

Library Council Agenda
October 29, 2020
1:00pm - 3:00pm, Google Meet

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

Regrets: Keltie MacPhail

Meeting Online: meet.google.com/tre-wfhp-vas

Recognition: I would like to begin Library Council by acknowledging that the land on which we gather is the traditional and unceded territory of the Abegweit Mi'kmaq First Nation.

1. Approval of Agenda

- Approved with one correction: The second item on the agenda had the incorrect date of September 27, 2020. The date was corrected to September 23, 2020.
- M. Nassar obtained the floor and made a motion to approve the agenda. Keri McCaffrey seconded the motion.

2. Approval of Minutes (September 23, 2020)

- Minutes approved with 1 update: R. Le Faive asked if there is low-hanging fruit that we can change/ do immediately to support BIPOC? Are there policies and procedures we could change?

3. Announcements

- Welcome GSA representative, Eva Liao
- Travel/PD Plans
 - Digital Humanities Conference Y. Hood and D. Moses attending UBC Victoria Oct 28th
 - Open Education Conference Nov 9-13 Presenting on collaborating with students to create OERs
- Training/Learning Opportunities
 - R. Le Faive suggested the [Decolonization Learning Journey webinar series](#) from the Community Sector Council of Nova Scotia
 - D. Moses suggested several CAUL webinars and/or recordings
 - [Atlantic Research Data Management \(RDM\) Day](#)
 - [Residential Schools: Moving Forward](#) – Tuesday, October 20th, 1-3 p.m. AT / 1:30-3:30 NT; Senator Dan Christmas
 - [Look Before You Leap: Adventures in Curating and Preserving Research Data](#) (CARL Portage Webinar; [Slides](#)) – Tuesday, October 20th; Shahira Khair, University of Victoria; Grant Hurley, Scholars Portal
 - [5 Reasons Why You Should Know the CaSPAr and CUIZINART](#) (CARL Portage Webinar; [Slides](#)) – Wednesday, October 14th; Juliane Mai, Research Assistant Professor, University of Waterloo
 - [Creating Accessible OER in Pressbooks](#) (BCcampus Webinar) – Wednesday, October 14th; Josie Gray, Advisor, INCD and OER Collections, BCcampus

- [National Inquiry Into Murdered and Missing Indigenous Women and Girls](#) – Tuesday, October 13th; Denise Pictou Maloney
- [How to Uncover Diverse Voices for Research and Teaching: Strategies with Primary Source Archives](#) (ACRL/Choice Webinar) – Tuesday, October 13th, 2020; Dr. Marcia Chatelain, Professor of History and African American Studies, Georgetown University
- [Data Summaries: Distilling Best Practices](#) (CARL Portage Webinar; [Slides](#)) – October 7th, 2020; Dan Phillips, Dalhousie University

4. Student Reports

- Undergraduate students
 - M. Nassar reported many Student Union (SU) activities:
 - The Student Union has a meeting with the PEI Government in November and they will be submitting multiple funding requests, including OER and Access to Technology. They expect to hear back from the government in the February - March timeframe.
 - The Student Union participated in an online marketing campaign on OERs with other Atlantic Universities. Infographics were shared on social media ([Instagram](#) and [Facebook](#))
 - The Student Union Council meeting was October 25, 2020. Items discussed include:
 - a. An Access to Technology Program proposal was presented. The Student Union is working with student representative to increase awareness of program
 - b. Approved \$1000 budget allocation to laptop loaning program in Library
 - c. The SU also asked the provincial government for a financial contribution to the Library's laptop program.
 - d. D. Moses commended the SU's support of the laptop lending program.
- Graduate students
 - The Graduate Student Association meeting was the week of October 19th and it was the first meeting of the semester. They are planning social activities for students and may contact the Library in the future for collaboration on events.

5. Business Arising

- COVID-19 Updates
 - Current state of COVID-19 and impact on planned/proposed services
 - There is currently 1 active case of COVID-19 due to travel. There is no community transmission.
 - Library Reopening
 - The Building
 - a. The University recently announced changes to the campus mask policy. It was downgraded from required to strongly recommended.
 - b. D. Moses received concerns from the Service Desk.

