

Library Council DRAFT Minutes

April 30, 2020

1:00pm - 3:00pm, Google Meet

Present (expected): Donald Moses, Simon Lloyd, Melissa Belvadi, Keri McCaffrey, Keltie MacPhail, Rosie Le Faive, Kim Mears, Dorothy Peters, Cindy MacDonald

Regrets: Emma Drake (SU Rep), Rimsha Khan (GSA Rep)

Meeting Online: <https://meet.google.com/pzn-suvc-ypc>

Recognition

1. **Approval of Agenda** - *approved.*

2. **Approval of Minutes (Feb. 27)** - *approved*

3. Announcements

- Travel/PD Plans - *none planned on account of the global pandemic*
- Training/Learning Opportunities
 - K. Mears: Library Publishing sessions, especially relating to OER's next week. K. McCaffrey will be attending as well.
 - M. Belvadi is taking the 4-session ACENET workshop on using Unix, Git, and Python.
 - K. McCaffrey will be attending the UPEI Teaching Community Conference next week
 - M. Belvadi is offering training on using/understanding the usage data from paid library content (journal, book,...) providers. She has created a tool that is easy to install on your own computer.

4. Business Arising

- Ongoing Projects
 - UPEI 50th Anniversary
 1. The "[50 Years, 50 Voices](#)" site was launched, with a press release, two weeks ago. There was an article about it in The Charlottetown Guardian. It is getting great feedback, D. Moses congratulated the folks involved on work well done.
 2. There are only about 5 videos left to edit, and one left to shoot. There are now ~37 videos uploaded to the site.
 3. Throughout the anniversary year, the Throwback Thursday posts on Instagram/Twitter will continue. A suggestion was made to use Linktree (<https://linktr.ee/>) when putting links into Instagram posts, as they're not clickable (users have to copy-paste)
 4. S. Lloyd expressed appreciation and kudos to the team
 5. D. Moses pointed out that many of the interviewees made shout-outs to the Library.
 - Islandora Research Data Management

1. The final presentation to the funders (CANARIE) last week was well-received. The team - Noella MacIntyre, Alan Stanley, Alexander O'Neill, Mengyu Zang, working with Project Leads D. Moses and R. Le Faive, were congratulated. Alexander O'Neill will be staying on as a developer, but Noella and Alan, who had been working full-time, will be missed.
 2. As one of the goals of the project was to contribute stability and progress in developing Islandora 8, we note that many of the features developed by the RDM project have been merged into Islandora, and have been well-received by the Islandora community.
- Kindred Spaces
 1. Megan Kirkland, the graduate intern working on this project, has been extended to the end of June. Despite the project being nominally composed of cataloguing items-in-hand, ways are being found to do the work remotely. Some catalogue records may also receive some review and improvements.
 - OER Grant Program
 1. The review committee, composed of D. Moses, K. Mears, and several faculty members and a student, decided to fund all applicants, who will be notified tomorrow. With some funds remaining, we may decide to do another call.
 2. Only one application was submitted for doing peer review on an existing OER, and this is an area where more attention would like to be encouraged.
 3. Overall, the applications and process were deemed to have gone well.
- Process for LC to create recommendations
 - It was re-iterated that the Library Council has a process in place for creating recommendations, utilizing a simplified Robert's Rules of Order
 - While we would like to engage a consultant in developing a more collaborative decision-making process that fits our particular situation, D. Moses will take feedback and may wait until the situation caused by COVID-19 "returns to normal."
 - Annual Fund Proposals
 - Thanks were extended to those who submitted proposals. K. McCaffrey submitted proposals for Chromebooks, and for mental health reading material. D. Moses also submitted one for replacing the worn-out chairs for the sunroom. We may hear back by the end of the summer.
 - Renovation/Fundraising
 - The university is restarting the consultation process. Coles Associates is still involved, but the team will include different people.
 - A plan is going to be focused around creating aspects that can be funded by individual donors. D. Moses will share a timeline when it becomes

available.

