

**Library Council Minutes - September 27, 2018**  
**1:00pm - 3:00pm Library Conference Room**

**Present:**

Donald Moses (Chair), Simon Lloyd (Secretary), Melissa Belvadi, Rosie Le Faive, Yolanda Hood, Kim Mears, Keltie MacPhail, Dorothy Peters, Robyn Thomson, [Iker Zulbaran — joined meeting late]

Graduate Student representative -- to be confirmed

Guest: Ashley McKibbon, GSA President (pro tem)

**Recognition**

**1. Council Update: Membership and Secretary**

- Acknowledgment of new Secretary and new members of Library Council

**2. Approval of Agenda**

- Approved as circulated

**3. Approval of Minutes (August 30, 2018)**

- [Minutes](#) approved as circulated — no corrections / additions

**4. Standing Items**

- **Budget**
  - Some Library funds are being transferred to support collections — purchasing of monographs
- **Staffing**
  - *UL Search (S. Lloyd)*
    - Committee has met recently; will be meeting again within the next few weeks — at the shortlisting stage; Simon's understanding is that Committee hopes to move ahead with candidate visits, etc. before the end of the calendar year
  - *Librarians*
    - Keltie MacPhail —term until December
  - *Library Staff* - no update
  - *Students*
    - We have 14 students hired — working Service Desk and Dig Lab
- **Travel/PD Plans**
  - M. Belvadi — Charleston "first week of November"; got funding support to attend
- **Training/Learning Opportunities**
  - D. Moses referenced the upcoming [CAUL-CBUA Forum on Accessibility](#) — will include UPEI speakers (October 2)

**5. Post-Library Council CUPE**

- Follow up regarding noise mitigation between staff/public area in Lobby; D. Moses has been in touch with Facilities

- Communications re: vacation scheduling process in April - working on process to improve confirmation re: scheduling
- 6. Facilities (incl. renovations, Compact Storage, etc.)**
- D. Moses continues to tour Library with D. Peters; some issues have been addressed, and is following up on others
  - Soundproof booth - D. Moses reported that there is no update on timeline and that general scarcity of tradespeople on Island is slowing process
- 7. Student Concerns/Issues**
- *Graduate Students*
    - A McKibbon thanked K. Mears and Y. Hood for their participation in Graduate Student Association events
  - *Undergraduate Students*
    - D. Moses reported a request from student to provide blocks, games, etc. to help students reduce stress.
    - \*\*\* see below
- 8. Other University Committee Updates**
- *APCC / Senate New Programs Update (D. Moses)*
    - Clinical Doctorate in Psychology has been submitted for APCC approval (MPHEC)
  - *ITACT (R. Le Faive)*
    - ITSS rep was too busy to attend last ITACT meeting; as far as ITACT is aware, work is continuing on 2 year network upgrade project
      - K. Mears noted student complaints reported in *Cadre*: <https://thecadreupei.com/2018/09/24/letter-parking-and-panthernet/>
  - *Dean's Council (D. Moses)*
  - *Senate Library Committee (D. Moses)*
  - *UPEI Strategic Planning (M. Belvadi)*
    - Town Hall on Monday included presentation by President. Only one question from audience; feedback on draft due by October 2
    - Committee will be reviewing feedback and making changes Oct 3, then to Senate; plan is to have Plan ready for Board approval at BOG November meeting
    - M. Belvadi noted that Library is mentioned twice in existing plan Draft.
- 9. Beacon/other campus info services update (D. Moses)**
- 10. Health and Safety (D. Moses)**
- Judith MacNeil reported that a new OHS manual for UPEI is in development, reflecting new standards and that OHS to be included in all new employee orientations. OHS documents available on UPEI OHS site
  - S. Lloyd noted that Judith MacNeil has posted an OHS notice board located opposite Yolanda's office.
- 11. Service Desk update (Y. Hood)**
- New signage and associated costs.

- M. Belvadi provided an overview of the [Textbook Access Project](#).

## **12. Social Media update (Y. Hood)**

- Kate Scarth's ACLC 1080 Digital Literacy students will be taking over Library Facebook / Twitter/ Instagram during October and November.
  - Question re: impact measurement and Y. Hood is looking into it (comment from A. McKibbon (GSA) that they looked into business account for Instagram which is no charge, but complicated)

