

Library Council Agenda
May 26, 2022
1:00-3:00 pm, Google Meet

Present (expected): D. Moses, Y. Hood, S. Lloyd, K. MacPhail, R. Le Faive, K. Mears, M. Belvadi, D. Peters, M. Johnson, M. LeClair, C. Matthews, I. Igbineweka

Guest(s): n/a

Regrets: W. Collett

Meeting Online: meet.google.com/syo-yeas-oct

Land Acknowledgement

- **Approval of Agenda** -Approved
- **Approval of Minutes** (April 28, 2022) - Approved
- **Follow-ups on Pre-submitted Reports:**
 - none
- **Student Reports**
 - Undergraduate students
 - I. Igbineweka reported that students have found study room lights to be too bright.
 - Graduate students
 - no report
- **Past Items for Discussion or Proposals**
 - Library Policies
 - Follow up on Library Council Guidelines [discussion](#)
 - Revisions of Library Council Guidelines
 - ☰ Library Council Consensus Guidelines
 - Consensus Guidelines Recommendations submitted for approval by Mackenzie Thomas and Simon Lloyd. Facilitator: K. Mears
 - Discussion ensued. D. Moses inquired about what can/should come to council for vote. M. Belvadi stated that that discussion was outside of the discussion and vote for guidelines. K. Mears brought focus back to discussion of the guidelines.
 - D. Moses suggested that a written response to votes may not happen. The response may be verbal and noted in the minutes. M. Belvadi asked for clarification.
 - There should be a later discussion about what should be brought to Library Council as proposals and what triggers as consensus recommendation process
 - Discussion brought to a close and consensus achieved

- The revised document is linked here:
https://docs.google.com/document/d/1W8doV3aaq_VdvhN_81MTiKR2NQxPERM1DBJiGASaR4o/edit?usp=sharing
 - Also linking to three documents which had been cited in the original development of these guidelines and which were referred to again in our revision process:
 - <https://www.seedsforchange.org.uk/consensus.pdf>
 - <https://www.tamarackcommunity.ca/hubfs/Resources/Tools/Practical%20Guide%20for%20Consensus-Based%20Decision%20Making.pdf>
 - <https://sites.ualberta.ca/~apirg/assets/Consensus%20Decision-making.pdf>
 - Library Operations
 - Update on Circulation Fines/Charges–D.Moses–Based on feedback from Library Council the Circulation Unit revised the update they'd proposed regarding the existing [Circulation Policies](#) table on the Library website. Revised document is available here:
<https://docs.google.com/document/d/1b-oKlkFTzgeKUU9EndEvmm0YRQJ1YIEG/edit?usp=sharing&oid=117523043572975662525&rtpof=true&sd=true>
 - M. Johnson facilitated the discussion. Discussion ensued.Consensus achieved.
 - Website Working Group
 - Discussion ensued. C. Matthews discussed the timeline goal of summer 2023. No planning has taken place; that would begin in January 2023.
 - Library Planning / Future Directions
 - Update re: Strategic Planning
 - D. Moses stated that the goal is to look at planning document in a couple of weeks and have a plan soon. Seeking advisement on moving forward from library staff.
 - Other
- **Items for Discussion or Proposals**
 - Library Operations
 - Library Hours - Fall 2022–Submitted: D. Moses, Facilitator: S. Lloyd

Error noted–virtual hours should be 11am-10pm, not 11 pm-10 pm; goal is to re/hire two part-time positions for fall 2022;

M. Belvadi suggested a revision that the fall hours are accepted with provision that the part-time positions are re/hired

K. Mears suggested formatting 4 columns on the website so that virtual hours aren't simply listed at the bottom as in the proposed document.