- i. D. Moses contacted Kathy with a proposal that library users wear a mask in the library and remove it upon arrival at their reserved space.
 - ii. D. Moses indicated that signage needs to be updated.
 - iii. S. Lloyd asked if the University would provide updated signage. Pauline MacPherson indicated that the University would not provide updated signage at the last Service Desk meeting. D. Moses will follow up with Health and Safety to see if new signage will be provided.
 - Booking System
 - a. October 1st - 29th statistics:
 - i. 85 carrels
 - ii. 508 room booking
 - iii. 253 table
 - iv. 104 workstations
 - b. D. Moses reported that some enhancements were made to the reservation system and asked for feedback from the Service Desk staff about the enhancements.
 - c. R. Le Faive indicated that systems staff have experienced some frustrations/limitations of the reservation system so they are investigating a new Drupal module - BEE (Bookable Entities Everywhere) as a potential replacement. If this new module is a good replacement then it may be live in January and it will require staff training.
 - d. M. Nassar asked about Group Study spaces. At the last Library Council meeting, group study spaces were mentioned. D. Moses indicated that we currently do not have group study spaces. K. McCaffrey indicated that she will take this task and contact Health and Safety.
 - Services
 - a. The Library reopened to the general public as of October 1, 2020, with 3 workstations.
 - b. Click and Collect Service
 - i. October statistics: 41 requests for 64 items
 - c. D. Moses reported that a research room was designated for faculty to record lectures. Larry Yeo set up an iMac in the room. A notice will be sent out on faculty listserv. K. Mears indicated that she heard feedback from some faculty that they appreciate that we have microphones and webcams available for checkout to support the move to online courses.
 - Reserves
 - a. D. Moses indicated that reserve books are now available as 3 day loans. No items have been circulated yet. The Library may need to send out notice via student channels that books are available.
- Ongoing Projects
 - Kindred Spaces (D. Moses/S Lloyd)

- Rosanna Kressan (student assistant) has been scanning high resolution versions of postcards.
 - VMC/RL/LMMI Manuscript project
 - D. Moses reported that K. MacPhail has been communicating with Confederation Centre Art Gallery and the process of digitization of the manuscript has started. The Library receives small sections of the manuscript to scan at one time.
 - Islandora 8 (R. Le Faive)
 - R. Le Faive reported that a 2 week sprint for ISLE, which is related to installing Islandora using Docker, starts in November. A few new Islandora 8 committers were announced. The Islandora documentation repository has updated its rules to allow more people to update documentation.
- Workshop on collaborative decision-making
 - D. Moses reported that a workshop for Library Council members is scheduled for December 2, 2020 from 10:00 am - 12:00 pm. Pauline will send out invitations to library council members. Organizer will send out documents for review before the workshop.
- Annual Fund Proposals
 - D. Moses reported that the proposals that the Library submitted were not approved (laptops / mental health resources). No funds were available this year.
- Renovation/Fundraising
 - D. Moses provided an update on renovation planning: an online staff meeting with Coles was held on October 14, 2020. After that meeting, the architect requested more information about instruction spaces needs. D Moses talked to many Library employees and sent feedback to the architects.
- BIPOC/ Anti-racism
 - D. Moses reported about dedicated funds to purchase BIPOC resources.
 - K. McCaffrey reported that she reached out to Patti Wheatley to attend a librarians meeting on anti-racism but hasn't heard back. Mears and McCaffrey met with an antiracism educator to get information about training for library staff. Mears indicated that librarians have been brainstorming ways in which people experience oppression in the Library.
 - R. Le Faive asked about how we could move forward with removing fines.
 - D. Moses indicated he would bring the fines conversation to the next UL & Librarians meeting.
 - R. Le Faive reached out to Elder Judy regarding a request to attend our next staff meeting to explain what it means to be an Elder and to further develop a relationship between the Library and Elder Judy..
 - M. Nassar reported on the decolonization efforts of SU. The SU completed consultations with Indigenous peoples. Several items emerged from these conversations: 1) the need for a place for Indigenous students to come together on campus 2) more events with Elder Judy and planning more Indigenous events. K. McCaffrey asked if M. Nassar could share their research. M. Nassar indicated that yes, she could share that information (attached). R. Le Faive indicated that Mawi'omi centre currently does not have a Director so there haven't been a lot of Indigenous events. D. Moses reported that Y. Hood is working on more library events related to Indigenous.

