

Library Council Agenda
September 23, 2020
1:00pm - 3:00pm, Google Meet

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

Guest: Kali Ross (Student Union)

Regrets: Rimsha Khan (GSA Rep)

Meeting Online: <https://meet.google.com/qpr-wwhi-qzi>

Recognition

Election of Secretary - K. Mears was elected as secretary for the 2020-2021 academic year.

1. **Approval of Agenda** - S. Lloyd moved. M. Nassar seconded.
2. **Approval of Minutes (August 27, 2020)**
With corrections: Y. Hood was present. Update absent members.
3. **Announcements**
 - Travel/PD Plans
 - D. Moses reminded the Council that University funded travel continues to be frozen due to COVID-19.
 - K. McCaffrey reported that all librarians are attending the [Equity in Action: Fostering an Antiracist Library Culture](#) Conference Sept 29, Oct 6, Oct 13.
 - Training/Learning Opportunities
 - D. Moses highlighted the [Community Sector Council of Nova Scotia's series on Decolonization Learning Journey](#)
4. **Business Arising**
 - COVID-19 Updates
 - Current state of COVID-19 and impact on planned/proposed services
 1. D. Moses reviewed the recent COVID-19 report from the Chief Public Health Officer for PEI: 57 cases, all recovered. October 1st is the next phase of COVID-19 restrictions: [Going Forward in PEI: The New Normal](#).
 2. M. Nassar reported that some Student Union services are reopening.
 - a. Panther Patrol (bookable shuttle service) is now operating for the semester with COVID-149 protocols in place, such as a maximum of 2 persons in vehicle and masks are mandatory.
 - b. Mental health campaign
 - c. M. Nassar reported that Student Council elections are coming soon. Nomination and voting will both take place online. Students will collect signatures for nominations via Google Form.
 - i. K. McCaffrey asked if there is a requirement for Student Council meetings to be in person or will

they be online? M. Nassar indicated that Student Council meetings will be online this academic year.

3. Mental Health Supports for Students (Kali Ross/Student Union @ 1:15)
 - a. K. Ross (Mental Health and Wellness Officer) reported on her new position at the Student Union. Her role includes planning events, workshops and campaigns around mental health. She is responsible for helping students find supports related to mental health
 - i. K. Ross reported on current initiatives
 1. Mental Health campaign, Sept 21-25: <https://upeisu.ca/events/>
 - a. K. Ross reported that attendance has been good overall
 - ii. K. Ross reported that the Student Union continues to offer access to therapy through [Aspiria](#) - Aspiria offers 3-4 counseling sessions for short term support and it is open to students not on campus or in the province (distance students)
 1. M. Nassar reports that students can request counselling in multiple languages since Aspiria has interpreters.
 2. K. McCaffrey asked if Aspiria will pair BIPOC students with BIPOC counsellors?
 - a. M. Nassar reported that they were unable to find a BIPOC counsellor on-island but Aspiria will try to pair BIPOC students with a BIPOC counsellor off-island via online counselling.
- Library Reopening
 1. The Building
 - a. K. Mears reported changes to stanchion placement in the library entrance to guide users to the Service Desk.
 2. Booking System
 - a. K. MacPhail reported that there were 622 total reservations in September. Study rooms and tables were the most popular spaces reserved.
 3. Services
 - a. D. Moses reported on the Click and Collect: 27 requests for 49 items
 - b. M. Nassar asked about the Library's Laptop Loan program. D. Moses reported that laptops have been checked out regularly with a few laptops available each day. M. Nassar will continue the conversation with D. Moses after the meeting.
 4. Reserves
 - a. D. Moses reported that print reserves items and textbook project materials have moved to 3 day loan period
 - b. K. Mears indicated that these changes haven't been communicated to library staff or students yet but will be

within the next week. K. Mears will coordinate with Y. Hood and K. McCaffrey.

