ccg)

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### Land Acknowledgement

1. **Approval of Agenda.** Approved and seconded.
2. **Approval of Minutes** (March 25, 2021). Approved and seconded with one change requested: group rooms should be group tables.
3. **Announcements**
  - Travel/PD Plans
    - The 2021 APLA Virtual Conference is June 8-11th.
    - Kim is attending the [2021 Virtual Medical Library Association Meeting](#) last week in May.
    - Yolanda is attending and presenting at the [2021 Virtual Let's Talk About Sex in YA](#), 3-7 May 2021
  - Training/Learning Opportunities
    - Training is available from Eileen Conboy:  
<https://www.upei.ca/svpro/prevention-education>
    - [Decolonizing Learning Journey](#) series:
      - [Decolonizing Education: Nourishing the Learning Spirit with Dr. Marie Battiste](#), Tuesday, May 4 from 1:00 - 3:00 pm
  - Renovation/Fundraising
    - D. Moses provided feedback to Coles and Associates on their report.
  - Library Anti-racism & EDI Efforts
    - The PEI Community Read program continues:  
<https://www.facebook.com/PEICOMMUNITYREADS>
    - The committee has scheduled the first meeting and all staff are invited to attend if interested.
  - COVID-19 Updates (current state of COVID-19 and impact on planned/proposed services)
    - New Brunswick & Nova Scotia are facing challenging COVID outbreaks. Reminder to wear masks and continue hand hygiene and to remember meeting protocols. There was a question about the protocols if there is an outbreak in the Library then who is responsible for contact tracing? The Public Health Office would complete the contact tracing.
    - Reconstituting the Easeback Committee
      - The committee is resuming meeting to plan for Fall 2021.

- D. Moses has requested data for Fall 2021 in-person teaching.
- The Building
  - D. Moses reported that there are no outstanding work orders.
- Booking System
  - Thanks to Keltie and Paul for their hard work on the booking system!
- Services
  - No updates.
- Reserves
  - No updates.

#### 4. Student Reports

- Undergraduate students (Student Union VPAX)
  - The incoming team transition is currently happening.
  - Voyeurism incident
    - The Minister and Faculty Association asked the Student Union for updates.
  - The Student Union submitted an application for Rotary Club of Charlottetown funding to purchase more laptops for the laptop lending program. The organization has requested a final project report before June. The funding is for \$6,000.
- Graduate students (Graduate Student representatives)
  - E. Liao reported that there was no GSA meeting in April due to the end of semester.

#### 5. Past Proposals

- [Library Council Consensus Decision Making Guidelines](#) (K. Mears, R. Le Faive, S. Lloyd)
  - No updates.
- [IslandScholar Guidelines](#) (Kim)
  - Motion to approve.
  - Discussion: No discussion
  - Vote
    - 0 - one vote
    - +1 - 6 votes
  - Guidelines are approved!

#### 6. New Proposals

- Library Policies
- Library Planning / Future Directions
- Library Operations
  - Fall 2021 Discussion
    - Library Hours
      - a. The Fall 2021 hours will be discussed at the easback meetings.
  - Voyeurism Incident
    - Concerns were expressed about how the incident is being handled by the University.
- Other
  - OER Development Program

- D. Moses reported that funds will be transferred to the Library soon. The Library may also have a Young Canada Works position based on additional government funding levels at YCW.
- Winter 2022 - Start time of Classes
  - D. Moses reported that students requested more time between holiday break and the start of classes in Winter term. The proposal will go to the Senate.