Consensus achieved.
 - Library Planning / Future Directions

- Other
 - **Roundtable**
 - M. Belvadi–Library Council has been scheduled June, July, and August; Who will be interim secretary for August meeting?
 - D. Moses-June and July will be deleted; who will volunteer? Kim agreed; Will be off island for a conference
 - C. Matthews-out tomorrow; minor revision release of evergreen and want to apply fixes as necessary.
 - K. Mears–ILL stats, follow up to M. Belvadi
 - M. Belvadi–apologized for not getting the unit report out; may need a broader look at patron discovery; two presentations (two different topics) at APLA in June
 - R. LeFaive–working on Islandora behind the scenes; with adoption of consensus guidelines, can we have a simpler version for accepting agenda and approving minutes?
 - S. Lloyd–Doing work on the Miq'maw research guide/updates; thanks to those who have helped with that
 - Y. Hood–Love all of you; see you again soon
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Unit Reports

Systems- Courtney Matthews

Systems Analyst position

- Interviewing for the Systems Analyst position continues: See Human Resources: Open Competitions website: [Project Manager - Information Technology Systems and Services](#).
- Onboarding planning

Larry Yeo, Systems Technician

- Decommissioning and recycling end of life hardware
- Updating Documentation
 - “Library Technology cheat sheet & notes - training documentation” - A reference and training document for staff working at the service point.
- Replacing staff and public iMacs

[Courtney Matthews](#), Systems Librarian

- Librarian annual report

- Continued coordination with David Varis and Morgan Varis from the Faculty of Indigenous Knowledge, Education, Research and Applied Studies faculty and library colleagues on IKE-1040, Indigenous Teachings of Turtle Island:
 - Preliminary meeting with Kim Mears, David Varis, Morgan Varis to discuss production of an Open Textbook for IKE-1040.

Other updates

Evergreen

- Working with the Cataloging Unit and Equinox to identify, report, and solve reported bugs.
 - Updated Max Fines and Circulation policies to reflect information posted on the library's website

Server migration

- Continued coordination with ITSS to migrate and consolidate hardware at AVC.

VRE

- With Paul Pound and Rob Drew, reviewing the library's complement of Drupal 8 VREs to determine if they are active and require continued support. This includes contacting PIs and asking them to let us know their plans within a month (by June 9) so that we can determine possible next steps including decommissioning, conversion to static html, and upgrade to Drupal 9. This work also includes developing a policy and procedure for regular review of VREs.

Library Strategic Planning

- The Systems Unit attended and actively participated in the Library's Strategic Planning Session facilitated by Michele Dorsey, and Charlotte McCardle, Strategic Planning. The input provided at the session will contribute to a new strategic plan for the library.

Cataloguing and Metadata–Mackenzie Johnson

Mackenzie:

- The unit -- along with Simon -- met with Heather Pretty, Cataloguing Librarian at Memorial University of Newfoundland and Head of the Name Authority Cooperative (NACO) Atlantic Canada Funnel, to learn more about the program and discuss what is required to participate
 - In both our meeting with Heather and previous unit meetings we determined the primary value of contributing to NACO was being perhaps the only institution creating name authority records for Prince Edward Islanders (LMM notwithstanding) – it would be very valuable for the Special Collection/PEI Collection
 - One key requirement is participation in OCLC or SkyRiver; Heather said she will determine if our use of OCLC WorldShare and Relais is sufficient qualification for us to participate
- The unit met with Melissa and Cindy MacDonald to discuss what steps would be required if we were to remove ebook records from Evergreen catalogue and rely on OneSearch and PublicationFinder for discoverability
 - Why? Streamlines vendor-to-patron process and ideally improves accuracy of ebook searching (fewer false-positives and false-negatives)
 - discussion included the requirements for internal and external documentation and training
 - shorter-term ramifications (ie < 1 year) have been given significant consideration, particularly with respect to unit workload; concern for longer term ramifications have been raised and noted
 - Some initial wider feedback has been collected; decision on whether we move forward this summer will be made by the end of May
- 2353 records deleted by Bulk Deletion

Judith:

- 8218 new records added
- 5 merged records
- 238 updated records
- 95 deleted records

Wendy:

- 6 new records for stacks/reserves/textbooks
- 20 Special Collection/PEI Collection records created
 - Holding records prepared for 5 works
 - 3 records fully completed
- Updated 160 records flagged for follow-up when previously correcting typos
- As part of the “LoC URLs in 856 field” project, updated 14 records that had an “empty space” 2nd indicator (which is currently programmed in EG to hide the field entirely)