6. New Business

- Building Emergency Plan (attached)
 - D. Moses reported that Pauline sent out documents and requirements around the plan. Identifies building guardians. Please send feedback or questions to D. Moses or S. Llyod.
- Library Hours
 - Extended hours for Fall 2020 exams (attached)
 - D. Moses presented extended exam schedule
 - a. Dec 7th-19th
 - i. Monday-Friday: 8:00 am - 8:00 pm
 - ii. Saturday: 10:00 am - 8:00 pm
 - K. Mears asked if the circulation department had any feedback and if they felt they had enough staff to cover the extended hours. D. Moses indicated that he chatted with circulation and a draft schedule had been created to determine if coverage is feasible.
 - S. Llyod expressed concern about adding more hours and if there was any wiggle room in case someone is out sick. He suggested maybe Sherri Hutchinson could be offered more hours.
 - K. McCaffrey asked about the reservation system and needed updates and cleaning needs between the reservations. D. Moses suggested that the afternoon reservation block be extended instead of adding another reservation block. K. McCaffrey suggested 3 booking times but only half of spots available in morning and other spots used in the afternoon.
 - D. Moses indicated that statistics are available to demonstrate use of space and can be used to help with planning.
 - Winter 2021 hours (attached)
 - D. Moses proposed a draft document for Winter 2021 hours.
 - K. McCaffrey asked if the circulation department staff had been consulted for the hours. D. Moses indicated that it would be discussed at the next circulation meeting.
 - K. Mears reported that we are currently down 4 people who normally work on the desk--2 with accommodations, one person on medical leave, and an empty circulation position-- and later hours would require another staff member to come in later in the day. That would be 5 people not available to work the desk during the day.
 - S. Llyod suggested that we see a proposal on how we would cover the hours because offering extended hours is not sustainable at the current time. D. Moses proposed that he would bring more information to the next meeting in November.
 - D. Moses indicated that increased hours are coming from student requests for places to study and not from University administration. S Llyod indicated that more hours require additional staffing.
 - K. Mears asked for student feedback. M. Nassar indicated that she has not heard any feedback from students regarding Library hours. E. Liao and M. Nassar indicated they would ask their respective groups for input.

- D. Peters suggested that the Library could count the number of students building to determine usage, but there may be a concern with the statistics because students may not be in rooms when checked. Keri suggested caution with this approach because rooms/tables/computers can be reserved for a block of time, but students can arrive a few hours into their reservation time.
 - Student Assistants Proposal
 - D. Moses received a proposal from Service Desk via S Llyod requesting hiring additional student assistants as door greeters since students are not stopping by the desk at the enter the Library.
 - D. Moses asked the desk staff to determine busiest times of the day.
 - The desk staff suggested a second student assistant on duty to serve as student greeter from 12:30 pm - 2:30 pm Monday - Friday and on the weekend noon - 3:00 pm.
 - D. Moses worked with Dorothy to update the job description for student assistant positions. The request and rationale for hiring additional student assistants was sent to the VPAR office for approval. The positions would be on contract from the date of hire to the end of the fiscal year.

7. Follow-ups on Pre-submitted Report

- Update on circulation position
 - D. Moses reported that he is working on updating the job description and is aiming to have it completed mid-November.

8. Roundtable

- Donald Moses - no updates
- Yolanda Hood - no updates
- Simon Lloyd - no updates
- Keri McCaffrey - no updates
- Rosie Le Faive - no updates
- Kim Mears - no update
- Dorothy Peters - no updates
- Cindy MacDonald - no updates
- Malak Nassar (SU Rep) - no updates
- Eva Liao (GSA Rep) - no updates

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

- *UL Reports*
 - Budget (D. Moses)
 - Continuing to work on balancing the budget.
 - Have requested and am expecting budget transfers from Faculty of Science for collections.
 - Staffing - Librarians, Library Staff, Students (D. Moses)
 - Have started the process for hiring additional student assistants.
 - Facilities (incl. renovations, Compact Storage, etc.) (D. Moses)
 - Library staff met with Scott MacNeill, architect from Coles Associates, regarding proposed renovations. Prepared a

