

Library Council Minutes - August 30, 2018  
1:00pm - 3:00pm Library Conference Room

Present (expected): Donald Moses (chair), Melissa Belvadi (secretary), Meghan Landry, Rosie Le Faive, Yolanda Hood, Kim Mears, Simon Lloyd, Keltie MacPhail

Regrets or Absent: Wendy Collett, Iker Zulbaran, Dylan Michaud

## Recognition

1. **Appointment of Secretary for 2018-2019 - technically not until next meeting, acknowledged that S. Lloyd is only person qualified and will accept**
2. **Approval of Agenda - approved**
3. **Approval of Minutes** (May 31 2018) - approved
4. **Standing Items**
  - Budget (D. Moses) - working on plan for collections deficit
  - Staffing
    - UL Search (S. Lloyd) - initial posting closed on August 27, have not yet gotten applications to review; R. Le Faive got feedback from CUPE staff that they did not feel sufficiently consulted on draft and that the position focused too much on digitization and not enough on committee work required of the job
    - Librarians
      - Meghan Landry (D. Moses) - this is M. Landry's last Library Council, is thanked for her service; liaison responsibilities have been temporarily allocated among D. Moses (Business instruction, Economics), M. Belvadi (business individual appointments), S. Lloyd (history), R. Le Faive will resume CS, math, etc. Faculty of Science areas
    - Library Staff - no update
    - Students (Y. Hood)
      - New students
        - a. Chenxinyi Li (Dora) 2nd FN/Bus
        - b. Emma Martinet 2nd History
        - c. Jiaqi Cai (Wayne) 2nd CS
        - d. Kaitlyn Humphries 2nd Psych
        - e. Rosanna Kressin 2nd Engineering
      - Returning students
        - a. Soumedha Beeharry
        - b. Michele Bub
        - c. Hanna Cochrane
        - d. Corey Collett
        - e. Victoria MacDonald
        - f. Zantae Pellitier
        - g. Katelyn Richard
        - h. Talia Melone
      - Digitization

- a. Zantae Pellitier
  - b. Mohammed Ali
- Travel/PD Plans - D. Moses CAUL early October and CRKN in mid-October; M. Belvadi Charleston in November, M. Belvadi and R. Le Faive OLA in February
- Training/Learning Opportunities (D. Moses) - discussed ER&L viewing - a few librarians watched on their own, M. Belvadi reported small numbers of participation in the scheduled viewing sessions; D. Moses noted availability of Indigenous MOOCs developed by University of Alberta and UBC, findable through CFLA website; D. Moses explained how we can arrange to get AceNet software carpentry training at UPEI at low cost
- Post-Library Council CUPE (K. MacPhail)
  - new reps for 2018-2019: Dorothy Peters will replace W. Collett at the next meeting for the 2018-2020 rep position; K. MacPhail is starting her second year of her 2-year term
  - feedback about needing timely confirmation from supervisors for April-sent new academic-year vacation requests; Circulation dept staff reported that the gap in the wall in their area results in noise and privacy (patron side and staff side) issues, and they are wondering if something can be done - D. Moses will look into
- Facilities (incl. renovations, Compact Storage, etc.) (D. Moses)
  - Soundproof booth - expecting to be completed by the end of September
  - Floors in Collaboratory being waxed, areas still left are LINC (probably Sept 7 & 8) and outside S. Lloyd's office
  - Compact storage update - books are mostly processed, SFs are left, journals have all been processed and moved upstairs, govt docs have been reviewed-will be a mix of discard and moving to 3rd floor; materials left in journal room (reference and indexes) will soon be started; still need to decide microfilm;
- Student Concerns/Issues - no reps present
  - D. Moses reported an email complaint about a laptop loan regarding a functional problem; need to make some decisions about at what point staff pull a partially non-functional equipment aside for Larry and how much we keep investing in repairing these; we need to consider application for getting more laptops from annual fund; discussion resulted in recommendation that we ask for funds for 50 new Dell laptops
  - K. Mears heard in AVC student tours that students are still having complaints about the wifi
- Other University Committee Updates
  - APCC / Senate New Programs Update (D. Moses) - updates to music curriculum to adequately capture some requirements; some new business courses;
  - ITACT (R. Le Faive) - nothing to report
  - Dean's Council (D. Moses) - nothing to report
  - Senate Library Committee (D. Moses) - nothing to report
  - UPEI Strategic Planning (M. Belvadi) - meeting next week, no other information
- Beacon/other campus info services update (D. Moses) - Groupwise users have been migrated to MS Outlook; Office 365 can be used at any time; no timeline on other migrations
- Health and Safety (D. Moses) - report from Judith MacNeil - goal to complete all building inspections in 2018, ours was completed in December 2017; parking lot and campus road pothole concerns were noted and some patches have been