## 7. Follow-ups on Pre-submitted Reports

- No updates

## 8. Roundtable

- K Mears - The Library was granted funds (\$10,000) to review it's data repository and assess it's readiness for CoreTrust Seal Certification.
- K. McCaffrey- She has completed a Computer Science II course!
- S. Lloyd - He reported that there have been recent testimonials of how digital collections are being used.
- C. MacDonald - no updates.
- E. Liao - no updates.
- K. MacPhail - She reported that Rosanna Kressin's (digitization student) last day was Wednesday.
- D. Peters - no updates.
- Y. Hood - no updates.
- A. Muralidharan - no updates.
- R. Le Faive - She reported that end of the year catalogue updates happening, as well as servers moved off Ubuntu 16.4 because it is out of service at end of month

## Hey! What's going on? If you can send a written update, it would be much appreciated.

- *Chair's Reports*
  - Budget (D. Moses)
  - Staffing - Librarians, Library Staff, Students (D. Moses)
  - Facilities (incl. renovations, Compact Storage, etc.) (D. Moses)
  - Infrastructure, Beacon/other campus info services update (D. Moses)
  - APCC / Senate Update (D. Moses)
  - Dean's Council (D. Moses)
  - Senate Library Committee (D. Moses)
  - Health and Safety (D. Moses)
- *Other University Committee Updates*
  - Signage Committee (R. Le Faive, M. Belvadi)
  - ITACT (R. Le Faive)
- *Post-Library Council CUPE* (C. MacDonald, D. Peters)
- *Unit Updates*
  - Service Desk (Y. Hood)
  - Instruction and Outreach (Y. Hood)
  - Collections / Acquisitions (D. Moses)

- Digitization/Digital Initiatives (K. MacPhail)
- Circ/Admin (D. Moses)
- Research and Data Services (K. Mears)
- University Archives and Special Collections (S. Lloyd)
- Cataloguing/Metadata (R. Le Faive)
- Systems (R. Le Faive)

## Library Council – April 29, 2021 – Chair’s Report

### Budget

- Finalizing budget and year end purchases

### Staffing

- Systems Librarian position will be posted soon.
- Working on developing postings for additional donor-funded positions.
- Summer student assistants are Ali Alhakeem and Samantha Daley. Thank you to our student assistants who have supported the Library’s work through the fall and winter semesters.
- Jobs for digitization students will be posted soon.
- Young Canada Works position – Art Collection Assistant – has received funding and will be posted soon.
- Two other YCW positions approved pending funding – OER Associate and Digitization Student Assistant

### Facilities (incl. renovations, Compact Storage, etc.) (D. Moses)

- No outstanding work orders

### Other University Committee Updates

- APCC / Senate Update
  - APCC: Updates included: Discussion related to the Faculty of Business Departmental Review and the Faculty’s Action Plan. Thank you to Keltie MacPhail for preparing the Library’s Report for the Review. There are opportunities for the Library to collaborate with the Faculty based on the Review. Discussion related to the Paramedicine Program Review and response. Discussion related to a proposal brought by the Student Union related to extending the break between the fall and winter semesters.
  - Senate: Update provided about convocation – that there will be both virtual and in-person components with adherence to the PCHO guidelines, spring/summer session (primarily online), and planning for fall will include in-person courses following the PCHO guidance. Discussion related to the update of the Student Code of Conduct and it was tabled to allow for revisions and will be brought to next Senate meeting. New courses approved in Psychology, Applied Human Sciences, Applied Health Services Research, the School of Mathematical and Computational Sciences, and the Faculty of Sustainable Design Engineering. Update provided for the Vice President Academic Research search – Board/Senate committee have met twice and will be gathering input from campus community via a survey to inform the job posting. Update provided regarding Dean searches and The Dean of Graduate Studies search will be the next undertaken.

