

## Library Council Minutes - May 31, 2018

1:00pm - 3:00pm Library Conference Room

Present: Donald Moses (chair), Melissa Belvadi (secretary), Mark Cousins, Meghan Landry, Rosie Le Faive, Wendy Collett, Simon Lloyd, Keltie MacPhail

Regrets or Absent: Kim Mears, Yolanda Hood, Iker Zulbaran, Dylan Michaud

### Recognition

1. **Approval of Agenda** - approved as presented
2. **Approval of Minutes** (April 26, 2018) approved as amended during the meeting
3. **Standing Items**
  - Budget: for the new fiscal year, library got new money for new programs (as promised for those) only
  - Staffing
    - Librarians - no update
    - Library Staff - Leo Cheverie had a PEI CUPE award named after him, the Leo Cheverie Activism Award
    - UL (S. Lloyd): UL search committee is underway, call is out now for comments about the job description; Robert Gilmour is the chair
    - Students: Rosanna Kressin started working with Y. Hood on the academic integrity project this summer, is working out of RL 327
  - Travel/PD Plans - multiple APLA as previously recorded; R. Le Faive June 18-29 Islandora Camp in Ireland at the University of Limerick; M. Landry and R. Le Faive visiting Mt. Allison on June 1 relating to digitization material
  - Training/Learning Opportunities: M. Belvadi will work with Pauline MacPherson to schedule ERIL sessions
  - Post-Library Council CUPE: K. MacPhail: question how Judith MacNeil will report from Health & Safety to Library Council - D. Moses will ask her for a report before each Council meeting to be provided at the next meeting
  - Facilities (incl. renovations, Compact Storage, etc.)
    - D. Moses: Ceiling tile repaired in staff lounge, work order placed for having windows cleaned
    - D. Moses: Floor will be waxed this summer
    - Soundproof booth (D. Moses): spare one in storage, library asked if we want it, looking at putting it at the end of (in replacement of some of) the yellow carrels near the 344/345 study rooms; discussion about the need for a soundproof room, various use cases; discussion of need for audio equipment to maximize value e.g. for skype calls
    - D. Moses continues to monitor various areas with Dorothy Peters
  - Student Concerns/Issues - no students present
    - Graduate Students
    - Undergraduate Students
  - Other University Committee Updates
    - APCC / Senate New Programs Update (D. Moses) - no APCC update; Senate approved courses for new MBA in Global Leadership, new

courses in biology and theatre studies; Senate has voted in support of the UCE (Egypt), Strasbourg (Madrid University), programs, not sure about Dubai

- ITACT (R. Le Faive) - no update
- Dean's Council (D. Moses) - no update
- Senate Library Committee (D. Moses) - no update
- UPEI Strategic Planning (M. Belvadi) - schedule shifted to mid-October for final Board approval with town hall(s) in early September
- Beacon/other campus info services update (D. Moses) - no update
- Health and Safety (S. Lloyd) - no update from Judith MacNeil
- Service Desk update (M. Landry) - no update
- Social Media update (D. Moses) - Instagram button now on website
- Library events (D. Moses) - plans underway for "escape room"

#### **4. Business Arising**

- Benevolent Irish Society update (S. Lloyd): progress continues, will be presenting this week an interim report to get second half of funding
- Chromebooks (D. Moses): instructions for powerwashing for staff and in bag for how to connect to network; final steps being done this week to get into circulation
- EBSCO Solar (D. Moses): will share what was submitted with the staff [link to go here]
- Large Format Scanning/Printing Equipment update (D. Moses): new unit arrived today (Ricoh); the old one is in the staff lounge, can still be used within the library perhaps
- Staff lounge update (D. Moses): cleaned out keyboards, some filing cabinets still to be removed; curtains have been removed; old office partitions will be moved to storage if we have no other use
- Pressbooks (M. Landry): met with Grant McSorley who is interested in creating or adapting an OER for a first-year engineering course - he is on a national OER engineering committee; reaching out to Registrar's Office to explore interest in the Academic Calendar; Student Union handbook is being created in Pressbooks; M. Landry will be speaking about the platform at APLA next week

#### **5. New Business**

- Academic Integrity Project (Y. Hood) - deferred
- NSO (Y. Hood) - deferred
- Grant Applications (D. Moses) - finishing applications for two grants: National Heritage Digitization Strategy for newspapers, and CANARIE research data management software
- Betty M. Jeffery Scholarship (D. Moses) - Advancement notified us that retired UPEI librarian and former FA President Betty Jeffery has set up an endowed scholarship for a 3rd or 4th year UPEI student interested in going into graduate studies relating to libraries or archives
- Wireless/Network update (D. Moses) - no response from Dana yet; wireless routers have been replaced and appears stable, IP addresses are fixed; we are

expecting further upgrades to wired network equipment in the library and throughout campus but no details yet; there will be a firewall upgrade June 22-23 that will impact our network; our systems team is being consulted to make sure the upgrades do not break any library servers/services; W. Collett noted that there are one or more online final exams being held on campus the evening of June 22.

- Printing (D. Moses) - PaperCut was upgraded, and now have MobilityPrint feature but ITSS is not actively supporting it, this is separate from WebPrint, for Android and iOS and ChromeOS mobile devices, not sure about Windows and MacOS laptops; after our staff learns it, we will be able to share this with patrons

#### 6. Roundtable

- R. Le Faive - working on giant update of all OCLC ebook records in catalogue, will result in joint records for ebooks where the platforms involved use OCLC to provide MARC records
- W. Collett - this is her last Library Council meeting of this term because she'll miss the August meeting, expect Dorothy Peters to be the new rep in September
- M. Landry - no update
- S. Lloyd - university getting active on records management, may have progress to report by end of summer, library, privacy office and Registrar involved; the LMM conference is June 21-24; bindery shipment getting ready soon; S. Lloyd and D. Moses getting further involved in 50th Anniversary activity planning
- K. MacPhail - no update
- M. Belvadi - participated in CAUL webinar on collections assessment and weeding

#### 7. Article for discussion and Learning Opportunity of the Month:

- This week: M. Landry
  - [Emotional design application to evaluate user impressions of library information desks](#)
- Who will provide next meeting's article? Should we continue this tradition? - agreed to move this tradition to the library staff meetings so the full staff can be included