5. S. Lloyd asked if the Student Union had received any library feedback from students.
 - a. M. Nassar reported that the video library tour the Student Union filmed had 1080 views on Instagram.
 - b. M. Nassar reported that students find it harder to do group work on campus.
 - c. S. Lloyd reported that the Library is exploring group study space in the Library.
- Ongoing Projects
 - Kindred Spaces: S. Lloyd thanked K. MacPhail and student assistant Rosanna Kressen for their work on postcards. 20-30% of collection is now online.
 - OER Grant Program: K. Mears reported that she contacted grantees at the beginning of the semester for check-ins. There will be another call for applications to use the remaining grant funds (~\$2000).
 - VMC/RL/LMMI Manuscript project: D. Moses reported that he is assisting the group secure resources through ACENet/Compute Canada. K. MacPhail reported that she will work on digitization of Montgomery's original *Anne of Green Gables* manuscript.
 - Islandora: R. Le Faive reported that she is working on reinvigorating Islandora community documentation. There are philosophical conversations occurring about digital object models and preservation of those digital objects. DIG is relaunching and welcomes anyone to join even if you are on the user side.
 1. D. Moses reported that A. O'Neill is an IS8 committer.
- Workshop on collaborative decision-making
 - D. Moses reported that Carol Gabanna is available to give a workshop in late November. Her preference is face-to-face if possible. D. Moses asked if Library Council members would be comfortable with an in-person workshop. Many members agreed to an in-person workshop if space was available and all attendees wore masks.
- *Annual Fund Proposals [deferred until we get a response]*
 - D. Moses asked the Office of Advancement for a timeline for reviewing applications and awarding funds. As of the meeting, D. Moses has not received a response. The Library submitted 2 requests: funds to purchase additional Chromebooks for the laptop loan program and funds to purchase materials related to mental health.
- Renovation/Fundraising
 - D. Moses reported on a survey that was distributed as a result of conversations in past renovation planning meetings. The committees requested more student input and D. Moses collaborated with M. Nassar, S. Daboo, and E. Drake to draft a survey. D. Moses reported that the survey report will be distributed to the renovation working group and library staff.
 - [Student Survey](#) summary report
 1. D. Moses reported that there were 714 responses to the survey. R. Le Faive and M. Nassar commended the number of responses.

2. D. Moses reported that it would have been useful to think more about questions as they relate to graduate students; safety in regards to the pandemic was an emerging trend.
 3. D. Moses welcomes any assistance with statistical analysis of the results.
 4. M. Nassar inquired about the next renovation planning meeting. D. Moses indicated that a meeting date has not been set but that most likely there will be a meeting in early October. The architecture firm sets the meetings.
- BIPOC resources
 - D. Moses reported that funds have been set aside to purchase materials on anti-racism materials.
 - Collaborations with the Student Union
 - D. Moses reported on older laptops that were donated to the Library and asked if the Student Union was interested in distributing them to students. M. Nassar indicated that access to technology is a current priority for the Student Union and welcomes the opportunity to manage the distribution of the laptops to students through an application process.
 - K Mears reported that M. Nassar and Brian Affouan (SU President) are involved in the Atlantic OER initiative.
 - S. Lloyd commended the Student Union on their OER leadership and M. Nassar thanked the Robertson Library for their partnership and support.

5. New Business

- Orange Shirt Day - September 30, 2020
 - D. Moses asked if there are additional programming options.
 1. S. Llyod reported that the university photographer took pictures of a quilt that was created by survivors of residential schools. The quilt was in the display case in the Library.
 2. K. McCaffrey/ Y. Hood reported that social media posts are planned to highlight existing subject guides/websites on Orange Shirt Day.
 3. K. McCaffrey inquired about the Director of Mawi'omi Indigenous Student Centre and if there is an interim director.
 - a. Y. Hood reported that Julie Pellisier-Lush is providing social media support for the centre.
 - b. R. Le Faive and S. Lloyd recommended the movie The Crown At War With Us by Alanis Obomsawin.
- Anti-Racism
 - Full-staff anti-racism training and ongoing discussions
 1. R. Le Faive reported that the Librarians sent a letter to University administrators and the Equity, Diversity, and Inclusion Committee requesting more support for BIPOC. The Library is aiming to be more aware of how we can contribute to anti-racism efforts on campus.
 2. K. McCaffrey advocated for training for staff on implicit bias and anti-racism training.
 3. D. Moses highlighted some University efforts that are happening:
 - a. D. Moses reported that around a year ago the University launched an initiative to gather campus feedback on equity, diversity, and inclusion (EDI). The initiative aims to create an EDI strategy based on responses from a