- Been working with James and Andrea this past month on printing labels and processing PEI Collection items

Service Desk Projects:

- Replacing LoC URLs in 856 Field
 - Mackenzie performed a second pass of queries which returned more records to update
 - 36 records updated with Table of Contents
 - 375 records updated with Publisher-provided summaries
- Table of Contents Project
 - 3 records were completed from the Stacks list

Research & Data Services - Kim Mears

Interlibrary Loan (ILL)

- Investigating some email issues with Evergreen and Relais
- Winter 2022 Semester (January 1-April 30) Statistics
 - Total (Borrowing) requests (number of requests): 1561
 - Total requests filled: 1543
 - Total Lending requests: 853
 - Requests from our own patrons: 540 filled in-house (81 scans of print materials)
 - Loaned books: 40

Scholarly Communications

- IslandScholar
 - Theses
 - A checklist for theses coming to the Library was discussed at the May Graduate Studies Advisory Council meeting. This will help ensure that theses arrive at the Library as one file with all signatures included.
 - Citations
 - Citations are continuously added.
 - Profiles
 - Reviewing profile details with Chris to make suggested changes to fields
- OER Development Program
 - Robyn is now handling the day-to-day operations of the OER Development Program, such as creating user account and new books.
 - Grants
 - A committee (Kim Mears, Donald Moses, Maria Kilfoil, Andrew Carrothers, Iyobosa Igbineweka) reviewed 11 applications. Notifications to grant recipients will go out soon.
 - The committee also recommended a second call for applications in the Fall.
 - Pressbooks
 - Two new OER projects were started:
 - IKE-1040 book (David Varis)
 - Planetary Health book (Bill Montelpare & Laurie McDuffie)
- Scholarly Publishing
 - No updates
- Data Services
 - Migration of data.uepi.ca to the new RDM site [<https://rdm2.researchspaces.ca/>]
 - No updates
 - CoreTrust Seal Certification Project
 - Project is on hold.
 - The [Tri-Agency Research Data Management Policy](#) - Institutional Strategy
 - No updates.
- Systematic Review Service
 - Ongoing reviews
 - Perinatal Loss & 2SLGBTQI+ Scoping Review (Kim)

- RECOVER Animal CPR Guidelines (Kim)
- Patient Support Programs (Keltie)
- Berries, Gut Microflora, and Blood Pressure Systematic Review (Kim)
- Vaccine Education Interventions in Canada (Kim)

University Archives & Special Collections (UASC) - Simon Llyod

- Progress has continued with the items mentioned in my April 2022 report. New and continuing developments of note since that report include:
 - James has ingested more than 100 additional PEI-related "born digital" publications into our PEI Online Documents Collection (PEI POD) digital repository, bringing the total to approx. 170. I thank him for his dedication to this work.
 - The continued support and cooperation of Cataloguing is also appreciated: I have submitted nearly 30 "tickets" for new cataloguing records since my last report, and have requested modifications to a number of existing records. I expect the volume of UASC material being sent for Cataloguing -- both digital (see above) and print items -- will remain at this tempo, or even increase, during the coming months.
 - Thanks also to Mackenzie for the initiative, noted in his unit report, to connect with the Name Authority Cooperative (NACO) Atlantic Canada Funnel: work PEI Collection and University Archives materials, especially, frequently entails the creation and / or maintenance of individual and organizational name headings not found anywhere else. As part of the background to these discussions, I am reaching out to the PEI Public Library and the PEI Public Archives regarding their practices for "local" names.
- Thanks also to Andrea Caza, who is assisting with the labelling of catalogued PEI materials during Leo's extended medical leave.
- Recent donations to UASC have included approx. 40 PEI / UPEI-related books and reports, donated from the personal library of the late Dr. Harry Love, long-serving PWC / UPEI professor (this was an accrual to an already-significant collection of his material, donated in 2020), and two paintings by the late Dr. Hung-min Chiang, also a long-serving PWC / UPEI professor.
- With the release of *Caught in a Changing Society: St. Dunstan's University 1950–1969* -- the long-awaited "Part II" history of St. Dunstan's University (the previous book on SDU did not carry its study beyond the late 1950s) -- it was most gratifying to note the extensive use made of material, and especially digitized images and publications, from our University Archives.
- The Saltwire story (carried in both *The Guardian* and *The Journal-Pioneer*) regarding recently-announced plans for a possible film adaptation of LM Montgomery's *The Blue Castle*, garnered some interest in the Montgomery-verse