5. New Business

- COVID-19 Updates
 - All classes for the summer sessions will be online, with content delivered using Moodle or some other means.
 - The PEI plan for easing restrictions, "[Renew PEI Together](#)", was recently released. This will inform the University's response.
 - D. Moses acknowledged that there is a great deal of uncertainty right now. But discussions have been started with the librarians about what opening up might look like, and concerns we may have.
 - The Deans met yesterday, and when asked about service points (such as the service desk) there are no answers yet from the institution about how these will be managed. The provincial report is as yet new, and any plan will follow within those guidelines.

- Supporting students and faculty
 - VRef (chat reference) has been quiet lately.
 - D. Moses will do some asynchronous teaching for Business classes, and will discuss such methods of teaching with the librarians.
 - All loans were extended to the end of May; all patrons with renewed items were notified by an email from the circulation email address. Thanks were extended to Robyn Thomson for doing this.
 - D. Moses will be checking on the returns box, which is currently at Security.

- [Library Hours](#)
 - The hours, understood to be VRef staffing hours, were not contested.
 - The website page for the library's hours, and the way that these hours are presented, were recognized to be in need of a re-vamp, in order to communicate that these are for online services, and the physical building remains closed.
 - There was a mention of staffing VRef on Saturdays, and the consensus was that this was not needed.

- Google form for tracking teaching - K. McCaffrey
 - [Tracking Teaching Form \(google drive\)](#)
 - This form is to be used by librarians in scheduling their own teaching events. Filling out the form results in an event being added in the Instruction calendar, in that librarian's calendar, and in a tracking spreadsheet.
 - Concerns were raised about the ability to remember and find this sheet that is to be part of an irregular workflow. Google drive organization, and bookmarking, was suggested.

- Building HVAC needs to run during shutdown
 - D. Moses to follow up with the maintenance team regarding keeping HVAC running.

- S. Lloyd noted that the Special Collections and Archives climate-controlled room has two climate loggers, and that they have been matching perfectly so far. Therefore, he offered the temporary use of one of these loggers to be upstairs in the stacks to monitor them during the shutdown.

6. Follow-ups on Pre-submitted Reports

- Kristy McKinney and Alexander O'Neill's contracts have been extended to the end of May, and Megan Kirkland's grad internship has been extended to the end of June.
- Student assistants were also extended. Dorothy will establish a schedule for hours, starting May 3 and not exceeding 10h per week.
- A correction from K. Mears - the Dimensions badge is in IslandScholar on the left side, not the right.

7. Roundtable

- R. Le Faive - working with the Islandora Metadata Interest group on mappings, crosswalks, tools, and profiles.
- S. Lloyd is now a member-at-large on the Faculty Association.
- D. Moses highlighted a UPEI press release sent out regarding the Alex B Campbell audiobook being released for free. See: [Alex B. Campbell Press Release](#).



Rosie Le Faive <rlefaive@upei.ca>

[Library Council] April 30th meeting.

Melissa Belvadi <mbelvadi@upei.ca>

27 April 2020 at 10:10

To: Rosie Le Faive <rlefaive@upei.ca>

Cc: library-council-group@upei.ca

Acquisitions/Collections Unit update:

- James Murphy and Cindy MacDonald have been working together extensively to train Cindy for her new job, although her starting date has not yet been officially set. The end of the fiscal year offers unique training opportunities that just couldn't be missed, see next point below.
- The end of the fiscal year has meant a huge flurry of ebook purchases. We have purchased over 50% of our individual titles for the entire year since March 1. The librarians agreed to prioritize indigenous studies and climate change, although books are also being purchased across the curriculum.
- Cindy has also completed a substantial update of the required-textbook data tracking from the Bookstore's website for multiple semesters. We discovered the hard way that the bookstore drops past semesters' data from the site without warning, but we got most of it before that happened. We hope to make significant updates to the "e-reserve" pages for this project after the fiscal year-end work is done and we can turn our attention more to this.
- The CS students have finished their work on the "COUNTER 5 Report Tool", which will soon be available for everyone to use, including our own staff of course, to see usage data on our electronic resources from COUNTER-compliant vendors.
- Temporarily free resources from major publishers have continued to proliferate in response to the pandemic. A spreadsheet has been set up to track whenever something is added to either our website or our EBSCO HLM holdings or profiles that will need to be removed/de-activated after the free offer expires.
- We were able to negotiate another 1-year renewal on very favorable terms for our Elsevier ScienceDirect EBS ebook program, with no loss of titles compared to the previous year, and the addition of new titles as they are published.
- The dramatic drop in the US dollar - Canadian dollar exchange rate (not in our favor) as a result of economic instability from the pandemic has hit acquisitions, which has to pay for many resources in US dollars, hard. The rate dropped about 10% in just a few weeks From Feb to April. In response, CAUL, who issues some major invoices in the summer, has been able to negotiate some extended payment terms for some major vendors, giving us longer to pay those invoices into the new fiscal year, in hopes that the exchange rate will become better in later months. CRKN's major invoices are typically not issued until at least September anyway. For a sense of scale, if that drop lasts through the entire upcoming fiscal year, it acts as the equivalent of about an 8% budget cut on collections, and that's on top of the approximately 3-5% usual "inflation" in most subscription prices that we see every year in the base currency.

Melissa Belvadi
Collections Librarian
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mbelvadi@upei.ca 902-566-0581
ORCID iD: 0000-0002-4433-0189
[my public calendar](#)
[Make an appointment](#) via YouCanBookMe

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Rosie Le Faive <rlfaive@upei.ca>

Digitization & Digital Initiatives Update to Council - April 2020

Keltie Jane Mac Phail <kmacphail@upei.ca>

27 April 2020 at 10:44

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

- The newly renovated islandlives.ca and islandimagined.ca were launched in March/April
 - If you notice anything that does not look right on either of these sites, please let Keltie know.
- The new PEI Legislative Documents Online peildo.ca is also being updated and is getting close to being ready
- Work is ongoing on setting up Université de Moncton's institutional repository (a CAIRN site).
- Ongoing maintenance/troubleshooting on existing VREs
- Several staff and student assistant projects:
 - Adding Tables of Contents to a selection of books in IslandLives
 - Transcribing the names that appear on a selection of maps from IslandImagined to help with discovery
 - Transcription of oral history videos from IslandVoices.ca, the SDU Memories Project, and 50 Years 50 Voices Collection
 - Preparing two more years of the Guardian (1965/1966) to be added to the islandnewspapers.ca
 - Quality checking Keltie's backlog of book scans done over the semester

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Health and Safety Report 2020-04-30

The Health and Safety Working Group is no longer meeting.

Library Council – April 30, 2020 – Chair’s Report

Budget

- Budget discussions ongoing.
- A number of transfers from programs completed.

Staffing

- Advertised postings on hold
- No new postings at this time
- Staff extensions

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

- Some work happening in building including installation of a SALTO unit between Language Lab and staff area, water station ordered and on-site (not installed yet).
- Plan to have cleaners back in buildings two weeks prior to re-opening of buildings/campus to ensure spaces are clean.

Other University Committee Updates

- APCC / Senate Update
 - APCC: New course proposals in History, Education, and Climate Change and Adaptation
 - Senate
 - March Meeting – Presentation from Chief Gould about Abegweit First Nation strategic planning and collaborative relations with UPEI, Dean of Science search nearing completion with a recommendation forthcoming, Dean of Graduate Studies will be next search. Discussion of curriculum report and proposed Master of Science in Mathematical and Computational Sciences.
 - By e-vote, Senate moved the second summer session online, which means the full Summer Semester (May–August 2020) will be delivered through technology. meeting on March 6
- Deans Council
 - Have been meeting two/three times a week.
- Health and Safety
 - Encouraging staff to undertake ergonomic assessments as they work from home.

Other Activities

- With Rosie Le Faive, Alexander O’Neill, Alan Stanley, and Noella MacIntyre provided a final presentation to CANARIE funders related to the Islandora 8 Research Data Management platform we have been working on for the past year. [Slides](#).
- CAUL-CBUA – Discussions about document delivery and anticipated service levels, access to physical collections, accommodating requirements for physical

distancing, use of OERs, managing laptops, number of libraries working on archival description backlog and transcription projects.