campus survey. COVID-19 postponed those efforts but the resulting strategy is scheduled to go to the Senate and Board in November. D. Moses anticipated that training opportunities will likely emerge from this process.

- b. Y. Hood asked if any BIPOC were involved in the efforts to create the strategy.
 - c. M. Nassar reported that the Student Union staff orientation in August included anti-racism and anti-oppression training from BIPOC USHR.
 - d. D. Moses reported that a tri-agency funded position will be added to the EDI office to assist with moving EDI strategy forward.
 - e. D. Moses reported that P. Wheatley is in the EDI role full time. K. Mears reported that the website indicates that she is doing both. D. Moses will follow up to clarify.
 - f. D. Moses is happy that the Library is taking a leadership role in anti-racism efforts and agrees that Library should continue to be a leader in this area
 - g. R. Le Faive informed Library Council about an email conversation occurring around the suggestion to create an anti-racism subject guide.
 - h. R. Le Faive asked for input on how the Library can continue efforts in the area of anti-racism.
 - i. R. Le Faive suggested book club
 1. Y. Hood commented that a book club is a good idea but we also need to be ready to do the antiracism work as well.
 - ii. K. Mears asked that if we contact BIPOC USHR that we pay for their time if requesting training.
 - iii. Y. Hood is giving a keynote for the WYLA on a similar topic. More information is available at <https://wyla.org/event-3950850>.
 - iv. Y. Hood suggested that BIPOC USHR is the best path for supporting this type of work. Y. Hood is on the board for BIPOC USHR and she indicated that she can be the contact for the Library but would not be the leader of training.
- Supporting BIPOC in the community
 1. 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?
 - a. K. Mears suggested starting a conversation about being fine free for books.
 - b. D. Moses asked if there are additional groups we should support/engage with for digital collections to expand viewpoints? Ex: local authors
 - c. D. Moses suggested highlighting our existing resources that include BIPOC voices and viewpoints.
 - d. D. Moses highlighted the opportunities we have for engaging groups of students - i.e. student capstone projects.

2. K. McCaffrey suggested being more vocal about anti-racism in our social media presence.
 3. K. McCaffrey asked about the UPEI 50 interviews and how many people were BIPOC. Should we revisit the project by reaching out to more BIPOC for interviews?
 4. S. Lloyd reported on an idea of the UPEI Next 50. He indicated that this initiative would need resources/university support. D Moses suggested a collaborative project with the Student Union.
 - a. K. MacPhail suggested that this could be an opportunity for an internal research grant request.
 5. K. McCaffrey asked if this project could be a service learning project where they look for ways the library can better support BIPOC students?
 - a. D. Moses voiced concern in asking BIPOC students for their labor and suggested feedback loop needs to be established
 6. R. Le Faive reported that the Library ordered Orange Day Shirts from Mi'kmaq Printing and Design. She asked if there are other BIPOC-owned businesses or organizations (aside from BIPOC-USHR) the Library can support?
- IslandArchives
 - Relaunch of PEI Legislative Documents Online
 1. <https://peildo.ca/>
 - a. K. MacPhail reported that the PEI Legislative Documents Online website was updated and migrated. The site provides access to the full text of the Journals of the Legislative Assembly of Prince Edward Island starting from the 32nd General Assembly of Prince Edward Island in March of 1894 to 2011.
 - b. M. Nassar indicated that she has used the website in the past during an internship.
 - IslandVoices
 1. S. Lloyd reported on the partnership with Benevolent Irish Society to digitize oral history tapes of the Irish-Canadian community. The project work was paused but is now resumed. The launch of this content is planned for October 4, 2020 at the Benevolent Irish Society and S. Lloyd will attend.
 - Service Learning Projects
 - D Moses highlighted that Inge Dorsey's UNIV/ACLC 2030 Introduction to Leadership Studies course is seeking projects and asked the Library for suggestions. K. Mears submitted a project that highlights faculty who have adopted open textbooks.
 - D. Moses highlighted the 4th year CS capstone project is also asking for projects.
- 6. Follow-ups on Pre-submitted Reports**
- CUPE 1870: hiring replacement for Cindy MacDonald's former position
 - C. MacDonald asked about this item on the Chair's report. D. Moses indicated that he will work with Librarians to update the existing job description and then send the paperwork to VPAR's office.