- document for Coles in response to staff questions related to instructional spaces in the Library.
 - Leak in 302/303 that is being addressed.
 - 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)
 - APCC
 - a. Updates included: changes to calendar dates for 2020-2021, 2021-2022, 2022-2023; updates for Radiography Program (change QEH to RAD), updates to several Doctor of Psychology and
 - b. Sociology/Anthropology. Librarians have been working on several packages going forward to APCC.
 - Senate
 - a. UPEI will continue with a blended delivery model for the Winter Academic Semester, January–April 2021, but will also look at providing additional in-person experiences and activities, where possible, that align with PEI Chief Public Health Office guidance, i.e. for low-enrolment, upper-year courses. Convocation for 2019-2020 and 2020-2021 planned for May 2021.
 - Other updates
 - CRKN AGM and Conference
 - a. Participating in CRKN's online conference this month when possible – Oct 6, 7, 13, 15, 21, 22, 27, 29. They've provided a Resource Library for distributing the slide decks from the talks – see <https://www.crkn-rcdr.ca/en/conference/crkn-virtual-conference/resource-library>
 - CAUL-CBUA AGM
 - a. Attended CAUL-CBUA AGM and Fall Meeting.
 - Submitted Robertson Library Updates to the APLA Bulletin.
 - Dean's Council (D. Moses)
 - No update
 - Senate Library Committee (D. Moses)
 - No update
 - Signage Committee (R. Le Faive, M. Belvadi)
 - No update
 - ITACT (R. Le Faive)
 - No update
 - Health and Safety (D. Moses)
 - Judith Macneil, our representative on the Health and Safety Working Group shared the Health and Safety - September 2020 Incident Report with library staff via email.
- *Unit Updates*
 - Service Desk (Y. Hood)

- (In consideration of the new University policy of not requiring face masks), After meeting, and all agreed, I sent an email to Donald on behalf of the service desk requesting that we get permissions to require masks in the building with the caveat that public/students can take them off ONLY when in their desk space
- If a student or public patron have to be asked repeatedly to put on a mask (until the new policy is in place on Monday) You can call Liz Rostant 902-566-0516 or Shelley 902-566-0901 If they are free, they will come over, observe and approach students. They have effectively done this at the Sport's Centre. We could request that they swing by the library once or twice a day to see what is going on
- Simon sent an email to Donald on behalf of the library requesting that we receive funding to hire students who can be posted at the door to provide concierge service since patrons are still not stopping at the desk; Donald created large screen signage which may/may not be working--we'll observe for another week unless we hear sooner from Donald/Dot.
- Instruction and Outreach (Y. Hood)
 - Librarians have been meeting to discuss the concept of decolonizing our instruction and ways to actually make that happen in the classroom
 - Will schedule a November instruction meeting soon
 - Have met with Christian Ho (a new International Student Ambassador) and Jedidiah Richards (our student assistant but also Coordinator of the International Student Buddy Program); Both students requested the meetings because they were hoping the library would continue programming despite Covid-19
 - So, after meeting with them, we will be hosting a virtual movie night using audio cine (we have performance rights) and Jedidiah and I (anyone who wants to join us can--just let me know) are creating a virtual escape room with a tight deadline (ready to go by November 24th); we will also create a spotify (and/or apple music) account for the library and begin making some cool playlists for students to jam to (Robertson Library Study jams, etc.); And, we will probably create some short check-in videos (Maybe a check-in video series?)
 - I am submitting a 30 second video to Sarah Roach at end of day today. The video is for the virtual open house and is an introduction to the library. I have written a script and Josie (none of our student assistants would agree to go on camera, and I can force her) will record later today our message about the library. Just emphasizes that we have all the resources and programming even during Covid-19 restrictions.
- Collections / Acquisitions (D. Moses)
 - James Murphy and Cindy MacDonald continue to support the purchase and monitoring of monograph and periodical resources
 - James Murphy has responded to a variety of access issues and communicated with vendors. James continues to update holdings information for journals. Is capturing Australian Veterinary

