

Library Council Minutes
January 28, 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)

Guest(s): n/a

Regrets: Malak Nassar (SU Rep)

Meeting Online: meet.google.com/vpk-oixc-axm ; Join by phone: (US) +1 401-684-2586, PIN: 782 522 444#

Land Acknowledgement

1. **Approval of Agenda (S. Lloyd, R. Le Faive)**
2. **Approval of Minutes (December 17, 2020) (K. McCaffrey, K. MacPhail)**
3. **Announcements**
 - D. Moses shared:
 - [Foundational Terms](#) on Aboriginal and Treaty Rights. and more on their [Facebook page](#)
 - Bell's Let's Talk Day:
 - UPEI's Mental Wellness resources:
<https://www.upei.ca/health-centre/mental-health>
 - Employee Assistance Program:
<https://www.upei.ca/hr/employee-and-family-assistance>
 - Travel/PD Plans
 - K. Mears attended [PIDapoolooza](#) on January 27, 2021
 - The next and last Anti-racism session with Angela Ma Brown is February 11th, 1:30-4:00 pm.
 - K. MacPhail and K. McCaffrey submitted an abstract to APLA 2021 and their abstract was accepted! They are presenting on Start Your Research guide. APLA 2021 is virtual.
 - Training/Learning Opportunities
 - D. Moses reported on WebJunction free webinars:
<https://www.webjunction.org/news/webjunction/free-webinars-for-library-staff.html>
 - Renovation/Fundraising
 - D. Moses received a draft report from Coles that will be shared with the renovation committee.
 - D. Moses checked with Facilities regarding the Library's HVAC system. The Library's fresh air intake is set at winter flow and air filters were changed at the end of summer. They are checked and replaced when needed. D. Moses will follow up with questions from Simon regarding recommendations from ASHRAE: [Guidance For Re-Opening Buildings](#).
 - COVID-19 Updates (current state of COVID-19 and impact on planned/proposed services)
 - Update on COVID-19 cases on PEI:

- As of January 19, 2021, 2 new positive cases, but no public exposure, 110 cases since the start of the pandemic [[Source](#)].
- Letter from Faculty Association & CUPE Regarding Institutional Response to COVID-19
 - A letter was sent from the Unions to the University Administration regarding cleaning and overall health and safety.
 - D. Moses asked what are the continuing problems in the Library so that they can be addressed?
 - K. Mears expressed that she was unsure what was appropriate to comment on since the letter was from the Unions.
 - S. Lloyd also commented that all the items addressed in the letter were not new concerns and we had discussed them throughout the Easeback committee meetings.
- The Building
 - Group study spaces are now available on the upper floor of the Library. There have been instances in which students have not been wearing masks. Please remind students in open spaces to wear masks in open spaces. Masks may only be removed if students are alone in a study room.
- Booking System
 - The reservation system was modified for the Winter 2021 semester (cleaning period and afternoon reservation slot) and group study spaces were added.
 - There have been 23 student reservations since the start of the Winter 2021 semester.
- Services
 - D. Moses reported service statistics for Jan. 4 – Jan. 24:
 - a. Click and Collect: for 57 books and 1 microphone requested
 - b. vRef: 170 vref questions
 - c. Traffic: 1675 entries through main door
 - d. K. Mears reported ILL statistics and will share them in her unit report.
- Reserves
 - R. Thomson processed quite a few requests for reserve items.

