

Library Council Minutes
May 27, 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 Representative), Anagha Muralidharan (Student Union Representative)

Guest(s): Leena Daboo (SU VP Finance)

Regrets: Anagha Muralidharan (Student Union Representative),

Meeting Online: meet.google.com/mjg-hnwf-nge

Join by phone: (US) +1 402-588-0142 PIN: 722 388 897#

Land Acknowledgement

- 1. Approval of Agenda.** Moved and seconded.
- 2. Approval of Minutes (April 29, 2021)**
 - One correction needed - add the APLA 2021 dates to the minutes. Approved with that correction.
- 3. Announcements**
 - Travel/PD Plans
 - APLA 2021 Conference - K. McCaffrey and K. MacPhail are presenting and Keri is also giving a lighting talk. Kim is attending and part of the social media team for the conference, Donald attending the Open Repositories Conference
 - WILU 2021 is June 21-25th and Y. Hood is presenting.
 - Training/Learning Opportunities
 - Training with Eileen Conboy (Sexual Violence Officer)
 1. The Library Will have training on June 17th: Recognize, Respond,
 2. [Archiving the Black Web](#) was recommended.
 - Renovation/Fundraising
 - Associate Vice-President, Facilities Management & Construction (Fred) sent feedback to Coles on the renovation plans and they are waiting for a response.
 - Library Anti-racism & DEI Efforts
 - Anti-racism & DEI Committee
 1. The committee worked with Eileen Conboy to schedule training
 2. There will be workshops from Elder Judy in the future..
 3. The Library is not going to rush posting on social media about the Israel/Palestine conflict. The committee is getting feedback from BIPOC/USHR, the Muslim Society, or Jewish community.
 4. PEI Community Reads: The planning committee is meeting for summer. Check the Facebook page for meeting links and more.
 - COVID-19 Updates (current state of COVID-19 and impact on planned/proposed services)
 - Current state
 1. 200 cases since, 13 cases active, no deaths, 2 hospitalizations ([CBC](#))

- 2. PEI Phased reopening plan, [Source](#)
- Easeback Committee Updates
 1. The committee had it's initial meeting to discuss fall 2021 operations. 2 scenarios were suggested:
 - a. Status Quo
 - b. More relaxed
 2. Discussed reopening stacks
 3. Review of hours
 - a. Suggestion of revisiting hours in September based on usage
 4. Discussed continuing contact tracing.
 5. CPA students
 - a. Summer usage to study for professional exams
- The Building
 1. The University is working on updating signage and tape.
 2. No current work orders.
- Booking System
 1. 206 spaces booked
 - a. 70 rooms
 - b. 17 carrels
 - c. 61 workstations
 - d. 10 soundbooth
 - e. 5 groups spaces
- Services
 1. 19 requests for 35 books
 2. 13 service tracker transactions
 3. 30 vRef questions
 4. The Espresso Book Machine has been repaired and is working again.
- Reserves
 1. No update.

4. Student Reports

- Undergraduate students
 - L. Daboo reported that the Student Union will be purchasing laptops at the end of June for the Library's laptop program.
- Graduate students
 - E. Liao reported that May 17, 2021 was their last meeting and there will be an election for new officers.

5. Past Proposals

- [Library Council Consensus Decision Making Guidelines](#) (K. Mears, R. Le Faive, S. Lloyd)
 - The working group will meet in June to discuss the guidelines.
- Library Operations
 - Voyeurism Incident
 1. D. Moses Investigation process followed the Sexual Violence policy. The results are confidential.
 2. The May Health & Safety report included the following statements:
 - a. As a result of the discussion surrounding the voyeurism incident, senior management will provide direction to the

campus community on how they will better communicate to students and staff to ensure their safety.

- b. They are also looking at the multiple stalls in the gender neutral restrooms in the library.

- Fall 2021 Discussion

- 1. Library Hours

- a. The hours were discussed in easeback meeting, specifically the need to balance staffing levels with operating hours if we are returning to 2 people on the desk.

