

Library Council Minutes - November 30, 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, Kim Mears, Iker Zulbaran

Regrets: Dylan Michaud

Recognition statement

1. Approval of Agenda - approved

2. Approval of Minutes ([October 25, 2017](#))

3. Standing Items

- a. Budget: D. Moses continuing to talk with the VPAR, need to tie needs to campus activities and priorities, please share thoughts on how to do this
- b. Staffing
 - Librarians: D. Moses will seek renewal of the two term librarians
 - Library Staff: Judith MacNeil started November 27 on the Cataloguing team, Larry Yeo will start December 4
 - Students: S. Lloyd will likely be hiring a student for a project funded by the Irish Benevolent Society, not yet confirmed, may be a co-op student
- c. Travel/PD Plans: R. Le Faive will be going to Islandora Camp in Ireland in June
- d. Training/Learning Opportunities: K. Mears: NASIG has a free webinar relating to academic writing and publishing - she will send the [link](#); M. Belvadi will be offering a CAUL webinar about data visualization on Dec 13;
- e. Post-Library Council CUPE: W. Collett reported:
 - noted need for updating Council minutes on the website;
 - asking for status update for 3rd floor study room renovations; D. Moses said no current funds; discussion about involving student groups; discussion about capturing data regarding booking capacity and "turnaways"; R. Le Faive will consider options for capturing;
 - Discussion regarding ideas for use of the basement
- f. Facilities (incl. renovations, Compact Storage, etc.): D. Moses: WIFI issues: there are 2 phases to the project to refresh network infrastructure, and the library is among the first to get switches and WIFI access points replaced; this is the time to ask for additional access points, for instance in the LINC; phase 1 is updating existing equipment, phase 2 is evaluating at a building level; D. Moses and M. Belvadi have started a discussion about how to increase capacity in the LINC with the existing furniture and maybe get a few new desktop computers, and need new network ports for them;
- g. Student Concerns/Issues
 - Graduate Students: rep not available
 - Undergraduate Students: no update
- h. Other University Committee Updates
 - APCC / Senate New Programs Update: D. Moses: MBA in global leadership going through APCC, D. Moses and M. Landry met with

external reviewer and discussed needed library resources; we have participated recently in religious studies, philosophy, masters in nursing, biology program reviews ; clinical doctorate in psychology being worked on

- ITACT (R. Le Faive): nothing to report
 - Dean's Council: nothing to report
 - Senate Library Committee: nothing to report
- i. Beacon update: no update; 25Live? K. Mears reported being denied a booking for the Breezeway, but was never received an email automated or otherwise that it was; R. Le Faive described problems and waste of time clicking through multiple irrelevant pages - other librarians concurred. Others reported that they used 25Live without issue. It was also noted that 25Live has been useful at the Service Desk for locating campus events.
- j. Service Desk update (Y. Hood): no updates; D. Moses noted that ITSS technician had updated the Circulation Desk computers; M. Landry noted the new email reminders regarding vref scheduling is working well; S. Lloyd noted near constant demand for laptops and is wondering if there is a plan to increase the fleet; D. Moses said he hopes that Larry Yeo will be able to fix many of the broken ones, and also that there is a fund available for student initiatives. We also talked about Chromebooks although they may not be what students need, Y. Hood will follow up on applying for those funds; M. Belvadi suggested we should do another survey about the possible usefulness of Chromebooks, will work with Y. Hood on that; I. Zulbaran noted that he is also seeing more students using Google Docs especially for group projects; D. Moses will also follow up on the communication issues around Panthernet compatibility with Chromebooks;
- k. Library events
- Pajama Party (Y. Hood): dogs, yoga, therapeutic touch and tarot reader very popular; services walk-through not as popular; food and hot chocolate well received; 3d printing and friendship bracelets "hot", more so than bookmarks; therapeutic touch was free, yoga was free thanks to campus rec people, dogs free, tarot reader and food were the biggest expenses (popcorn, fruit) - maybe \$300 total including purchase of popcorn machine; pjs was an important part of the atmosphere; thinking next semester will be more artsy or cerebral, "open cafe" - poetry, stories, etc., also a Valentine's Day themed event, movie night; last 3 weeks in January - 3 different interdisciplinary videos with faculty from different departments to lead discussions; Feb 27-Mar 3 - for Banned Books week we will have some events, will bring back some of the more popular events for the end of Winter semester as well;
 - Stress Free Zone (Y. Hood): going well, some great photos posted on Instagram; discussion of privacy and student photos at events, checked with Neal Gillis and Mike Needham and we're fine with group shots (e.g., in Learning Commons); going to have a "beards at Robertson Library" Instagram day; will consider adding "social media update" to future Library Council standing agenda items