### Unit Updates

- Circ and Admin

- Finished scheduling desk and virtual reference for spring/summer.
  - Student assistant scheduling for spring/summer.
  - Work on preparing Reserves for spring/summer sessions and discussion about Reserves for the fall.
  - Collecting and compiling statistics.
  - Staff supported the Library's Click and Collect service. From March 23- April 26: 34 requests for 63 books.
  - 51 VRef questions, 48 Service tracker interactions
  - Main door entry counts April 1 – April 27, 2021: 2128.
  - Collection of CARL statistics is ongoing. CARL will be accepting submissions soon.
  - Coordinating ongoing student projects.
  - Unit continues to support easeback activities.
  - 638 space bookings April 1 – 27, 2021. Breakdown is 267 Rooms, 31 Carrels, 108 Workstations, 182 Tables, 24 Soundproof Booth, 26 Group Spaces
  - Ongoing work to digitize LMM manuscript - both for the Virtual Museum Canada project.
  - Discussions related to the 3D printing service.
  - 5 laptops added to circulation pool and new chairs for Sun Room arrived.
  - EBM partly repaired and a message into the vendor re: configuration.
- Collections
    - James Murphy and Cindy MacDonald continue to support the purchase and monitoring of monograph and periodical resources. Thank you especially to Cindy MacDonald for managing the large volume of orders through March and April.
    - James Murphy is pulling usage statistics that will feed into our CARL statistics, working with UASC to update periodical holdings – focus on the *College Times*, ongoing cleanup of holdings data in Ebsco, and pulling journal pricing data to populate UnSub – focus on Wiley and Sage journal titles/pricing.
    - Cindy MacDonald continues to track perpetual access purchases, purchases of BIPOC resources continue (60 items to date) and some additional titles were purchased from Gale's collection of Diversity and Anti-Racism titles. purchasing Giller prize winners.
    - James Murphy has been troubleshooting and resolving a number of access issues and setting ERM sheets for new subscriptions.
    - Subscription renewals in April included the Data Liberation Initiative, GeoRef, ACUP 2020 collection, and Safari/O'Reilly. We also initiated some one-time purchases including Sage Research Methods Books & Reference, Sage Research Methods Foundations, SAGE Research Methods Video: Practical Research and Academic Skills, and the Human Kinetics Library. We initiated a 3-year subscription to Children's Literature Comprehensive Database and have subscribed to Scopus. Wrapping up the EBA purchases this winter.

- Other Updates
  - Anti-racism work
    - The year-long reading/discussion of *The Skin We're In* continues. More information about the program is available on their [Facebook site](https://www.facebook.com/PEICOMMUNITYREADS) - <https://www.facebook.com/PEICOMMUNITYREADS>. Bookmarks are available and can be distributed.
  - Student collaborations
    - The latest edition (Volume X: Silhouette) of *The Arts Review* is out and available for purchase from the bookstore. It is also available online at <https://pressbooks.library.upei.ca/artsreview-x>. Thank you to Wendy Henderson for helping make the print version a reality and to Kim Mears for supporting the students in making the edition available online.
  - Library staff highlighted and shared concerns related to the voyeurism incident that occurred in the Library last year and the process that followed. I've shared those concerns. Should staff need any support they can reach out to the UL, Eileen Conboy, Human Resources or the Employee and Family Assistance Program.



Kim Mears &lt;kmears@upei.ca&gt;

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## Library Council April Agenda & March Minutes

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**Cindy MacDonald** <cimmacdonald@upei.ca>  
To: Kim Mears <kmears@upei.ca>

Thu, Apr 29, 2021 at 10:45 AM

Hi Kim,

Sorry for the delay. Dorothy and I have nothing to report from the Post Council.

Cindy

Cindy MacDonald BA, MLIS  
Robertson Library  
University of Prince Edward Island  
1.902.566.6493

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Kim Mears &lt;kmears@upei.ca&gt;

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## Research & Data Services Unit - April Library Council

1 message

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**Kim Mears** <kmears@upei.ca>

Thu, Apr 29, 2021 at 11:37 AM

To: Library Council &lt;library-council-group@upei.ca&gt;

**Interlibrary Loan (ILL)**

- No updates

**IslandScholar**

- There is interest in adding the ability for faculty to host their CV on their Island Scholar profiles so this option is being explored.