(https://twitter.com/LMMI_PEI/status/1528841383351574529). I mostly appreciated the opportunity to show off our rare-and-lovely 1st edition of this work.

- A project agreement has been signed with a community history group to have audio-recorded readings and transcripts of a collection of 32 archival letters added to islandvoices.ca.
- With the return of an in-person LM Montgomery Biennial Conference to campus (June 22 - 26) -- a first since 2018 (the 2020 Conference moving online due to the pandemic) -- the Library will be hosting an exhibit (including Montgomery-inspired artwork) for the duration of the Conference, as well a reception on its last evening: both events will take place in the open-plan study space upstairs (former Current Periodicals).
- I have submitted a draft job description for a standalone University Archivist position for discussion at the next meeting of Donald and the librarians (originally set for last Thursday, but re-scheduled due to a workshop).
- I gave a short presentation on May 25th as part of a panel discussion held during a pre-Conference workshop, highlighting content in our digital collections relevant to the map[ping] of "rural lives and environments" on PEI and in the Atlantic region. The overall focus on the workshop was on digital humanities, and it was very interesting to hear about the work being done at UPEI, under the leadership of CRC Dr. Josh MacFadyen, and around the region.

Respectfully submitted,
Simon Lloyd

Chair's Report - Donald Moses

Budget

- New fiscal year budget
 - Additional funds primarily for collections and modest amount to support staffing
- Updated budget sheets

Staffing

- Posting seeking an Instructional Services Librarian is up and the posting closes on June 6th. <https://www.upei.ca/hr/competition/17a22> A Library Appointments Committee has been established and will be chaired by Simon Lloyd.
- HR process to fill Systems Analyst position is ongoing and we hope to have an update in the next week.
- Andrea Caza was the successful candidate for the vacant Circulation position.
- Shawne Holcomb's term will be extended.
- Pauline MacPherson is out of the office on medical leave until mid-August.
- Leo Cheverie is out of the office on medical leave until early July.

Facilities (incl. renovations, Compact Storage, etc.)

- Met with Facilities and they will be completing some high-level costing estimate regarding the expansion of the Archives and Special Collections space that will inform fundraising. The President has been in discussion with external funders regarding green initiatives for the Library including solar panels on the Library's roof, replacement of the Library's roof, electrical and lighting upgrades. Meeting with Development in early June.
- An RFP to address the electrical issues (lights in the Learning Commons) was issued. Only one response was received, and Facilities will be seeking a sole source option as a next step.
- MCA is continuing their work on assessing the HVAC system in the Library.
- I've requested several HEPA units for the Library.
- 6 work orders submitted in May.
- Health, Safety, and Environment Department has worked with library to create an information display on the staff lounge bulletin board.

Strategic Planning

- Worked with Charlotte McCardle and Michele Dorsey to engage library staff in the start of a strategic planning process. They facilitated an initial session to gather staff feedback. Additional steps to follow.

Other University Committee Updates

- APCC / Senate Update
 - APCC
 - Reviewed APCC New Course forms. No APCC meeting in May.
- Senate
 - Attended the May 5th Senate meeting. List of graduating students provided/approved. 4 convocations planned. Updated policy, Quality Management for Academic Units, was approved. Guidelines to follow.
- Research Advisory Committee
 - Research Strategy consultations with stakeholders.
- Graduate Studies Advisory Committee
 - Kim Mears attended. Thesis deposit checklist was shared with graduate studies coordinators and feedback was provided. All programs want to move to electronic theses with no print for Archives.
 - Graduate Research Recognition Days and Undergraduate Research Days discussed and will be held on Oct 10-14th. Discussion about workshop options for grad students and offering them in languages other than English.
 - Presentation by Larry Hammell on issues related to graduate stipends.