6. New Proposals

- Library Policies
- Library Planning / Future Directions
- Library Operations
 - Microsoft Office 365 Migration
 - 1. ITSS provided resources
 - 2. [FAQ item "What will NOT be migrated?"](#) (myUPEI - requires sign in)
 - a. Google groups?
 - 3. [M365 Project Overview](#)
- Other

7. Follow-ups on Pre-submitted Reports

- No questions

8. Roundtable

- Kim - She reported that Immigration has awarded her permanent residency in Canada. The Systems Librarian position is now posted online.
- Rosie - She attended the Evergreen conference and highlighted collaborative strategic planning.
- Keri - She is presenting twice at APLA - Start Your Paper guide and a lightning talk.
- Keltie - no update
- Simon - no update
- Eva - no update
- Leena - no update
- Dot - no update
- Cindy - no updates

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 – May 27, 2021 – Chair’s Report

Budget

- A preliminary budget (status quo) has been provided and I will be meeting with VPAR to review

Staffing

- Systems Librarian position will be posted soon.
- Donor-funded positions have been submitted to the VPAR/HR for review.
- Keri McCaffrey has been extended until July 30, 2021
- Alexander O’Neill has been extended in his role until April 30, 2022
- Cindy McKenna is on medical leave and an update is expected soon.
- Alexander Chang has been hired as the Digitization Student Assistant. Alexander worked on the Service Desk previously.
- Alexandria (Alex) Wood has been selected for the YCW funded Art Collection Assistant position this summer. She will be working with Simon and will be situated in the Writing Centre space this summer.
- 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: No APCC meetings in April.
 - Senate: Senate approved certificates, diplomas, degrees for graduating students. Discussion related to Student Code of Conduct and feedback from previous meeting – was incorporated into the document. Clarification that the Senate Academic and Student Discipline Appeals Committee will hear issues that result from the Student Code of Conduct. Updates to the Academic Calendar based on a request from the Student Union regarding the break between the fall and winter semesters. The winter semester will start the 2nd week in January, no later than January 12th and will start on a Monday. Change does not include the AVC for the coming year given their accreditation requirements. The following faculty members have been granted Professor Emerita/Emeritus status Dr. Janet Bryanton, Dr. Gary Conboy, Ian Gardner, Dr. Tim Goddard, and Dr. Jim Randall. Dean of Business Search Committee announced.

Unit Updates

- Circ and Admin
 - Some Circ/Admin staff have received MS 365 training in anticipation of the email/calendar/contacts migration from Google to MS 365 tools.

- 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: 19 requests for 35 books.
- 30 VRef questions
- Main door entry counts May 1 – May 26, 2021: 3123.
- Collection of CARL statistics is ongoing. CARL will be accepting submissions soon.
- Submitted library news for *APLA Bulletin*.
- Coordinating ongoing student projects.
- Unit continues to support easeback activities.
- 206 space bookings May 1 – 26, 2021. Breakdown is 70 Rooms, 17 Carrels, 61 Workstations, 66 Tables, 10 Soundproof Booth, 5 Group Spaces
- Ongoing work to digitize LMM manuscript - both for the Virtual Museum Canada project.
- EBM is working again. Thank you Wendy Henderson and Larry Yeo for your persistence. While the EBM was out of order Wendy Henderson experimented with the lulu.com printing service.
- Central Printing is working with ITSS to migrate off of UIS.
- Prepared budget sheets for 2021-2022.
- Collections
 - James Murphy and Cindy MacDonald continue to support the purchase and monitoring of monograph and periodical resources.
 - Closing out last fiscal and completing invoices, etc.
 - Created collection budget sheets for 2021-2022.
 - James Murphy and Chris MacLauchlan are working on a project to ensure all our bound periodical holdings are reflected in our Ebsco A-Z listing. Approximately 350 titles are being verified and updated as needed.
 - Cindy MacDonald continues to track perpetual access purchases (especially those purchased through EBA programs).
 - James Murphy continues to troubleshoot and work with vendors to resolve access issues.
 - Preparing selections for JStor EBA program
- 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.
 - Meetings of the Robertson Library Anti-Racist Equity, Diversity, Inclusion Committee have begun.
 - Student collaborations

