

DRAFT Library Council Minutes
September 26, 2019
1:00pm - 3:00pm Library Conference Room

Present (expected):

Donald Moses (chair), Simon Lloyd (secretary), Keltie MacPhail, Kim Mears, Melissa Belvadi, Rosie LeFaive, Dorothy Peters, Robyn Thomson

Regrets: Cindy MacDonald

Not Present: Iker Zulbaran (UG rep), Walaa Nasry (GS rep)

It is our understanding that Iker and Walaa will be continuing this year as student reps.

Recognition

After convening the meeting with an acknowledgement of unceded Mi'kmaq territory, D. Moses highlighted the display in the stress-free area entitled "100 years of Loss," focused on the legacy of residential schools, which is organized in time for September 30 which is Orange Shirt Day. In October, the Library will host a Mi'kmaq petroglyph display, again in or near the stress-free area.

In response to a question, it was clarified that the stress-free zone will be devoted to stress-free zone activities, and not exhibits, again at the end of the semester.

1. Council Update: Membership and Secretary

C. MacDonald -- new CUPE member. R. Le Faive -- new secretary.

2. Approval of Agenda

The agenda was approved as distributed.

3. Approval of Minutes ([August 29, 2019](#))

The draft minutes were approved with the correction that Y. Hood and D. Peters could not have been both present and sending regrets (they sent regrets).

4. Standing Items

4.1. Budget

D. Moses advised that the forthcoming budget discussion process has not started, though he has been in discussion with the Vice President Academic and Research. D. Moses and K. Mears presented to AVC Dean's Council about the AVC library budget, and got the impression they were receptive to an annual increase.

4.2. Staffing

- . *Librarians*

- The vacant position (Digital Initiatives) will be filled by a term position. It was noted that with one fewer librarian, the other librarians are very busy and there may be requests to support staff to fill desk shifts or provide other supports.
 - Acknowledgement of K. Mears' recent publication, in collaboration with P. Charleton, in the British Medical Journal.
- *Library Staff*
To address the ongoing vacancy (Serials Technician), a draft posting is under review by the librarians. D. Moses will send a reminder.
 - *Students*
 - One student assistant resigned (Emma Martinet). A new student assistant, Sophia Herbert was hired to replace her starting on Oct 1.
 - Mengyu Zang will be continuing part-time work on the CANARIE RDM project.
- 4.3. Travel/PD Plans** -- Nothing was reported.
- 4.4. Training/Learning Opportunities**
- D. Moses: [ACRL choice webinars](#) of interest with current and relevant topics. K. Mears mentioned one such webinar on [Changes to APA](#).
- 4.5. Post-Library Council CUPE** -- Nothing was reported.
- 4.6. Facilities (incl. renovations, Compact Storage, etc.)**
- *Renovations*
 - The Renovations item will become a Standing Item on the Library Council Agenda.
 - Due to cost increases, the library renovation project that was supposed to have been completed this summer is now further postponed.
 - Samuels has plans to re-open this semester.
 - Classrooms that were formerly going to be demolished will be used as classrooms.
 - The three rooms in the hallway that the Library offered as "small study rooms" may become available again, but we are awaiting confirmation from Facilities.
 - *Service Desk Panic Button*
 - D. Moses followed up with Security regarding usage guidelines. The response from Security was that individual staff members should use it if they feel the situation may warrant it. M. Belvadi posited that if overused (in the view of the Security department) then it will cease to be effective. D. Moses noted that the intention of these buttons is that Security will respond quickly.

- . Cleaning standards
 - . D. Moses has asked Facilities Management about additional tasks that are not on the existing cleaning standards, including the wiping down of keyboards/desks in public areas, and more frequent cleaning of group study rooms.

4.7. Student Concerns/Issues

- . *Graduate Students* - representative not present; no report
- . *Undergraduate Students* - representative not present; no report

