

**Library Council Agenda**  
**November 26, 2020**  
**1:00pm - 3:00pm, 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), Eva Liao (GSA Rep)

**Guest(s):** Dana Sanderson, Chief Information Officer  
**Regrets:** None

**Meeting Online:** [meet.google.com/cev-sjrf-rfs](https://meet.google.com/cev-sjrf-rfs)

### Land Acknowledgement

#### 1. Approval of Agenda

- M. Nassar moved to approve the agenda; Y. Hood seconded.

#### 2. Approval of Minutes (October 29, 2020)

- Two spelling changes reported via email by R. Le Faive.
- S. Lloyd moved to approve the minutes with corrections. K. MacPhail seconded.

#### 3. Announcements

- Travel/PD Plans
  - D. Moses reminded the Council that University funded travel continues to be restricted due to COVID-19.
- Training/Learning Opportunities
  - D. Moses highlighted a webinar recording from the Decolonizing Learning Journey series: Culturally Relevant Education by Elizabeth Creemo & Rebecca Scirocco. The recording is available at <https://www.csc-ns.ca/decolonization-learning-journey/>.
  - Y. Hood reported that she is attending the Cultural Spaces as Living Monuments: Critical Museology and Decolonizing the Museum virtual conference taking place November 28-29, 2020. <https://www.counermemoryactivism.ca/culturalspacesaslivingmonuments>
  - Keri reported that she is attending the [eLearning in Libraries Symposium](#)
  - R. Le Faive and K. McCaffrey will attend the webinar titled [20 ways for researchers and REBs to just suck less in Indigenous research](#) on Thursday, December 10, 2020, 1:00 PM – 2:30 PM AST

#### 4. Student Reports

- Undergraduate students
  - M. Nassar reported on several initiatives:
    1. The Student Union (SU) completed a student survey on mental health and academic experience. M. Nassar reviewed the [survey report](#) with Council.
      - a. The survey received 1131 responses, which is ~25% response rate.
      - b. General findings:

- i. 63% of students identified as struggling with their mental health more this semester compared to in previous years.
    - ii. 11.1% of students identified having thoughts of suicide this year.
    - iii. 13.7% of students have used on-campus mental health support since the beginning of the pandemic.
    - iv. There was a split between students finding the service(s) helpful and those who found them to be inadequate for their needs.
    - v. 35.15% of students said not knowing where to go/what support was available was the main reason they did not utilize mental health services.
    - vi. AVC students brought up that counselling is inaccessible for them due to being in class from 8:30am - 4:30pm since counselling is not offered outside those hours. Other respondents also noted not having time as a reason for not seeking support
    - vii. Graduate students are on average struggling more with their mental health this semester than previous semesters and ranked financial reasons as the number one reason for not seeking professional mental health support this semester.
  - 2. M. Nassar reported that she is preparing reports for government meetings in January and will ask for feedback from the library on various reports.
  - 3. D. Moses reported that the English Language Center (ELC) and International Student Office (ISO) also completed a survey that aimed to collect responses about online learning for the 2020 Fall semester. D. Moses provided Council with the Student Survey Senate Report.
- o Graduate students
  - E. Liao reported that the Graduate Student Association had a coffee break gathering on November 25, 2020 and 12 students attended. There will be another social event (trivia night) at the Fox and Crow on December 4, 2020 at 6:00 pm. Registration is required.
    - 1. D. Moses indicated that the Library would welcome hosting GSA events in the future if there is interest.

## 5. Business Arising

- o COVID-19 Updates
  - Current state of COVID-19 and impact on planned/proposed services
    - 1. D. Moses reported that Prince Edward Island (PEI) has left the Atlantic Bubble for the timeframe of November 24 - December 4, 2020.
    - 2. Potential exposure locations around PEI were announced.
    - 3. Active cases on PEI are 2 as of November 26, 2020.
  - Library Reopening
    - 1. The Building