\*\*\* I. Zulbaran joined meeting at 1:25

## **13. Library events (Y. Hood)**

- Y. Hood reported that Cindy McKenna did a lot of prep work before she left for vacation; Sarah Fisher is keeping track of details while Cindy McKenna is away.
- *NSO*
  - I. Zulbaran reported good feedback from students on NSO events
  - Library participation in Welcome Fair (Recurring question re: Textbooks? Led to textbook programme)
  - Approximately 70 students turned out for movie
  - Y. Hood and M. Belvadi did Library presentation on Labour Day
  - Y. Hood felt this was a good opportunity to let students who "their" librarian is
- *Escape Room*
  - Waiting list for Escape Rooms — some issue with no-shows
    - 1 remaining in Oct. and 1 in November
  - Generally positive feedback with students wanting more and greater variety.
  - Agreement that a Hallowe'en Room would be great, but timing did not work out this year [summer planning needed].
  - M. Belvadi suggested that this would be a good opportunity to collaborate with student societies. Agreement to this should be explored going forward (Y. Hood — noted her former Library has recently started checking out Escape Room boxes]
- *Amazing Race*
  - Library was a stop during the Amazing Race activity.
- *Mi'kmaq History Month (October)*
  - Treaty Day Talk - October 1; Seniors College Lab
  - Can it be recorded? D. Moses will follow up with request to speaker both re: recording and sharing online and S. Lloyd volunteered to operate recording equipment. A. McKibbon reported that the GSAC had some recording equipment and suggested that Facebook Live might be an option for 'broadcasting' it.
- *Magical Science*
  - Brian Wagner, Chemistry Faculty, hosted a well-attended session in LINC
- *Enviro Studies Book Talks*

- Y. Hood reported that the initial turnout was disappointing and will provide more publicity for future talks. Professor Nino Antadze is sending “factoids” re: next book.
      - GSA also offered to help promote
- *Michael Hennessy book talks*
  - First trial of a summer book club — decent turnout at first, but dwindled, and author was not able to attend, but Rachelle Greathouse is keen to try again
- *Telescope night*
  - Great turnout — 24 participants, despite heavy cloud cover; Megan Glover gave good presentation on using the telescope. Looking forward to improved use of telescope in future
- *Banned Books Week*
  - ENGL 3850 (YH is embedded librarian) — has done display / coffee house; coffee house was well-attended; planned and run by students. Y. Hood hopes to recruit students from this group to help with Freedom to Read Week in the Winter.

#### 14. Business Arising

- ***Academic Integrity Project (Y. Hood)***
  - AIP Module is being used; all glitches have been worked out
  - Recruiting more members to Committee
  - Comment that Psychology have their students taking Indiana U Plagiarism Quiz
- ***Grants application update (D. Moses)***
  - *CANARIE* — Grant application was successful and anticipates announcements forthcoming at end of month (~1.5 years — Oct. 2018; ~\$240K; focussed on developing research data management, leveraging CLAW Islandora — collaborating with SFU and Islandora Foundation)
  - *National Heritage Digitization Strategy* - e-mail update from funders noting that over 200 applications had been received; notifications should be going out late Fall
  - *UPEI 50th Anniversary (D. Moses)*
    - working with UPEISU to digitize student newspaper back-issues; also looking at how to preserve “born digital” *Cadre* content
    - Requested update re: budget proposal; should be hearing from 50th Committee shortly
- ***3-D printing update (K. MacPhail)***
  - Successful transition to file submission workflow; 4-5 requests this week
- ***Records Management (S. Lloyd)***
  - Report went to VP a couple of weeks ago and awaiting next steps.
  - Question re: plans for FOIP preparations. DM — will followup with Patti Wheatley to make her aware of Library questions (working group convened today)

- **Amazon wishlist (M. Belvadi)**
  - Went live today — agreement we should publicize through Campus Notices; M. Belvadi will draft
  - K. Mears showed digital bookplate sample developed this week; will incorporate GIF (possible seasonal PEI theme)

## 15. New Business

- **Personal Librarian Program**
  - M. Belvadi provided an overview - reaching all new, incoming undergraduate students
  - Question re: GSA (rep has been getting a lot of questions) — thought is that we would likely connect with them through liaison portfolios
  - Meeting has been scheduled for Personal Librarian Program. M. Belvadi will look at how to share this info with rest of Library team (esp. Service Desk, so that they are aware)
  - Y. Hood will send general info to Library team see: <https://library.upei.ca/personal-librarian-program>
  - Question — should we communicate directly w/ student assistants? Yes — note that there is [Library-Students-group@upei.ca](mailto:Library-Students-group@upei.ca)
- **Textbook cost reduction project (M. Belvadi)**
  - Rebranding as Textbook Access Project
  - Thanks to R. Thomson for all her work getting this up and going
  - Suggestion that we highlight the “official” edition and ensure students use older / variant editions at their own risk. M. Belvadi will update the webpage.

\*\*\* Iker left meeting at 2:35

- **Open Access Week October 22-28, 2018 (K. Mears)**
  - This year’s theme - *Designing Equitable Foundations for Open Knowledge* and ideas included hosting a debate/panel discussion in Fox & Crow (GSA would be interested), D. Moses suggested a deposit-a-thon or departmental competition with a gift card as prize, K. Mears highlighted a new movie that will be screened - [paywallthemovie.com](http://paywallthemovie.com), M. Belvadi suggested highlighting tools like the unpaywall plugin - [unpaywall.org](http://unpaywall.org).

## 16. Roundtable

- S. Lloyd suggests keeping ears open re: <https://canadiancoursepacks.ca> which is marketing directly to faculty at some other Canadian Universities (DM — mentioned to Wendy Henderson)
- M. Belvadi highlighted new subscription to JOVE. Note that JOVE markets directly to faculty

Meeting adjourned 2:50