Unit Updates

- Circ and Admin
 - Draft Library Hours – Summer 2020
 - Prepared Desk/VRef Scheduling
 - Engaged in 50.library.upei.ca content – editing, processings, uploading, promoting. And the site was launched with a press release. Article appeared in the Guardian - <https://www.theguardian.pe.ca/lifestyles/local-lifestyles/relive-upeis-50th-anniversary-year-with-robertson-library-438423/> - and much positive feedback from those interviewed re: the quality of the videos and the great editing. Thanks to those that participated and helped with this project.
 - Staff have been working VRef shifts, working on IslandScholar updates, digitization/description projects, textbook project, and more.
 - Hiring students for part time work this spring/summer that can be done remotely.
 - Cindy MacDonald has been training with James Murphy in anticipation of beginning her role in Acquisitions.
 - Set up a “remote” library returns box at Security building.
 - Worked with ITSS to decommission Rosetta Stone.
- E-Learning Office
 - Teaching Community Conference – May 5, 2020
 - Upcoming workshops in May [[registration link](#)]
 - May 6th - 2:00–3:00 pm: Creating Branching Scenarios and Simulations for your Online Course - Joel MacDonald
 - May 13th - 10:00–11:00 am: How People Learn - Joel MacDonald
 - May 20th - 10:00–11:00 am: Writing Effective and Relevant Learning Targets - Joel MacDonald
 - May 27th - 10:00–11:00 am: Gamify your Online Course - Joel MacDonald



Rosie Le Faive <rlefaive@upei.ca>

Post Council Report

Cindy MacDonald <cimmacdonald@upei.ca>

27 April 2020 at 21:37

To: library-council-group@upei.ca

Hi all,

There are no issues to report this month.

Cindy

Cindy MacDonald BA, MLIS
Robertson Library
University of Prince Edward Island
1.902.566.0322

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Rosie Le Faive <rlefaive@upei.ca>

Research and Data Services Unit Update

Kim Mears <kmears@upei.ca>

30 April 2020 at 11:04

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

ILL: ILL is continuing services for digital materials only while the University is closed due to COVID-19 restrictions. Some interesting comparisons:

- Borrowing from other libraries: The numbers for January 1 - March 15 were identical for both 2019 and 2020 (library open), but March 16 - April 30 (physical library closed) were, not surprisingly, very different. Overall (January - April), the number of requests went down.
- Lending to other libraries: The numbers for January 1 - March 15 were significantly higher for 2020 than 2019, but the numbers for March 16 - April 30 were not drastically different. Overall (January - April), the number of requests received and filled in 2020 is higher than 2019.

IslandScholar: Metadata cleanup is ongoing. A new feature in IslandScholar is the Dimensions badge, which lists citation counts of any record with a DOI. [Here is an example record](#) with the badge near the bottom right corner. Similar to the Altmetrics badge (social media mentions), it will only appear on a record that has citations.

data.upei.ca: no updates

Open Educational Resources & Pressbooks: The OER Development Program is notifying applicants of grants this week.

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Rosie Le Faive <rlfaive@upei.ca>

Service Desk and Outreach/Instruction Update

Keri Nicole McCaffrey <knmccaffrey@upei.ca>

28 April 2020 at 09:09

To: Rosie Le Faive <rlfaive@upei.ca>

Cc: library-council-group@upei.ca

Service Desk:

- Cindy MacD has made the service desk schedule for the summer and it will be used as the vref schedule as long as we are online.
- Service Desk meetings have been postponed but will resume in May.

Outreach/Instruction

- Kaitlyn has been manning the social media accounts. Pet pictures were well received.
- Our overall engagement (likes and comments) on Instagram has risen over the past three months.
- Cindy McK and I have been creating small video tutorials for social media.
- Over the past semester we have taught a total of 64.25 hours and 1363 students.
- **Just a reminder for librarians moving forward, please use Melissa's google form for tracking teaching.** <https://forms.gle/9oLWdJoAcMgvhW6C6> **Rosie can you put this on the agenda? Thanks!**

On Fri, Apr 24, 2020 at 6:02 PM Rosie Le Faive <rlfaive@upei.ca> wrote:

Please find attached the draft agenda and minutes for next week's meeting.