4. Student Reports

- Undergraduate students:
 - Student Union provided funds to purchase 3 Chromebooks to add to lending inventory. They have been purchased and are being processed.
 - Given the high demand, 5 additional therapy lamps were purchased by the Library.
 - The loan period for the lamps were adjusted to two weeks and students will be able to place a hold on them.
 - The Student Union submitted a pre-budget submission to the Government asking for a multi-year fund of \$50,000 a year for OERs based on the report provided by K. Mears. M. Nassar will provide an update.
- Graduate students
 - GSA meeting on January 29, 2021 at 11: 00 am

5. Past Proposals

- Winter 2021 Hours (February - April) (D. Moses)
 - D. Moses reported that the Library Hours will remain the same through April.
 - A question was posed about who updates the Library Hours on the website. D. Moses will confirm whether it is Sarah Fisher or Robyn Thomson.
- [Computer Use Policy](#) (K. McCaffrey, M. Nassar, S. Lloyd)
 - Discussion:
 - S Llyod agreed that the inclusion of the Canadian Federation of Library Association's [Statement on Intellectual Freedom and Libraries](#) was good.
 - K. Mears suggested a small grammatical change
 - D. Moses asked to meet with Dana Sanderson regarding the campus's ITSS Computer
 - Decision: APPROVED
 - Votes: 6 Yes (+1) and 2 abstains (0)
 - Keri will update webpage and will include a date on the page
- [Equity, Diversity, and Inclusion Library Committee](#) (K. McCaffrey)
 - Discussion
 - K. McCaffrey asked for feedback on the terms of reference.
 - Y. Hood and R. Le Faive asked if antiracism was excluded/why anti-racism taken out of the committee name.
 - D. Moses clarified that yes, antiracism is included in the committee and in alignment with the university efforts of EDI
 - Y. Hood commented that:
 - a. Antiracism is not equity diversity or inclusion. It's the act of being intentionally against racism. She suggested the committee name of EDI and antiracism committee.
 - b. K. McCaffrey suggested Robertson Library Anti-Racist Equity, Diversity, Inclusion Committee
- [Library Council Consensus Decision Making Guidelines](#) (K. Mears, R. Le Faive, S. Lloyd)
 - K. Mears reported that the group met this month and assigned some tasks. Work is ongoing.

6. New Proposals

- Library Policies
- Library Planning / Future Directions
- Library Operations
- Other

7. Follow-ups on Pre-submitted Reports

- CUPE: vacant library technician position in the Circulation department
 - D. Moses has submitted a job description for a term circulation position (12 months) to Human Resources. The advertisement should be on the University website soon.

8. Roundtable

- D. Moses - none

- Y. Hood - Yolanda was part of a committee that received the YALSA 2021 Volunteers of the Year Award - The 2019 Outstanding Books for the College Bound Committee, more information is available at <http://www.ala.org/news/member-news/2021/02/yalsa-names-recipients-its-2021-volunteers-year-award>
- S. Lloyd - none
- K. McCaffrey - Will host a practicum student from Dalhousie in April to work on subject guides and instructional materials
- K. MacPhail - Was featured on CBC Compass , <https://www.cbc.ca/player/play/1848745539993/> -- 13:06
- R. Le Faive - none
- K. Mears - Also applied to host a practicum student from Dalhousie in April to work on RDM modules.
- D. Peters - none
- C. MacDonald - none
- E. Liao (GSA Rep) - none

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

Library Council – January 28, 2021 – Chair’s Report

Budget

- Continuing to work on balancing the budget.
- Confirmed budget transfers from SMCS and Climate

Staffing

- Paperwork for Systems Librarian position has been updated and sent to VPAR.
- Prepared posting for Library Technician position and submitted for approvals.
- Worked with Simon Lloyd to hiring a Graduate Student Assistant under the Young Canada Works program.

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

- Replacement projectors for LINC and Language Lab have arrived and we are waiting on some peripherals. Projectors should be scheduled for install during February.

Other University Committee Updates

- APCC / Senate Update
 - APCC: Updates included: New course proposals in Music, Education, Nursing, Path/Micro and Companion Animals. Librarians completed program reviews for Business (under graduate) and Paramedicine.
 - Senate: No Senate meeting in January. Next meeting February 12, 2021.
- Health and Safety
 - Andrea Caza has shared the incident report with staff and has shared the Health and Safety Working Group report. Concerns raised in the report included exposed post holes near walkways, a question related to when building hours would be extended, and the stock of PPE, hand sanitizer, etc.