4. Business Arising

- a. Printer/Copier/Scanner update (incl. Zeta): D. Moses: paywall now implemented, R. Le Faive found a couple of Macs not properly printing, and anyone who is a student and is also an employee cannot print from the Dells - ITSS knows about this - R. Le Faive will followup; S. Lloyd noted need for new network cord for Zeta; no problems with Click Mini, M. Belvadi requested that if it seems to get out of focus let her know for a recalibration
- b. Health & Safety (S. Lloyd)
 - WHIMIS training/refreshers: all employees including student assistants are supposed to do it every two years - Pauline has a list of expiries; D. Moses will figure out what to do re student assistants
 - Fire Drill: S. Lloyd we have been assured that the problem of fire doors not opening will not happen again and if it did, we should pull the fire alarm pulls - we have it in writing that it won't happen again; also looking at problem with staff lounge door not being "on a magnet" so a patron has found they can just walk out any time through it;
- c. 3D Printing (K. MacPhail): up and running, well received, 62 print jobs, 44 during free period, 8 non-library-staff since payment including a few Engineering students (their own printers were busy), have posted some pictures on Instagram; some issues with scheduling and time limits during free period, but dissipated since started charging; issue with length of time e.g. 17-hour print because combined multiple parts into a single job because they could (was during free period); will likely do another round of workshops maybe partnering with Engineering students to teach how to use free design software;
- d. Young Canada Works Proposal: expecting to hire a student for most of the winter semester, possibly a co-op student, will be reporting to M. Belvadi
- e. UPEI Strategic Planning - 2018-2023: D. Moses reported on meeting with Strategic Planning Committee, reviewed the questions posed by the committee

5. New Business

- a. Library Hours for Jan-April 2018 [[link](#)]: reviewed, no changes suggested, hours approved
- b. Experiential Learning: D. Moses and Y. Hood attended a mapping exercise on campus about this led by Bonnie Stewart who has been hired to be the program lead and will share a summary; questions about how students can tell when signing up for courses which ones have an experiential component; that team reports to Cathy Gillan
- c. Mawi'omi Student Centre: D. Moses met with Sherri Russell about programming and partnerships, Sherri suggested that traditional arts might be explored regarding our winter de-stress activities, and she will come to a future library staff meeting; ideas were discussed about rotating exhibits in our space; R. Le Faive noted a related event at the Confederation Centre on Dec 12; D. Moses noted there will be a Pow Wow on campus in the spring

6. Article for discussion:

- a. *Engaging with Social Media: The Emily Carr University of Art and Design Library Experience* : Y. Hood noted that ACLC will take over all of our social media next fall, not just Instagram;

7. Roundtable

- a. M. Landry: update about postcards project; have done engagement analysis; starting "12 days of postcards" Dec 1, posting to Instagram, Facebook, and Twitter some funny ones, and also doing a little history about the images
- b. M. Cousins: two students today at the desk reported they could not connect on WIFI in the sun room
- c. S. Lloyd: away most of next week, study leave to finalize report regarding university archives; D. Moses noted that he and S. Lloyd did a workshop about digital exhibits at Wood Islands for the Community Museums Association