

**Library Council Agenda**  
**December 17, 2020**  
**9:00am - 11:00am, Google Meet**

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

**Guest(s):** n/a

**Regrets:** Eva Liao (GSA Rep)

**Meeting Online:** [meet.google.com/bmy-ddnb-vsuj](https://meet.google.com/bmy-ddnb-vsuj)

### **Land Acknowledgement**

On December 3, 2020, Declaration on the Rights of Indigenous Peoples in Canada  
<https://www.justice.gc.ca/eng/declaration/index.html>

#### **1. Approval of Agenda**

- Approved.

#### **2. Approval of Minutes (November 26, 2020)**

- Approved.

#### **3. Announcements**

- Travel/PD Plans
  - None
- Training/Learning Opportunities
  - D. Moses reported:
    - The Library is hosting a series of Antiracism Workshops with Angela Ma Brown. First one is the afternoon of December 17, 2020.
  - A recording is available for the December 8, 2020 Decolonization Learning Journey webinar titled Language: The Heart of Culture is now available at <https://youtu.be/IIGyXoPDORQ>.
  - Web Junction - free webinars available at <https://www.webjunction.org/news/webjunction/free-webinars-for-library-staff.html>
- Renovation/Fundraising
  - No update
- COVID-19 Updates (current state of COVID-19 and impact on planned/proposed services)
  - Cases
    - 16 current cases on PEI
    - COVID-19 Circuit Breaker was implemented on PEI as of December 7, 2020. The University is closed, including the library building. Virtual library services continue.
  - The Building
    - Library building closed due to COVID-19 Circuit Breaker.
  - Booking System - no update
  - Services

- Staff working from home and curbside service has restarted. Interlibrary loan services continue for items that can be filled virtually.
- Virtual reference continues.
- K. McCaffrey is meeting with Liz (Health & Safety) in January to discuss group study spaces.
- Reserves - no update

#### 4. Student Reports

- Undergraduate students
  - M. Nassar thanked the Library for curbside service and extended due dates.
  - Access to Technology
    - The Student Union (SU) received refurbished laptops from the Library and 6 desktops from a community group to distribute to students. They received 20 applications.
    - The SU donation to the Library's Laptop lending program should be available soon.
    - K. Mears asked if the SU would be interested in old Kindles that the Library is going to decommission. Consensus was that the Kindles are too old to be useful.
  - M. Nassar asked about the possibility of creating a syllabus archive. This request comes from a student request and it would help students pick courses.
    - The Council showed general interest in the project.
    - S. Lloyd commended that syllabi are the intellectual property of faculty and that could have implications for the project. He suggested an environmental scan of how other universities are archiving syllabi.
  - There will soon be light therapy lamps for checkout through the Library. The SU donated 4 and the Library matched the donation so 8 lights will be available. The PEI public library system also hosts a similar program: <https://www.cbc.ca/news/canada/prince-edward-island/pei-libraries-light-therapy-lamps-1.5757660>.
- Graduate students
  - No update

#### 5. Past Proposals

- Winter 2021 Hours (D. Moses)
  - D. Moses shared [student comments](#) about Library hours.
  - Winter hours:
    - January 4th - 10th
      - a. Monday - Friday, service desk and chat service
        - i. 8:00 am - 5:00 pm
      - b. Saturday/Saturday, service desk and chat service
        - i. 12:00 pm - 5:00 pm
    - January 11th - 31st
      - a. Monday - Friday
        - i. 8:00 am - 6:00 pm, service desk
        - ii. Chat: 9:00 am - 8:00 pm, chat service
      - b. Saturday/Saturday

- c. 12:00 pm - 5:00 pm, service desk and chat service
- K. MacPhail asked if there needed to be changes to the mid-day cleaning schedule for Monday - Friday?
  - D. Moses suggested shifting the cleaning scheduled to 12:30 pm - 1:30 pm due to feedback from AVC students
  - D. Moses will contact Cleaning Services to determine if they can accommodate a shift in cleaning time.
  - A council member suggested checking the class timetable to see when the courses fall in the afternoon.
  - A council member suggested that we review cleaning standards in Winter 2021.

## 6. New Proposals

- Library Policies
  - Computer Use Policy (D. Moses)
    - D. Moses requested a review of the policy; The group should investigate if the policy should be retired and/or if it should be replaced with the University's [Acceptable Use Policy](#).
    - K. McCaffrey, M. Nassar, and S. Lloyd volunteered to review the policy.
  - [Fines Policies](#) (Fines Working Group)
    - R. Le Faive provided context for this proposal: Reducing barriers and inequities to using library materials
    - Proposal #1: Adoption of new policies outlined in [document](#), including wiping some patron fines
      - a. Discussion:
        - i. M. Nassar commented that this is a great initiative and it will go a long way to help students.
        - ii. S. Lloyd commented that the communication of these new policies should place emphasis on the fact that when an item doesn't come back that it hurts your fellow students.
        - iii. A library council member stated that the Library should be more clear that we are more interested in items being returned than students paying fines.
        - iv. The Council also discussed the need for a larger University program that focuses on student access to technology through ITSS
          - 1. Malak is open to collab on this
        - v. Wipe fines for:
          - 1. legacy fines from pre-evergreen
          - 2. \$0.25/day fines outstanding
          - 3. reducing "reserves" fines to the cost that they'd be under the new policy.
      - b. DECISION: ADOPTED
        - i. 8 voted (+1), 1 Council Member abstained. The proposal is approved.
- Library Planning / Future Directions
  - No proposals
- Library Operations

- Proposal: Create a Equity, Diversity, and Inclusion Library Committee (D. Moses)
  - Discussion
    - a. This is a standing committee and terms of reference are being drafted by K. McCaffrey.
    - b. Membership is open to all library employees, not just librarians.
- [Library Council Consensus Decision Making Guidelines](#) (K. Mears)
  - K. Mears explained that some processes and procedures should be created for Library Council.
  - R. Le Faive and S. Lloyd volunteered to help draft the guidelines.
  - S. Lloyd suggested that Chris Vessey, who serves as a parliamentarian for the faculty Association, may be a good reference source.
- Other - None

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

- D. Moses reported that there is a wrong date listed in his Chair's report for the February Senate meeting. It is scheduled for February 12, 2021.