- The Student Union obtained grant funds from Rotary and will transfer those funds to the library for the purchase of additional laptops for our lending pool.
- Email/Calendar Migration to M365
 - ITSS announced the migration of Google Mail/Calendar/Contacts to the Microsoft Office 365 platform. There are resources available:
 - M365 Project Overview
 - <https://portal.upei.ca/projects/M365/Pages/default.aspx>
 - M365 FAQ
 - <https://portal.upei.ca/projects/M365/Lists/FAQ/AllItems.aspx>
 - Training resources
 - https://portal.upei.ca/projects/M365/Help_Train/Forms/AllItems.aspx
 - The migration will occur on June 7th. There are some items that will not be migrated and will need to be moved/updated manually. See this [FAQ item](#) “What will NOT be migrated?”. If you need support, please let Pauline know.
 - Several staff have received training (Pauline, Sarah, Dorothy, Robyn) if you’d like to ask them about their experience so far. If you have questions or concerns, please let me know.



Kim Mears <kmears@upei.ca>

Research and Data Services Unit

1 message

Kim Mears <kmears@upei.ca>

Thu, May 27, 2021 at 12:06 PM

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

Interlibrary Loan:

Winter 2021 Semester statistics

- Total (Borrowing) requests (number of requests via the ILL form on the website): 1,345
 - Total requests filled: 1,149
- Total lending requests: 921
 - Requests from our own patrons: 740 (such as scans of print materials)
 - Loaned books: 80

The number of loaned books is high compared to past years. In comparison to Winter 2020, ILL received 1,680 borrowing requests and 1062 lending requests so usage has not decreased dramatically during COVID-19 operations.

IslandScholar:

- The list of genres used to organize citations is being reviewed to include more types of conference materials.

<http://data.upei.ca/>:

- The decommission of Pydio is ongoing.

Open Educational Resources & Pressbooks

- The PEI government has requested a report on the OER Development Program to determine its impact. Kim is working on putting that report together.
- Planning has started for a second round of OER grants in the near future.

-Kim



Instruction/outreach/engagement/service desk report

1 message

Yolanda Hood <yhood@upei.ca>

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

Instruction/Outreach/Engagement

Keri and I met with Shawne to discuss future directions/improvements for the library's social media platforms

PEI Community Read planning committee is planning to meet early June; while attendance is decreasing, it is still rather robust; Next discussion is June 29th (April and May chapters)

Service Desk

Nothing new to report; Service desk meeting scheduled for June 3rd at 11.

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Yolanda Hood, Ph.D.

Metaliteracy and Student Engagement Librarian

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Kim Mears <kmears@upei.ca>

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

1 message

Simon Lloyd <slloyd@upei.ca>

Thu, May 27, 2021 at 12:39 PM

To: Kim Mears <kmears@upei.ca>

Cc: Library Council <library-council-group@upei.ca>, Leena Daboo <vpfinance@upeisu.ca>

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

- The main unit priority remains the reduction of the backlog of unprocessed special collections and archival material. Unfortunately, progress on this front remained slow through May, as other things kept cropping up, but I have resumed blocking out time in my schedule to attend to this, effective next week. Thanks, once again, to Rosie and Judith and Wendy, for all their assistance (and patience).
- I am looking at costing and funding options for replacing the Zeta scanner in the UASC reading area. A faster and more reliable scanner is badly needed.
- 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. In addition to the welcome involvement of Dr. Rosemary Herbert, noted in my last report, I have also enjoyed some very informative and productive consultations in recent weeks with Katherine Dewar, a retired nurse-educator and an accomplished historical researcher, who not only has a wealth of knowledge to spare, but is also able to facilitate loans or donations of some extremely valuable artifacts for the planned display.
- As noted in the University Librarian's report, Alexandria (Alex) Wood has been hired on a Young Canada Works-funded student position to help revive and update the UPEI Art Inventory initiative. I look forward to working with her, starting Monday: thanks, as well, to Keltie for her support of this project.
- I have been invited to offer a live-streamed (gulp) video introduction to our LM Montgomery collections next week, for the Explore summer language program.

Respectfully submitted,
Simon Lloyd

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Pronouns: he / him / his

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