- a. D. Moses reported on a question regarding wearing masks while in the Library. Health and Safety reported that masks should be worn in open spaces like the sun room.
    - b. K. McCaffrey has inquired with Health and Safety about group study spaces. She has not received a response yet and she will follow up.
    - c. A council member asked about signage reflecting that masks should be worn in open areas.
  - 2. Booking System
    - a. D. Moses reported that Paul Pound is trialing Drupal 8 (which is an upgrade from Drupal 7) on the room booking system. Circulation staff has been asked to use the system and provide feedback.
  - 3. Services
    - a. K. Mears reports that the Library is borrowing and lending print materials within the Atlantic region. Other university libraries in the region are loaning outside the region, and Robertson Library may consider that as well.
  - 4. Reserves
    - a. No update
- Ongoing Projects
  - Kindred Spaces
    - 1. S. Lloyd reported updates on the project. There are now 60+ postcards online.
    - 2. S. Lloyd and D. Moses are preparing a Young Canada Works Funding application to hire a student to provide assistance with the Ryrie Campbell Collection.
  - OER Grant Program
    - 1. K. Mears reported that she received a request from a grantee to extend their project deliverable date. K. Mears believes that the pandemic has had an impact on the timelines of most grant recipients.
    - 2. K. Mears reported that she is currently working with a student on a project to highlight OER creators/adapters. The project is called Textbook Champions.
  - Islandora
    - 1. R. Le Faive reported on the Islandora 8 project. There was a sprint to make it easier to install. More committers have been announced.
- Renovation/Fundraising
  - D. Moses reported that Coles Associates (architectural firm) is working on finalized documents and he will share them with the Library when he receives them.
- Collaborations with the Student Union
  - Kali Ross from the SU asked about the possibility of Robertson Library starting a light therapy lamp lending program similar to the [PEI Public Library service](#). D. Moses and Y. Hood are meeting with Kali to discuss the project.
- Service Learning/Course Projects
  - K. Mears reported on a service learning project, Textbook Champions, earlier in the meeting.

- D. Moses reported that Dr. Inge Dorsey is teaching ACLC 3030 in the Winter 2021 semester and will be seeking collaborations for student field experiences. The project can involve one or more students depending on project size (20-30 hours per student).
  - Student Assistants Proposal
    - D. Moses thanked Y. Hood, D. Peters, and S. Fisher for doing interviews for student assistants. Students have been selected and training will start soon. Proposed work shifts are 11:30 am - 2:30 pm shift M-F and 12-3 Saturday/Sunday.

## 6. New Business

- Winter 2021 Hours: [Proposed hours](#)
  - D. Moses reviewed the University announcement that the start of the Winter 2021 semester was pushed from January 4, 2020 to January 11, 2020.
  - K. Mears asked about work from home (WFH) accommodations for Winter 2021. D. Moses reported that we are working on the assumption that 2 staff members will continue to WFH.
  - K. Mears asked about K. MacPhail's backfill position being renewed. D. Moses explained that paperwork has been completed and he expects it to be renewed.
  - D. Moses acknowledged the pressures of the semester due to several issues.
  - K. MacPhail brought up concerns about the concrete vRef schedule that also causes tight scheduling. D. Moses suggested that we consider returning to unscheduled shifts.
  - K. Mears expressed concerns about extending hours when precautions for COVID-19 are at its highest.
  - K. MacPhail asked about the need to open later. Is it from University administration or from students? D. Moses indicated that the need is coming from students.
  - S. Lloyd indicated that if the need is coming from students then that needs to be met with more staff. He also expressed a concern for accommodations for staff time for upcoming antiracism training.
  - D. Moses indicated that he will revisit the empty circulation position with VPAR and discuss increasing Sherri's hours.
  - K. McCaffrey asked to confirm Vref hours for Winter 2021. They are 9:00 am - 7:30 pm M-F.
  - K. Mears asked for more explanation about keeping Sherri Hutchinson as a fill-in vs. hiring a term contract for permanent position.
  - D. Moses indicated that due to concerns expressed in the discussion, the Winter 2021 hours will remain at Monday - Friday 8:00 am - 6:00 pm and Saturday/Sunday 12:00 pm - 5:00 pm.
- Anti-racism Training for all Library Staff
  - D. Moses reported that he is working with Angela Ma Brown to schedule a series of training sessions for all library staff. The first session is scheduled for December 17, 2020, 1:00 pm. K. Mears asked about recording the session for internal viewing in case staff are unable to attend the session live. R. Le Faive & K. McCaffrey encouraged attendance at the live session since it will aid in discussions.