Unit Updates

- Circ and Admin
 - Preparing schedules for Service Desk and student assistants. Updating hours/scheduling.
 - Collecting and compiling statistics (May 1-24, 2022).
 - Service Desk Tracker– total of 133 transactions (203 in April)
 - VRef Questions– total of 23 questions (79 in April)
 - Room bookings – 114 Study Rooms, 8 Online Rooms = 122 total room bookings (996 total in April)
 - Entry stats = 3988 (6589 in April)
 - Annual Stats May 2021 – April 2022
 - Service Desk Tracker– total of 3325 transactions
 - VRef Questions– total of 1090 questions
 - Room bookings (Sept 2021-April 2022) – 7989 Study Rooms, 748 Online Rooms = 8737 total room bookings
 - Entry stats = 78756
 - Worked with Circulation Unit to revise fines information
 - Weekly *Friday Focus* messaging out to staff.
 - Coordinating ongoing student projects. If you have a desk project for students, contact Sarah Fisher.
 - Contributing to Table of Contents project.
 - Relabelling materials (SF) from Compact Storage destined for the Stacks.

- Participating in Main Campus Health and Safety Working Group
- Updating Reserves
- Adding and updating IslandScholar records.
- Providing support for the creation of books on Pressbooks.
- Posting social media
- Wendy Henderson printed the latest edition of the *UPEI Arts Review*.
- Reviewing subscription renewals.
- Processing Alumni Premiere requests
- Processing budget dumps
- Processing fee for service contracts
- Support for on-campus Seniors College activities
- Donor report and relations
- Preliminary work on hosting/local arrangements for Islandoracon 2022 on PEI in August.

Other Updates

- Convocation
 - Helped support 2 convocation events. Maggie LeClair (was on Library Council) was the mace bearer for her convocation.
- VREs
 - Colleagues are working on next steps for Drupal 8 hosted VREs.
 - Reviewing Redmine projects.
- New courses have been added to the [Academic Instructional Skills Program](#) for those interested in developing their teaching knowledge and skills.
- Seniors College
 - Attending May Board meeting
- Indigenous Matters
 - Continuing to working with Dr. John Doran to support a webinar series, [Resistance, Change and Survival, Mi'kmaq'ik to the Mayan Nation](#), for winter-spring 2022. Last session, "The Mayan language in history: from instrument of colonization to means of modernization", is planned for June 10, 2022 at 2pm.
 - In collaboration with VPAR and E-Learning Office launched 4 Seasons of Reconciliation learning resource for UPEI employee. Almost 100 people of enrolled thus far.
- LMMI Board
 - Participated in board meeting.
 - Continuing to work with Simon Lloyd and Board on the Bookshelf Project.
 - The Virtual Museum Canada project that we have collaborated on with the LMMI and the Confederation Centre of the Arts Gallery is almost ready to be launched.

The website features a digitized version of the original manuscript of Montgomery's *Anne of Green Gables* along with animations, audio, and scholarly commentary. A French version of the site is currently underway.

- Nursing Exhibit
 - Continuing to work with Simon Lloyd and contractor on this project. Launch date now planned around Reunion Weekend Jul 27-30.
- CAAL-CBPA
 - A new name for CAAL-CBPA - The Council of Atlantic Academic Libraries - Conseil des bibliothèques postsecondaires de l'Atlantique. Participated in monthly CAUL-CBUA Executive monthly meeting and the Digital Preservation and Stewardship Committee as Board representative. Attending the CAAL-CBPA Spring Board meeting in Halifax on May 30th. Prepared Treasurer's Report for board meeting.
- Islandora
 - Participating in Islandora Foundation Board and Leadership Group meeting