Unit Updates

- Circ and Admin
 - Scheduling desk and virtual reference.
 - Staff supported the Library’s new Click and Collect service. From Jan. 4 – Jan. 24 staff fulfilled 34 patron requests for 57 books and 1 microphone.
 - Collection of CARL statistics is ongoing. We have a question in re: the submission date for the statistics.
 - Winter reserves have been added and a number of items scanned for eReserves.
 - IB student accounts being created
 - Ongoing projects include identifying and updating missing periodicals holding information, supporting ILL, Table of Contents project, updating Benevolent Irish Society Lecture Series metadata records in IslandVoices, updating library web pages, digitizing Montgomery’s manuscript.
 - Coordinating a number of student projects including table of contents, checking vet. books, people counting, transcribing names on maps, social media posts, website link checking, BookLives

- 3d Printing service is under review.
 - Updating the Library's equipment inventory, working on the EBM (currently not working) is working on the EBM, experimenting with installing Chromium on old laptops.
 - Experimenting with Lulu as an alternative to EBM printing.
 - Pauline supported Bell's Let's Talk campaign
 - Unit continues to support easeback activities.
 - 528 space bookings in January. Breakdown is 260 Rooms, 30 Carrels, 63 Workstations, 127 Tables, 25 Soundproof Booth, 23 Group Spaces
 - Main door entry counts to January 27, 2021: 1675.
- 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.
 - Cindy MacDonald continues to track perpetual access purchases, purchases of BIPOC resources continue (35 items to date), purchasing Giller prize winners, and is updating the Textbook Project information with information from the Winter 2021 courses.
 - Subscription renewals in January included Royal Gazette, West Prince Graphic, Proceedings of the Nova Scotia Institute of Science, CPA Canada Acctg Standards and Guidance, Atlantic Business, Oxford EBA. Started a new database subscription, Bibliography of Asian Studies, in support of the Asian Studies Minor.
 - Other Updates
 - Anti-racism work
 - Staff have participated in two training sessions with another one scheduled for February.
 - Student Union collaborations
 - Purchased 10 light therapy lamps and they have all been signed out. Given the demand, we've ordered an additional 5 lamps.
 - With funds from the Student Union supplemented from the Library's operation budget we have purchased 3 new chromebooks to add to the lending pool.



Kim Mears <kmears@upei.ca>

Instruction outreach service desk

1 message

Yolanda Hood <yhood@upei.ca>

Thu, Jan 28, 2021 at 12:48 PM

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

Librarians are continuing to meet to discuss the concept of decolonizing our instruction and ways to actually make that happen in the classroom

-Continuing to work with Kaitlyn and Keri on ways to engage students through the library's social media accounts

-met with international student office and student union to make plans for black history month. Year long community read was the result of discussion, details to follow. We will also host the viewing of the documentary about the skin we're in.

-will meet with keri and Kaitlyn to discuss social media outline for black history month and freedom to read week

Service Desk

-The island is requiring masks in public buildings/stores/etc. So, the library is in compliance with our policy. It is my understanding that students can still take off their masks at their reserved space but will need to have them on when moving throughout the library.

-service desk meeting in February to review how opening of winter semester has gone

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Kim Mears <kmears@upei.ca>

Council Report - Digitization and Digital Projects

1 message

Keltie Jane Mac Phail <kmacphail@upei.ca>
To: Library Council <library-council-group@upei.ca>

Thu, Jan 28, 2021 at 9:08 AM

Hi All,

Below is the Digitization and Digital Projects Report for December

Digitization

- Digitization of a collection of photographs from a private collection (Mullen-Jenkins Family).
- Work continues on a number of different projects including:
 - Virtual Museums Canada/Confederation Centre of the Arts LM Montgomery project.
 - Work on several metadata cleanup/enhancement projects on IslandImagined and IslandNewspapers.
 - Ongoing work to move Digi Lab equipment that runs on Windows 7 or older over to Windows 10 computers.