- R. Le Faive asked if the Library is still intending to engage BIPOC-USHR. K. McCaffrey reported that discussions with BIPOC-USHR are ongoing and they are trying to set a meeting time. D. Moses indicated that funds are not a concern but he would like to avoid overlap. He also suggested engaging with the Black Cultural Society of PEI for learning opportunities.
  - Equipment updates in LINC & Language Lab (D. Moses)
    - D. Moses reported that there are not any firm dates on installing the new equipment.
  - Network Infrastructure (D. Sanderson - 1:40pm)
    - D. Sanderson reported on background and expected outcomes. There are a number of services that allow internet and wireless access to be available. The network has grown organically and to the best of its ability. Ex: kelly building was built with 60 people in mind connecting on wireless. Internet connectivity has increased significantly (ex: 3 devices per student) and we have grown past our current internet capabilities. Changes are needed with future proofing in mind. Campus community has expressed frustrations with wireless capabilities and significant investment was needed. A project was started to improve student experience with the university network and also provide technology improvements that allowed the university to be agile. Partners were selected to replace all network equipment. One part of the project is investing in consolidating or building new data closets and re-engineer core infrastructure. The AVC infrastructure has been rebuilt and now has 139 wireless access points.
    - What does this mean for Robertson Library? The Library is next on the list and updates are happening now.
      1. Vendor is going through data closets, running more wireless access points into the building, replacing switching, installing environmental controls, and running fiber lines. D. Sanderson acknowledged that the Library is a building of student engagement and all things digital. These updates will allow the Library to go live on the new network when it is ready.
      2. D. Moses asked about a timeline for completion of updates in the Library. D. Sanderson indicated that the new network may be turned on in AVC in ~February/March, barring any COVID-19 related delays. The estimated timeframe for getting the Library on the new network is around April/May.
      3. K. Mears asked if this will change the way users access wireless. D. Sanderson indicated that yes, it will change but it will be much easier. There will be 2 networks: one network for students, faculty, and staff and one for guests.
      4. R. Le Faive asked about a range of IP addresses (137) as it relates to authentication for databases. D. Sanderson indicated that the concern about providing a range of IP addresses has been mentioned. D. Sanderson will ensure that this issue is addressed before the new network goes live.
    - D. Moses reported that he attended the "Antiracism in Higher Education: A Conversation with Ibram X. Kendi and recommended it. The webinar is available at <https://www.radcliffe.harvard.edu/video/antiracism-in-higher-education-conversation-ibram-x-kendi>.
  - December Meeting - move to December 17th or cancel?

- Dec 17th may be reserved/ D Moses will follow up with Pauline to determine the date for December Library Council Meeting. S. Lloyd & K. McCaffrey indicated that he is in favour of rescheduling so that we can have an end of semester discussion.
  - Academic Integrity Tutorial Update (Y. Hood)
    - Y. Hood reported that some technical issues occurred this semester but they have been fixed. The committee created a survey and distributed it via Moodle. Feedback from the survey was really helpful for a planned refresh.
    - Inge Doresey asked if a student from her course could complete a fieldwork project with the AI portal. Y. Hood agreed and they will help in Winter
    - K McCaffrey worked with Sciences Academic Integrity group over summer 2020 to add on material that was more relevant to the sciences. Y hood hopes that this will increase science faculty interest in participating on the committee. Please send her their name ASAP/ Keri indicated that she will contact the Sciences Academic Integrity group to ask for participation.

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

- CUPE
  - Staff would like an update on what is happening with the vacant Circulation position.
  - Staff would like clarification on how the booking system will work on Saturdays and Sundays during extended exam hours. Will it be one booking period or split into two? If it's two, will there be a cleaning period?
    1. D Moses suggested that one booking period on the weekends and a longer booking period in the afternoons during extended hours. K. MacPhail is working with Paul Pound to make changes to the reservation system.

## 8. Roundtable

- Y Hood
  - Y Hood was on a panel for International students teaching the time of COVID and they applauded our social media efforts. D. Moses commended K. McCaffrey and students on social media efforts!
- K. McCaffrey
- D. Peters
- E. Liao
- S. Lloyd
- C. MacDonald
- K. MacPhail
- R Le Faive
- K. Mears
  - Update on OER Atlantic and funding opportunities for all institutions in the region
- D Moses
  - Highlighted internal research grant opportunities
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**Hey! What's going on? If you can send a written update, it would be much appreciated.**

**All reports attached.**

- *UL 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)
- *Post-Library Council CUPE* (C. MacDonald, D. Peters)
- *Student Concerns/Issues*
  - Graduate Students
  - Undergraduate Students
- *Other University Committee Updates*
  - APCC / Senate Update (D. Moses)
  - Dean's Council (D. Moses)
  - Senate Library Committee (D. Moses)
  - Signage Committee (R. Le Faive, M. Belvadi)
  - ITACT (R. Le Faive)
  - Health and Safety (D. Moses)
- *Unit Updates*
  - Service Desk (K. McCaffrey)
  - Instruction and Outreach (K. McCaffrey)
  - 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)