## 8. Roundtable

- D. Moses - no updates
- M. Nassar - no updates
- C. MacDonald - no updates
- R. Le Faive
  - Indigenous Activists Networks
  - Defenders of the Land, Truth Campaign, Idle No More
  - UNDRIP BILL C-15 DEEPLY FLAWED AND MUST BE REJECTED SAY INDIGENOUS NETWORKS AND LAND DEFENDERS, <https://idlenomore.ca/indigenous-networks-and-land-defenders-call-to-reject-bill-c-15/>
- K. McCaffrey - new social media tool - link.tree
- S. Lloyd
  - UPEI Institutional budget for 20-21 is available on the University website; modest increase in collections 3%: [https://files.upei.ca/finance/operating\\_budget\\_2020-2021.pdf](https://files.upei.ca/finance/operating_budget_2020-2021.pdf) ; short statement on passing of Dr. Ronald J. (Ron) Baker: <https://library.upei.ca/node/5544>
- D. Peters - no updates
- Y. Hood - no updates
- M. Nassar - no updates
- K. MacPhail - no updates
- K Mears - reminder about Interlibrary Loan changes
- D. Moses - thanked all members for their participation

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

- *Chair's Reports - attached*

- 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) - no report
  - Instruction and Outreach (Y. Hood) - no report
  - Collections / Acquisitions (D. Moses) - no report
  - Digitization/Digital Initiatives (K. MacPhail) - no report
  - Circ/Admin (D. Moses) - included in the Chair's report
  - Research and Data Services (K. Mears) - no report
  - University Archives and Special Collections (S. Lloyd) - no report
  - Cataloguing/Metadata (R. Le Faive) - no report
  - Systems (R. Le Faive) - no report

## Library Council – December 17, 2020 – Chair’s Report

### Budget

- Continuing to work on balancing the budget.
- Awaiting further transfers

### Staffing

- The Library Review Committee has met to consider Kim Mears permanency application and has provided a recommendation.

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

- Replacement projectors for LINC and Language Lab have been ordered, but are on backorder.
- Former storage room prepared for ITSS to use as server closet.

### Other University Committee Updates

- APCC / Senate Update
  - APCC: Updates included: Department of Physics Review and Departmental response. Librarians have provided feedback on a number of new course forms that will be coming to APCC in the future.
  - Senate: No Senate meeting in December. Next meeting January 15, 2021.
- Health and Safety
  - Andrea Caza has volunteered to represent the Library on the Health and Safety Working Group and Wendy Collett has agreed to serve as the alternate. Thank you to both Andrea and Wendy.

### Unit Updates

- Circ and Admin
  - Winter hours and scheduling desk and virtual reference.
  - Updating domain names that we manage.
  - Staff supported the Library’s new Click and Collect service. From November 27-December 15, 2020 staff fulfilled 27 requests (37 items). Since September 2020 there have been 132 requests filled (202 items).
  - Collection of CARL statistics is ongoing and submission date has been extended to the new year.
  - Removing fall 2020 Reserves and adding items for winter semester.
  - Ongoing projects include identifying and updating missing periodicals holding information, supporting ILL, Table of Contents project, updating Benevolent Irish Society metadata records in IslandVoices, updating library web pages, digitizing Montgomery’s manuscript.
  - 3d Printing service will potentially restart in February 2021.
  - Unit continues to support easeback activities.
  - 3210 total space bookings in the Library for the period September 8, 2020 – December 6, 2020 and include 242 carrels, 1625 rooms, 109 sound proof booth bookings, 857 tables, and 377 computers/workstations.

- Library website statistics for September 1, 2020 – December 14, 2020: 30,675 Users, 67,783 Sessions, and 140,712 Pageviews. Top search terms include pen/PEN, rxfiles/rxtx, career, brene brown, plumb, criterion, pubmed, and equine surgery.
- Main door entry counts for September – December 2020: 8458.
- Collections
  - James Murphy and Cindy MacDonald continue to support the purchase and monitoring of monograph and periodical resources
  - James Murphy is working through our Ebsco packages and cleaning up titles and holdings information. He has reviewed the Periodicals Archives Online Collections we acquired last fiscal and comparing that with existing print holdings – estimated that 46 feet of shelf space can be reduced. James continues to update holdings information for journals for PEI periodicals.
  - Cindy MacDonald continues to track perpetual access purchases (Oxford EBA purchases added), purchases of BIPOC resources continue (33 items to date), and is updating the Textbook Project information with information from the Winter 2021 courses.
  - Database renewals included Wiley-Blackwell Journals, Audio Cine Films, Criterion on Demand, ACS Web Editions, Early Canadiana Online / Heritage Content Access Preservation Fund, Iter Bibliography, SpringerLink Journals, Taylor and Francis SSH, Statista, and individual journals titles have been processed. We have not renewed GeoScienceWorld for 2021.
- Other Updates
  - Anti-racism work
    - Three training sessions planned with the first session, *Anti-racism Education*, is scheduled on December 17, 2020.
    - Fines Working Group is preparing recommendations.
  - Student Union collaborations
    - Purchasing light therapy lamps for loan.