made; S. Lloyd reported that emergency evacuation plans are being reviewed and updated

- Service Desk update (M. Landry/Y. Hood) - next meeting to be scheduled, Y. Hood is resuming coordination of the meetings; D. Moses is looking into getting a security "panic" button installed;
- Social Media update (Y. Hood) - ACLC group is taking over our Facebook, Instagram, and Twitter accounts again in October
- Library events (Y. Hood)
  - NSO - 830 students registered for NSO and registration is still open - a lot more than last year; Saturday: Emma and Y. Hood will be doing Welcome Fair, M. Belvadi and Y. Hood will do information sessions on Monday afternoon in McDougall, 2 20-minute sessions;
  - Personal Librarian Program - waiting for list from registrar - names of freshmen and transfer, emails, and declared majors
  - Event calendar - Rob Drew is working on setting up for us to post Library events to a calendar structure, should be ready within a few weeks
  - Escape room - Tuesday for NSO; registration is required, competing with beach activity but it may rain; will include feedback session and survey
  - NSO Saturday "Amazing Race" activity with ebook scavenger "assignment"
  - Mi'kmaq History Month (October) (D. Moses) - October 1 Sherri Russell will host talk - still looking at venue space depending on likely attendance; S. Lloyd will check with history faculty and M. Belvadi with soc/anth faculty regarding possible tie-in with a course assignment/extra credit

## 5. Business Arising

- Academic Integrity Project (Y. Hood) - agreed to add green button but will test on test site first
- Chromebooks Update - no update
- APLA conference feedback/update - good session on decolonizing classification;
- Large Format Scanning/Printing Equipment update (D. Moses) - installed, check with Wendy Henderson for conference posters
- Grants application update (D. Moses)
  - CANARIE - results not yet official but we may be "first runner up"
  - National Heritage Digitization Strategy - no update
- MobilityPrint (D. Moses) - now available in apps stores - PaperCut - can print to our "WebPrint" queues, ITSS will not support it; M. Belvadi will write document for website and staff can refer students to it
- UPEI 50th Anniversary (D. Moses) - believe that all of our proposals were approved with funding but D. Moses will confirm that and they will go ahead
- 3d printing update (D. Moses/K. MacPhail)
  - [Draft policy](#) - patrons - going live Wed Sept 6
  - [Draft policy](#) - library staff

## 6. New Business

- Records Management (S. Lloyd) - a project proposal has been submitted to the VP Finance & Facilities; Patti Wheatley is the coordinator of the group working on this;
- [Fall Library Hours](#) (D. Moses) - no problems reported, will go forward

- [Conflict of Interest policy](#) (D. Moses) - noted
- [Library icon for myUPEI](#) - preference overall for option 2 with word "library"

## 7. **Roundtable**

- R. Le Faive - tour of library in Ireland, will share pictures, especially of A/V recording equipment and space
- S. Lloyd - Baldacchino book donation being given a bit of publicity
- M. Belvadi - Amazon wishlist will go live, hopefully in September; will send out link to all staff for feedback before