- Dr. Pamela Bastante recently made her book, [La fundación de un convento novohispano: el Real Convento de la Purísima Concepción en San Miguel el Grande](#), open access on IslandScholar with permission from her publisher.**Data.upei.ca**

- Changes to Workspaces (a dropbox like software hosted on campus) are coming soon because the software (Pydio) is no longer releasing updates. Planning has started for closing this service and transitioning current users to a new platform for hosting their files. The Library may have a University of Toronto Summer practicum student help with these efforts (we will receive notification by mid- May).

**OERs and Pressbooks**

-The OER Development program has received additional funding from the Government of PEI as a result of Student Union efforts. The Library applied for a Young Canada Works position to assist with the program operations and that position was waitlisted for approval, which should be determined within the next few weeks.

- The Arts Review Volume X is available on Pressbooks! <https://pressbooks.library.upei.ca/artsreview-x/>

-Kim

## University Archives & Special Collections -- Unit Update for Library Council

Simon Lloyd <slloyd@upei.ca>

Thu 2021-04-29 11:19 AM

To: Kim Mears <kmears@upei.ca>

Cc: Library Council <library-council-group@upei.ca>

Herewith the University Archives and Special Collections unit update for April.

- The main unit priority remains the reduction of the backlog of unprocessed special collections and archival material. Progress faltered somewhat in late March-early April, as Leo and I dealt with a late-semester increase in student research inquiries / visits, but we are working to get back on track now. As part of this effort, Leo and I are closely reviewing part of the large David Mason donation of PEI Collection that had, for very various reasons, not previously been routed to Cataloguing: although the quantity of these titles is not large (~100, total) they are predominantly items that may prove challenging to catalogue (variant imprints, ephemera, etc.).
- Thanks to Rosie for her initiative in replacing the outdated / racist Subject Heading "Micmac Indians" with "Mi'kmaq (people)." National, interinstitutional efforts aimed at updating and correcting First Nations-related subject headings appear to making very slow headway, so Rosie's effort at a "local" solution is the more appreciated. We have had a couple of research enquiries on PEI Mi'kmaq over the past month, and it has been a most welcome relief to be able to assist these researchers without having to drag in incorrect, outdated terminology.
- For no clearly-identifiable reason, beyond the general "ebb and flow" of research interests, we have recently had a modest flurry of interest in accessing newspaper content available on microfilm. The microfilm scanners have been getting a good workout as a result, and proving somewhat temperamental, but able to meet our (and the users') needs.
- Maggie Gordon has finished her Young Canada Works-funded internship position with the online LM Montgomery research collections ([kindredspaces.ca](http://kindredspaces.ca)). Thanks very much to Donald and Keltie, especially, for their support of her work.
- Work continues on crafting interpretive text and selecting content for the display on the history of Nursing Education on PEI planned for the Health Sciences Building; Kathleen Wiens remains on contract (donor funding) to assist with this. Last week, Kathleen and I had a very useful consultation with Dr. Rosemary Herbert, a former Dean of Nursing (and Vice-President) at UPEI; she has generously agreed to volunteer her considerable expertise and time as an informal consultant for this project as we move towards (hopefully) a Fall launch.
- James Murphy's cross-appointment with Periodicals and Archives has proved auspicious, as he is very helpfully putting print holdings of a number of periodicals in our Archives in order, just today wrapping up work with the Prince of Wales College *College Times* and now tackling our other PWC print periodicals.
- We have just learned that the application for a 16-week Young Canada Works-funded project to update and improve our Art Inventory project. We look forward to having a project student in place before the end of May.

Respectfully submitted,  
Simon Lloyd

On Wed, Apr 28, 2021 at 2:08 PM Kim Mears <[kmears@upei.ca](mailto:kmears@upei.ca)> wrote:

Hi everyone,

The April Library Council Agenda and the March Meeting Minutes attached.

Friendly reminder to send your Unit reports (myself included!).

-Kim

*Library Council Secretary*

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*Pronouns: he / him / his*

*UPEI is located in the traditional and unceded territory of the Abegweit Mi'kmaq First Nation.*