7. Roundtable

- Donald Moses highlighted the recent announcements for CAUL-CBUA grant opportunities.
 - <https://caul-cbua.ca/committee/innovation-grant>
 - <https://caul-cbua.ca/committee/research-grant>
- Simon Lloyd - nothing to report
- Keri McCaffrey - nothing to report
- Keltie MacPhail - nothing to report
- Rosie Le Faive reported on her collaboration with engineering to host peer reviewed conference proceedings through the Library. The content is available at <https://library.upei.ca/csme-2020>. The 2021 conference is also planned to be in Charlottetown so the Library may be hosting the 2021 conference proceedings content as well.
- Kim Mears - nothing to report
- Dorothy Peters - nothing to report
- Cindy MacDonald - nothing to report
- Malak Nassar - nothing to report
- Rimsha Khan -
- Yolanda Hood - nothing to report

Meeting ended 2:56

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

- *UL Reports*
 - Budget (D. Moses)
 1. Working with Pauline MacPherson and Collections staff on the Budget.
 - Staffing - Librarians, Library Staff, Students (D. Moses)
 1. Have update paperwork related to the Systems Librarian vacancy and have forwarded it to the VPAR office for review.
 2. D. Moses will work with Librarians to develop a posting for the current vacancy in Circulation.
 3. Sherri Hutchinson continues to provide additional support for the Service Desk.
 - Facilities (incl. renovations, Compact Storage, etc.) (D. Moses)
 1. Staff office moves
 - a. Andrea Caza has moved to Judith Macneil's desk during the Fall.
 2. Worked with Facilities to ensure cleaning schedule for book spaces in the Library. Thank you to Keltie and Systems
 3. To inform the Library's renovation project a survey of students was prepared in collaboration with student representatives Emma Drake and Malak Nassar and alumni representatives Sweta Daboo and Inge Dorsey. Over 700 students responded to the survey and a summary report of the results has been prepared.
 - Infrastructure, Beacon/other campus info services update (D. Moses)
 1. No report.
 2. *Post-Library Council CUPE* (C. MacDonald, D. Peters)
- *Student Concerns/Issues*
 - Graduate Students

- Undergraduate Students
 - *Other University Committee Updates*
 - APCC / Senate Update (D. Moses)
 1. APCC: First curriculum report included calendar updates for Psychology, new course proposals for Music, a calendar update for Asian Studies, new course proposals and course descriptions from AVC.
 2. Senate: Discussion about the Winter semester, convocation, Dr. Rabin Bissessur has been appointed as Interim Dean of Graduate Studies, Dr. Wayne Peters has been appointed as Interim Dean of the Faculty of Sustainable Design Engineering, the need to start the process for the VPAR search. Senate confirmed three members of the Librarian Review Committee including Travis Saunders (Applied Human Sciences) Nino Antadze (Environmental Studies), and Christina Murray (Nursing).
 - Dean's Council (D. Moses)
 - 1.
 - Senate Library Committee (D. Moses)
 - 1.
 - Signage Committee (R. Le Faive, M. Belvadi)
 - 1.
 - ITACT (R. Le Faive)
 - 1.
 - Health and Safety (D. Moses)
 1. Judith Macneil, our representative on the Health and Safety Working Group, and has provided a [report](#).
 2. We have updated the list of fire wardens and guardians.
 - *Unit Updates*
 - Service Desk (~~K. McCaffrey~~ Updated to Y. Hood since she has returned from her leave of absence)
 1. No report
 - Instruction and Outreach (~~K. McCaffrey~~ Updated to Y. Hood since she has returned from her leave of absence)
 - Collections / Acquisitions (D. Moses)
 1. James Murphy and Cindy MacDonald continue to support the purchase and monitoring of monograph and periodical resources
 2. James Murphy has been harvesting COUNTER 5 reports related to usage of our online resources, continues to explore UNSUB, and is tracking our print periodicals.
 3. Cindy MacDonald has updated the Textbook Project information for the Fall 2020 semester, is tracking perpetual access purchases and has begun to receive and process requests for the purchase of Black, Indigenous and People of Color (BIPOC) resources.
 4. Renewals include EconLit with Full Text, Project Muse, AccessEngineering, JOVE, EI Compendex
 - Digitization/Digital Initiatives (K. MacPhail) - Report submitted after meeting
 1. Rosanna started working in the lab the first week of classes and there are a few projects planned for this semester

