

Library Council Agenda & Minutes
February 25, 2021
1:00 pm - 3:00 pm, Google Meet

Present (expected): 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 (SU Rep)

Guest(s): n/a

Regrets: Malak Nassar, Keri McCaffrey

Meeting Online: meet.google.com/pii-evyy-itb

Land Acknowledgement

1. Approval of Agenda

- D. Moses requested to rearrange the agenda because he needs to leave early for another meeting. K. Mears moved. S. Lloyd seconded.
- R. Le Faive agreed to serve as chair after D. Moses leaves the meeting.

2. Past Proposals

- [Library Council Consensus Decision Making Guidelines](#) (K. Mears, R. Le Faive, S. Lloyd)
 - K. Mears reported that the workgroup has not met since the last council meeting. A meeting will be scheduled in March.
- Anti-Racist Equity, Diversity, Inclusion Committee (Keltie)
 - [Terms of Reference](#) (draft)
 - D. Moses thanked K. McCaffrey for the work on this project. K. MacPhail presented the draft terms of reference. She asked for Library Council Members & CUPE to review the terms so that they can be brought for a vote at the March Library Council meeting.
 - S. Lloyd commended Keri and Keltie for their work on this document and he wanted to acknowledge the role of Library Council in this document. It is a decision making/deliberative body for the Library.
 - K. Mears highlighted the addition of developing the Library's statement as one of the committee's first tasks.
 - S. Lloyd highlighted a news article: [Being Black on campus: Why students, staff and faculty say universities are failing them](#)
 - The Black Cultural Society is hosting a panel today, Thursday, February 25, 2021, for Black History Month @UPEI Panel Discussion, from 5-6:30 pm at the Fox & Crow, <https://www.upei.ca/notice/2021/02/black-history-month-upei-panel-discussion>. Y. Hood is on the panel.

3. New Proposals

- Library Policies
 - [IslandScholar Guidelines](#) (Kim)
 - K. Mears presented the proposal and asked for feedback from members. She plans to bring it to a vote at the next Library Council meeting in March.

- Library Planning / Future Directions
- Library Operations
 - [Library Hours for April 2021](#)
 - D. Moses presented hours for Easter and the exam period.
 - D. Peters reported that there may be a scheduling problem as some students may not want extra hours. She will follow up with students.
 - E. Liao recommended that the hours are the same from April 2-5th to avoid confusion: 12:00 pm - 5:00 pm
 - C. MacDonald confirmed that the Library is usually open 12:00 pm - 5:00 pm on April 2nd each year.
 - K Mears asked librarians are still needed for evening vRef shifts from April 11-21.
 - D. Peters asked if we need a student at the entrance in the evening during extended exam hours. D. Moses responded that if a student is needed then we can address that and suggested that the item be taken to the next Service Desk meeting.
 - D. Moses reported that reservation slots will be updated for the exam period with a single booking time slot in the evening, 1:00 - 8:00 pm.
- Other

4. Follow-ups on Pre-submitted Reports

- Post CUPE
 - C. MacDonald reported that there was some interest in the EDI Committee at the last post council meeting. Some of the staff would like to know if they can participate and, if so, who should they follow up with.
 - D. Moses reported that the terms of reference has been updated to address membership and it includes library staff.

5. Approval of Minutes (January 28, 2021)

- S. Lloyd moved. R. Le Faive seconded.

6. Announcements

- Travel/PD Plans
 - n/a
- Training/Learning Opportunities
 - D. Moses - Interesting experiment from York U. librarian with Reference Desk transactions and sound - <https://www.miskatonic.org/2021/02/23/staplr/>
 - Reflections of a First Nations librarian from the 1970s to the present - Dr. Gene Anne Joseph
- Renovation/Fundraising
 - D. Moses reported that Coles and Associates provided a draft master plan with the renovations committee.
 - K. Mears echoed Sarah Fisher's email comments on the plan, especially the plan still included accessing a classroom through a staff area/office/hallway.
 - S. Lloyd agreed and will provide feedback via email.
- COVID-19 Updates (current state of COVID-19 and impact on planned/proposed services)

- Current
 - [CBC reported](#) that P.E.I. has confirmed two new cases of COVID-19 and one public exposure site — at the Toys R Us store. It will still be 6-8 more weeks until the Atlantic bubble will reopen.
- The Building
 - No update
- Booking System
 - 1. D. Moses reported 623 space bookings between February 1 – 24, 2021
 - a. 264 Rooms, 39 Carrels, 102 Workstations, 153 Tables, 28 Soundproof Booth, 37 Group Spaces
- Services
 - No update
- Reserves
 - D. Moses reported that there have been no checkouts of reserves books but requests for digitization of materials.

7. Student Reports

- Undergraduate students
 - No report
- Graduate students
 - E. Liao reported that there have been two GSA events:
 - Afternoon coffee session
 - Snow tubing (at Brookvale)
 - There are no GSA events planned for March or April.
 - E. Liao reported that there have not been any mentions of library issues from the graduate students.