- Practitioner and uploading to library website (proxied) as the vendor doesn't have institutional access to the content.
- Cindy MacDonald continues to track perpetual access purchases, purchases of BIPOC resources continue.
- Working on the Oxford Scholarship EBA spendout
- Renewals included the RDA Toolkit, Cochrane Library, IOP Journals, OVID, and Royal Society of Chemistry Journals
- Digitization/Digital Initiatives (K. MacPhail)
 - No report
- Circ/Admin (D. Moses)
 - Working on extended hours scheduling and winter hours planning.
 - Staff supported the Library's new Click and Connect service. From October 1-28, 2020 staff fulfilled 41 requests (64 items).
 - Reserves have been updated and are available for 3 day loan.
 - Ongoing projects include identifying and updating missing periodicals holding information, updating Benevolent Irish Society metadata records in IslandVoices, updating library web pages, digitizing Montgomery's manuscript.
 - Prepared a room (one of the research rooms) for faculty to record their lectures.
 - Tested software and equipment in soundproof booth.
 - Reimaging donated laptops to transfer to the Student Union for students in need of a laptop.
 - Updated Emergency Plan for building
 - Unit continues to support easeback activities.
- Research and Data Services (K. Mears)
 - Interlibrary Loan
 - a. ILL migration to the web portal is ongoing. In previous reports, we indicated that changes were going to happen with how requests are submitted (e.g. no longer using the forms on our website). We've since learned that we can continue to use our request forms on the Library website. This is ideal because it allows us to pull better statistics and to continue to use the Submit an ILL link within EBSCOhost databases. We will still be changing how patrons retrieve their documents/scans when a request is filled. Rather than being able to follow a link in an email to retrieve their document directly, patrons will be required to log in before downloading their file. This is a change to improve security being initiated by our ILL software provider, Relais.
 - b. Loans: Patrons are now able to submit requests for print/book loans again. This service was discontinued in March as many of the staff at libraries across the country were working remotely. During this time, our patrons would receive an auto-cancellation notice as soon as they submitted a "Book" request. This auto-reject has been removed. However, many libraries are still not providing lending services and with the ongoing COVID-19 concerns outside the Atlantic bubble, we are only able to obtain books from those Atlantic Canadian libraries that have

access to their print collections and are willing/able to lend. We will be able to access fewer books for borrowing and they may take longer to arrive. On the flip side, we resumed lending our books to libraries within Atlantic Canada and libraries will be able to submit those requests directly. Information has been updated on the ILL pages and request forms to reflect these changes. Just a reminder that we cannot borrow ebooks -- not just now, but at any time due to publisher restrictions.

- Scans: We have updated some of the wording on the ILL information pages <https://library.upei.ca/ill> and <https://library.upei.ca/ill/policies> to include "Scan on Demand." Essentially, that is the name of the service whereby we will collect and scan chapters from our print books or articles from our print journals since our patrons no longer have access to the Stacks areas. We have provided that service for some time -- this is just an update to the wording to highlight that service. There is also a video on our Tours and Tutorials page explaining how to request that service.
- IslandScholar
 - a. Submission forms for theses were updated to include Global Affairs as a departmental affiliation for students. A new collection was created to house the Master of Global Affairs internship reports.
- Data.upei.ca
 - a. No updates
- Open Educational Resources & Pressbooks
 - a. Updates were made to the Library's Pressbooks website at <https://pressbooks.library.upei.ca/>. A new section on the website provides access to the completed open textbooks created by our campus faculty. Kim is working with a student on a service learning project called Textbook Heroes (name may change). This project highlights faculty who have selected an open textbook for their course(s). We will highlight them on the Library's website at <https://library.upei.ca/oer>.
- University Archives and Special Collections (S. Lloyd)
 - The COVID configuration in the UASC reading area generally seems to be working well. Although we are seeing increased in-person research visits, we almost never have more than one visitor at a time, so social distancing has not been a problem.
 - As noted, requests for research assistance, both in-person and via e-mail, have increased steadily in October: we are now averaging 1-2 in-person visits / daily, and Leo and I will generally be working on 2-3 e-mail questions between us at any given time. I anticipate that this tempo of activity will hold or increase through November.
 - Working in cooperation with Serials and Cataloguing, Leo and I have been making sustained and significant efforts to address the processing backlog, especially for PEI periodicals. Thanks to Wendy and James, especially, for all their assistance.

- The Benevolent Irish Society oral history interviews collection had a successful public launch at the BIS Cultural Centre on October 4th. Thanks to Sarah Fisher and the systems team for all their work in getting this content "launch-ready"
- I recently provided scans of a chapter of Anne of Green Gables from editions in translation held in our LM Montgomery Collections for a project by the PEI Association for Newcomers: the Association will be launching a video this evening of 14 different readers presenting passages from Anne in 9 different languages -- English, Mandarin, Spanish, French, Swedish, Hindi, Hungarian, Korean and Arabic.
- Cataloguing/Metadata (R. Le Faive)
 - updating large batches is still a bit of trouble since Overlay profiles broke - this is a known issue and Equinox has quoted us for a fix. I think we are still doing paperwork for this and for a previous job.
- Systems (R. Le Faive)
 - Freeing up space in the server room: Peter has rewired some interfaces so we can remove the old blade centre (the backup tapes run off fibre channel and the only thing we had that talked fibre channel was the old blade centre, which was otherwise retired).
 - Evergreen + LDAP: We have made good progress on configuring Evergreen to let students log in with username/password instead of id/PIN - to renew books, or place holds.