

Library Council Minutes - December 14, 2017

1pm - 3pm Library Conference Room

Present: Donald Moses (chair), Melissa Belvadi (secretary), Simon Lloyd, Wendy Collett, Mark Cousins, Keltie MacPhail, Meghan Landry, Rosie Le Faive, Yolanda Hood, Dylan Michaud, Kim Mears, Iker Zulbaran

Regrets:

Recognition

1. **Approval of Agenda** - approved

2. **Approval of Minutes** ([November 30, 2017](#)) - approved

3. Standing Items

- Budget: D. Moses: nothing to report
- Staffing
 - Librarians: nothing to report
 - Library Staff: Larry Yeo started on December 4
 - Students: nothing to report
- Travel/PD Plans: M. Landry is going to OLA
- Training/Learning Opportunities: M. Belvadi completed CAUL data visualization session and [recording is available](#); R. Le Faive is looking at RDA training opportunity, so contact her if interested
- Post-Library Council CUPE:
 - Chromebooks for student circulation: Larry Yeo noted that students in public schools are getting experience with these so we may see increasing awareness of how to use them and we may be able to reach out to the schools to learn more about that; R. Le Faive noted that Dave Cormier is in the Province's Department of Education now
 - Click Mini: students are looking at it and perhaps it needs basic documentation - what it is, how to use it, etc.; M. Belvadi will create some signage; discussion about more generally if we need a signage committee; D. Moses noted to go through Pauline if money is involved;
 - Social Media: question about who should be doing what in these; credentials are available in Google; D. Moses noted that the Service Desk desk has an unshimmed smartphone available for products like Instagram that can't be posted to from a desktop/laptop; discussion about Y. Hood pulling together a group of staff interested in participating in posting to our official accounts
- Facilities (incl. renovations, Compact Storage, etc.): D. Moses reported 32,000 books removed, about 1,500 went upstairs, the remainder to Better World Books, about 800 boxes; we are beginning to move the journals upstairs, starting with the ones that had a few volumes downstairs and the remainder of the run upstairs - those are being integrated; the larger runs will be moved to the area between where the books end and the journals begin upstairs; we will be making some configuration changes to the furniture in the LINC to create more seating

- space, although we won't yet have additional computers, but students could use their own laptops, and we will get a wireless access point installed in the LINC
- Student Concerns/Issues: no students present
 - Graduate Students
 - Undergraduate Students
 - Other University Committee Updates
 - APCC / Senate New Programs Update: no update
 - ITACT (R. Le Faive): no update
 - Dean's Council: no update
 - Senate Library Committee: no update
 - Beacon/other campus info services update: D. Moses reported that new network/wireless access points are being installed now - this should be transparent to users when switched over; R. Le Faive reports that library staff should be soon able to add new people into Colleague for Evergreen the way we used to be able to, but ITSS is working first to make sure the permissions to do this will be appropriate so our staff can't get into inappropriate parts of the system - we have no idea when this will be ready for use
 - Service Desk update (Y. Hood): we have a meeting coming up Dec 18
 - Social Media update (Y. Hood): we will have an Instagram team and possibly a social media team/circle; M. Belvadi noted that there may be future "dashboard" methods for featuring statistics about our social media accounts to the public;
 - Library events (Y. Hood):
 - working with Cindy McKenna to have a January movie series of 3 showings, including an NFB movie about the Confederation Bridge, and possibly coordinate with faculty to connect this event to course requirements; need to be scheduled conveniently for a commuter campus but also work with dinner time; will also be doing a night of "short shorts" in February;
 - R. Le Faive is involved in UPEI's activities committee for Bell Aliant's Let's Talk Day raising money for mental health using hashtags; the Library is going to have an information table on Jan 31 in the library (location tbd) with materials about mental health resources available on campus for students, and will also be using our social media accounts to promote this; Bell Aliant is providing tabling materials

4. Business Arising

- Zeta repair update: D. Moses looked at it and got it a network cable, and is asking whether it is still usable, noting that we do not want to put any more repair funds into it; R. Le Faive asked about clear cover to hold things like passports down on the Click Mini and Zeta - she and M. Belvadi will experiment on possibilities
- Printing update re: employees' problem (R. Le Faive): no update
- Irish Benevolent Society update (S. Lloyd): we expect to get a check early in the new year
- Young Canada Works update: D. Moses working with the Co-op people to get us a student
- Room booking data analysis (R. Le Faive): [found](#) that rooms do get entirely booked up at times, especially in November, although there is also a bug in the

system that allows students to overbook times that they end up not using; D. Moses noted the possibility of doing some "reality checking" in the next semester regarding whether people are actually in the rooms during the identified peak times

5. New Business

- a. Holiday schedules: reminder of the staff Christmas potluck; staff should let their supervisors know of intended extra days off; D. Moses will talk with circ staff regarding turning off public equipment and all staff should turn off their own office equipment; D. Moses noted that staff employees who have been here less than a year may have a vacation deficit for the week between the 25th and 1st
- b. ORCID (K. Mears): we can now connect our ORCID profiles with our IslandScholar profiles, working with R. Le Faive on training materials and email announcement to faculty, and will be submitting an APLA conference presentation proposal

6. Article for discussion and Learning Opportunity of the Month:

- Article to be deferred for this month. Who will provide next meeting's article? R. Le Faive will provide the article for January
- Learning opportunity of the month: [M. Belvadi's data visualization presentation](#) (recorded); K. Mears will provide the learning opportunity for the next meeting

7. Roundtable

- nothing