8. Roundtable

- R. Le Faive
 - R. Le Faive reported that she is happy to be back at work after a hiatus and she is easing back into a full workload over the next few weeks.
 - She thanked everyone for the support while she was out.
 - R. Le Faive met with the new Director of the Mawi'omi Indigenous Student Centre, Julie Pellisier Lush.
 - R. Le Faive and Y. Hood will be meeting with Elder Judy in the near future.
- D. Peters
 - No updates
- Y. Hood
 - Y. Hood reported that the Public Library is partnering with Robertson Library on a year long community read along project. Holland College and the Bookmark may also partner on the project.
- K. Mears
 - The [Textbook Champions project](#) will launch in the first week of March, which is Open Education Week.
- K. MacPhail
 - No updates
- C. MacDonald
 - No updates
- E. Liao

- No update
- Simon
 - Simon acknowledged the cataloging staff and Leo in their work to help reduce the backlog of Spec Collections material. James started working in Archives/Special Collections a day or two a week, specifically work on spreadsheets of uncatalogued material (including some new AV material we received from the UPEI Audio Visual Dept - doesn't exist any longer).

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)

ROBERTSON LIBRARY HOURS

WINTER 2021

January 1 2021- April 30, 2021
(SUBJECT TO CHANGE)

Service Desk 566-0583

January 4-April 10, April 22-April 30	Monday – Friday Saturday – Sunday	8:00 am - 6:00 pm 12:00 pm - 5:00 pm
April 11-April 21 (Exam hours)	Monday – Friday Saturday – Sunday	8:00 am - 8:00 pm 12:00 pm - 8:00 pm
Please Note: January 1 - 3 February 15 April 2 April 3 April 4 April 5	Friday - Sunday Islander Day Good Friday Saturday Sunday Easter Monday	CLOSED 12:00 pm - 6:00 pm 12:00 pm – 6:00 pm 12:00 pm – 5:00 pm 12:00 pm – 5:00 pm 12:00 pm – 6:00 pm
Virtual assistance will be available M-F (9 am – 8 pm) & weekends (12 pm- 4:30 pm)		

Library Council – February 24, 2021 – Chair’s Report

Budget

- Continuing to work on balancing the budget.
- Confirmed new budget transfer from AHS

Staffing

- Systems Librarian position is going through the vacancy committee process.
- Library Technician position posting closed and preparing for interviews.

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

- Replacement projectors for LINC and Language Lab being installed.
- Have invited Fred Horreht (Facilities Management) and Liz Rostant McArthur (Health, Safety & Environment) to upcoming staff meeting to share updates re: the library’s air system.

Other University Committee Updates

- APCC / Senate Update
 - APCC: Updates included: New course proposals from Modern Languages and AVC- Pathology and Microbiology. Variety of calendar and curriculum changes.
 - Senate: UPEI will continue with a hybrid model of teaching for the 2021 Summer Academic Semester (Session 1 from May–June, Session 2 from July–August). UPEI will move to primarily in-person teaching with online components for the 2021 Fall Academic Semester, in keeping with the guidance of the PEI Chief Public Health Office (PEI-CPHO). EDI strategy has gone to the Board of Governors for review.

Unit Updates

- Circ and Admin
 - Scheduling desk and virtual reference.
 - Staff supported the Library’s new Click and Collect service. From January 24 – February 24 staff fulfilled 40 patron requests for 58 books.
 - Testing Evergreen 3.6.1. Discussed new features for potential implementation – Reserves and Curbside Checkout – but will continue using existing processes. Reviewing automated renewals, courtesy notices, and hold driven recalls.
 - Collection of CARL statistics is ongoing. Clarifying submission date with CARL.
 - IB student accounts for Charlottetown Rural and Colonel Gray created
 - Coordinating ongoing student projects.
 - Updating the Library’s equipment inventory and identifying computers that should be replaced. Updating SDU touchscreen display/computer. Determining whether the EBM can be repaired.
 - Unit continues to support easeback activities.

- 623 space bookings February 1 – 24, 2021. Breakdown is 264 Rooms, 39 Carrels, 102 Workstations, 153 Tables, 28 Soundproof Booth, 37 Group Spaces
 - Main door entry counts January 28, 2021 – February 24, 2021: 1796.
 - Items digitized for Reserves. Physical Reserve books haven't circulated.
 - Digitized VHS tapes containing interviews from the "Bend in the Road" project and ongoing work to digitize LMM manuscript - both for the Virtual Museum Canada project.
 - Helped submitted 3 Young Canada Works applications for summer students – OER Program Associate, Digitization Student Assistant, and an Art Collection Student Assistant.
- Collections
 - James Murphy and Cindy MacDonald continue to support the purchase and monitoring of monograph and periodical resources
 - James Murphy is pulling usage statistics that will feed into our CARL statistics, working with UASC to update periodical holdings, ongoing cleanup of holdings data in Ebsco. Reviewing the features and configurations for UnSub, a tool that we can use to forecast, explore, and optimize alternatives to publishers' Big Deals.
 - Cindy MacDonald continues to track perpetual access purchases, purchases of BIPOC resources continue (45 items to date) and purchasing Giller prize winners.
 - Troubleshooting and resolving access issues. Subscription renewals in February included CAB Ebooks, JSTOR, MADCAD Standards, RxFiles, Sage EBA, SPAC, and Veterinary Clinics of North America. We are also working on the Wiley UBCM, the Springer EBA, and the Elsevier EBS programs through Feb/March 2021.
 - Other Updates
 - Anti-racism work
 - Staff have participated in three training sessions with Angela Ma Brown.
 - Yolanda Hood has been working with the International Student Office, the Student Union and other potential partners on *The Skin We're In* year-long reading/discussion event.
 - Student Union collaborations
 - 5 additional SAD lamps added for loan. Loan period changed.
 - 3 new Chromebooks have been added to the lending pool.