Digital Collections/VREs/CAIRN sites

- Migration of <http://pwc.upei.ca/> (Prince of Wales College Digital Archives) is almost complete.
- Work continues on the migration of sites sitting on the VRE2 server (including islandnarratives, craipe, and others).
- Work continues on preparing University de Moncton's institutional repository for launch
- Work continues on preparing the Health Centred Research Clinic's VRE site for launch
- Work continues on a few minor updates to the Airspace and MusicCog VREs
- Several troubleshooting requests on MtA, StFX, and CBU CAIRN sites.

Thanks,
Keltie

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Kim Mears <kmears@upei.ca>

Research & Data Services Unit Update

1 message

Kim Mears <kmears@upei.ca>

Thu, Jan 28, 2021 at 3:27 PM

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

Interlibrary Loan (ILL)

Fall 2020 Statistics (Sept 1st - Dec 31, 2020)

- ILL received a total of 1486 requests from UPEI patrons.
 - 1124 (78%) were filled. (Some of those 1486 submitted requests would have been completed in January when we and other lending libraries resumed services after the holiday break.)
 - Of the 1124 filled requests, 592 (52.7%) requests were filled from online holdings that patrons had access to through the library or from freely available sources (e.g. Google, ResearchGate).
- ILL sent 500 requests for materials to other libraries.
- ILL received 150 requests from other libraries for items in our holdings.
 - 113 were filled (45 with books, 68 with copies)
 - The cancelled requests were likely for ebooks (not available for ILL) or for print books requested by libraries outside Atlantic Canada -- at that time (September to December), we were neither lending to nor borrowing from libraries outside Atlantic Canada.
- VISA costs were \$257.11.

IslandScholar

- Citations are entered on a continuous basis and profiles are being updated.
- The API that provides data from Sherpa/Romeo changed and required that we update the way that information was displayed in IslandScholar
- Developers are working on updating research interests listed on a profile to become a search for that term so that researchers can find scholars with similar interests.

Data.upei.ca

- Rosie continues to work with Research Services to create a database of funding opportunities.
- Alexander is working with ITSS to determine if OneDrive can replace Pydio as a file storage system since the version of Pydio that we use has reached its end of life.

OERs and Pressbooks

- Due to COVID-19, the past grant recipients have been allowed to continue their OER projects beyond the initial deadline of the end of 2020.
- The AtlanticOER regional initiative is launching it's grant program on a webinar on Friday, January 29th, 2021 from 10:00-11:00 a.m. Atlantic | 10:30-11:30 a.m. Newfoundland on [Microsoft Teams](#)

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Kim Mears, MLIS, AHIP (she/her)

Health Sciences & Scholarly Communications Librarian
902-566-0453 | kmears@upei.ca

Robertson Library | University of Prince Edward Island
550 University Ave, Charlottetown PE C1A 4P3, Canada
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UPEI is on the ancestral, unceded, and unsundered territories of the Mi'kmaq people.

University Archives and Special Collections unit update -- January 2021 Inbox ×



Simon Lloyd

to Donald, Library

9:49 AM (22 minutes ago)

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

The main unit priority remains the reduction of the backlog of unprocessed special collections and archival material. Progress continues to be slow but steady: thanks are due to Cataloguing and Periodicals staff, especially, for their ongoing support of this effort.

As the backlog reduction continues, we look forward to resuming the acquisition of recent / current PEI publications on a more systematic basis.

There continues to be a steady volume of research requests from both UPEI and non-UPEI users, and with mix of in-person and distance (e-mail) contacts.

As noted in Donald's report, we were able to secure Young Canada Works funding for a graduate student assistant position to continue work on the LM Montgomery KindredSpaces collections. Maggie Gordon began work this work, and will continue with us until the end of March; she will be working a couple of shifts / week of the LM Montgomery Institute office.

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. We have retained the services of Kathleen Wie museum professional who has recently moved to the Island, to assist in this work.

Respectfully submitted,
Simon