If you have updates as listed on the last page of the agenda, please send them by email to the library-council-group@upei.ca.

Thank you,

Rosie Le Faive

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Rosie Le Faive

she/her or they/them

Digital Infrastructure and Discovery Librarian, Robertson Library

University of Prince Edward Island, [550 University Ave, Charlottetown, PE C1A 4P3](#)

902-566-0533

[Make an appointment](#) with YouCanBook.Me

In Mi'kma'ki, the territory of the Mi'kmaq, under the Peace and Friendship Treaties.

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| CABbgDUSwph13J2AuYN4jpPVp4q7M5eU0K3j3T%2Bnu8YXthpazOA%40mail.gmail.com.

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Keri McCaffrey (she/her)

Metaliteracy and Student Engagement Librarian

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Rosie Le Faive <rlefaive@upei.ca>

University Archives & Special Collections: Update to Library Council -- April 2020

Simon Lloyd <slloyd@upei.ca>

27 April 2020 at 17:05

To: Keltie Jane Mac Phail <kmacphail@upei.ca>

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

Herewith, the University Archives & Special Collections (UASC) unit update for March - April 2020.

- The first two weeks of March were especially busy for research appointments in UASC: in addition to a number of student groups from UNIV 1010 researching the "UPEI Stories" assignment, I also scheduled individual appointments for a dozen-plus students in the ACLC Digital Humanities course, who were researching various sites in the East Prince region. Luckily, I was able to meet with nearly all these students prior to the March 17th shutdown.
- Two high-quality climate data loggers ordered for the UASC stacks room earlier this year arrived just prior to the shutdown announcement. There was not time to set these up during the week the shutdown commenced, but I was able to get them running the week of March 23rd. As a result, I now have just over a month's-worth of climate data (temperature and relative humidity) for the UASC stacks room, and will be using this to request adjustments to the climate control unit (nothing seems critically amiss, but the temperature set-point needs to be lowered somewhat).
- Another notable development during "shutdown week" was the arrival of a significant donation of LM Montgomery-related materials (public announcement pending: likely next month). Again, thanks to Donald's assistance, I was able to arrange short-term access to the Library building to unpack and inspect this donation; I also used this opportunity to snap iPhone images of the most important materials, and subsequently shared these with Meghan Kirkland so that metadata could be added in kindredspaces.ca
- Reference questions — especially PEI- and LM Montgomery-related — continue to arrive via e-mail post shutdown, averaging several per week. So far, pertinent information to respond to the great majority of these questions has been found online — either in Library digital collections or elsewhere — and I have also been able to scan relevant pages from print-only resources during occasional brief visits to the Library.
- As noted in Keltie's Digitization & Digital Initiatives Update, work on a number of digital initiatives has continued, some with involvement from the UASC team. I cued up a lot of the information for the islandlives.ca table of contents project, for example, and Leo has been involved in transcribing oral history interviews.
- In preparation for his "new" position — which will include ~ 1 - 1.5 days / week in University Archives — James Murphy is taking the Introduction to Archival Practice online course offered by the Archives Association of British Columbia. Thanks to Donald for making this possible.

Looking ahead, there are a several initiatives that have been slightly delayed by recent busy-ness and/or disorganization on my part, but that should move forward in the coming weeks, including:

- Growing the Prince Edward Island Online Documents (PEI POD) collection. For a couple of years now, we have been adding "born digital" PEI-related publications to the catalogue, essentially treating them as Open e-books. Although this has only been done on an occasional basis thus far, I am hoping to add more of this titles during the shutdown, as the necessary work can all be done remotely.
- I would like to regularly highlight specific content in the various PEI Collection and University Archives's digital collections, starting with the recently-renovated islandlives and islandimagined, on the Library's social media channels.

- Thanks to fine work by Keltie and the Digital Initiatives team, two “virtual exhibits” — Across the Island and Remembering Father Charlie — are ready to go, and I would like to organize a public launch for these.

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Pronouns: he / him / his

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

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