- a. General clean up of projects that were worked on over the shut down (namely student union newspapers and oral history transcriptions).
 - b. Assisting with the digitization portion of the Virtual Museums Canada/Confederation Centre of the Arts collaboration
 - c. Digitizing LMM postcards that were donated in the spring and adding the images to kindredspaces.ca
 - d. Digitizing the maps in the Maps Gallery (on the lower level of the library - most are along the tech services wall by the reference section). These will end up in IslandImagined.ca
- 2. We've launched peildo.ca
- 3. Work continues on the University of Moncton institutional repository (through the CAIRN project) and on the development of a VRE for the Health Centred Research Clinic (UPEI Applied Health Sciences).
- Circ/Admin (D. Moses)
 - 1. Ongoing work related to scheduling.
 - o Staff supported the Library's new Click and Connect service. From Sept. 8-Sept. 21 27 requests (49 items) have been fulfilled.
 - o Ongoing projects include identifying and updating missing periodicals holding information and updating Benevolent Irish Society metadata records in IslandVoices.
 - o Participation in Easeback planning, documentation, and processes continue.
 - o Updating list of fire wardens/guardians. Simon Lloyd and Pauline MacPherson share responsibility as the Building Wardens, Donald Moses is the alternate. § Main Level Floor Warden: Christine MacLauchlan (Primary), Rob Drew and James Murphy (Alternates) § Annex Warden: Kristy McKinney (Primary), Jason Hogan (Alternate) § Main Level Guardian: Simon Lloyd § Upper Level Floor Warden: Paul Pound (Primary), Sarah Fisher (Alternate) § Upper Level Guardian: Robyn Thomson (Primary), Sarah Fisher (Alternate) § Basement: UPEI Security
- Research and Data Services (K. Mears)
 - 1. ILL: Relais migration work continues in the background. More details to follow once technical issues are resolved.
 - 2. IslandScholar: A new collection was added for the Masters of Global Affairs project reports. These items will appear in
 - 3. the Graduate Works section of IslandScholar. Chris and Robyn add profiles and citations to IslandScholar on a
 - 4. continuous basis.
 - 5. Data.upei.ca: no updates
 - 6. Open Educational Resources & Pressbooks: The OER Development Program is ongoing. The Student Union has
 - 7. requested a report on our grants.
- University Archives and Special Collections (S. Lloyd)
 - 1. No update
- Cataloguing/Metadata (R. Le Faive)
 - 1. Work continues, looking at processing physical books mostly as special collections works through backlog. Ebooks cataloguing is

struggling, as Evergreen has a bug that we are going to commission a fix for.

- Systems: Systems (R. Le Faive)
 1. Drupal is up to date (recent security update), work on Relais to get seamless authentication as we will soon require patrons to authenticate with Relais is difficult if not impossible to coordinate from our position. Information about students/faculty/staff who do not have barcodes is similarly hacked together and inadequate, though we are attempting to fix.