4.8. Other University Committee Updates

- . *APCC / Senate Update (D. Moses)*
 - . D. Moses, Larry Hammell (Dean of Graduate Studies), Darcy McCardle (Associate Registrar) have submitted changes to the UPEI Calendar regarding the thesis workflow.
 - . Senate is considering increasing the number of Convocation ceremonies from 3 to 4 this year and next year, to handle the growing volume of students.
 - . Senate is finalizing the dates for the Fall Break, which has been requested by the Student Union, and will start in 2020. The break week is likely to fall on Thanksgiving.
 - . In response to the housing crisis in Charlottetown when many incoming/returning students could not find accommodations in Charlottetown, the Dutch Inn in Cornwall is now accommodating about about 90 students. Though a temporary solution, this seems likely to continue for the next year and possibly beyond. It was noted that the new Residence building is scheduled to be ready in 2023.
- . *ITACT (R. Le Faive)*
 - . Discussed with Marketing and Communications about the new campus directory. There is a potential integration in which faculty profiles on upei.ca may have more info fed from IslandScholar; R. Le Faive, K. Mears to follow up.
 - . As the representative from ITSS was not present, R. Le Faive will ask at the next meeting about windows 7→ 10 migration, as was requested in the previous Library Council meeting.
 - . A discussion was raised about other technology issues affecting the library:
 - a. LINC computers go to sleep and cannot be revived without power cycling. K. Mears suggested increasing delaying the sleep response to a longer period such as 1 hour. M. Belvadi also proposed that if that doesn't work, the computers could be re-configured to not automatically log in, though prefers the other option. D. Moses has a ticket in iTop, and will ask Larry Yeo if it's been resolved.
- . *Dean's Council (D. Moses)*

- . Nothing to report
- . *Senate Library Committee (D. Moses)*
 - . Nothing to report
- . *Signage Committee*
 - . Advertising posters for Gardasil were found in the washroom. K. Mears spoke to a Nursing student, who explained it's part of a Health Clinic initiative. M. Belvadi clarified that a department needs to brand any such signs to make it clear it's being posted by UPEI.

4.9. *Beacon/other campus info services update (D. Moses)*

Payroll as part of Beacon going live in 6-8 weeks An employee toolbox will become available in the next 2 weeks. This toolbox will perform the functions of campus login, including access to pay slips and T4's. Pay slips will not appear in this new interface until after first deposit. M. Belvadi expressed concerns that pay will likely be disrupted. D. Moses believes there will be no issue.

There will be a training made available for any staff members who perform Time Entry (D. Peters for the student assistants) or enter Payroll information.

4.10. *Health and Safety (D. Moses)*

Judith MacNeil provided an update that the Health and Safety Committee did not meet since the last council meeting, but that the bulletin board in the hallway provides H&S information.

M. Belvadi asked whether flu-season initiatives, such as ubiquitous hand sanitizer, will be provided to the campus, a request that D. Moses will pass the H&S Committee. K. Mears advised that flu shot clinics will be held on campus, and the information was in a recent Campus Notice.

4.11. *Service Desk update (K. MacPhail)*

The Service Desk group met at the beginning of September, and there were many concerns about technology.

- Dells still frequently have their printers missing on boot (for which the fix is to run the "Fix printers" application). This is happening a lot more, almost once per day, and is affecting many students. The application takes a while to complete. This process is not something we could expect students to do on their own, so this is taking up a lot of staff time and causing a backlog at the desk. Larry Yeo might have a ticket open with ITSS, so D. Moses will follow up and communicate that the "workaround" is not a solution.
- LINC computers, as discussed under ITACT, are also a hassle.
- The Projector in LINC is getting "snowy" as a lot of pixels are showing up as white. D. Moses has a projector that can be used in case of sudden

projector failure, and will move it to be stored in the key closet in the Library Administration area.

- Librarians expressed a need for a refresher on how to set the LINC to project from a laptop.
- Microfilm scanner - S. Lloyd has prepared a “cheat sheet” document that he will distribute and post. Issues with this new scanner relate to using the “ST Imaging” unit. Also, the requirement for patrons to log in to the Windows computer is not entirely fixed - if patrons don’t have campus login, ITSS has approved of the use of the *libguest* account for this purpose.

4.12. Social and other Media update (K. MacPhail)

The library is currently maintaining a Facebook, Instagram, and Twitter account. K. MacPhail is currently in charge of Instagram, while C. MacDonald is maintaining Facebook and Twitter. K. MacPhail and C. MacDonald will meet to discuss an upcoming student “takeover”.

4.13. Library student events (K. MacPhail)

September was an extremely busy month for library events, including:

- **NSO** - The library was included in NSO events, such as the welcome sessions, welcome fair, NSO for Int’l students. Generally, our activities were well-received. Our larger NSO Library Night event was held on September 3. 35-40 students attended, and feedback was positive. K. MacPhail thanked all CUPE staff who helped out.
- **Movie Night - Captain Marvel** - Sept 6: screened Captain Marvel for a movie night in the Duffy building. People were in and out, but an estimated 45-50 people attended. The popcorn machine was popular.
- **Postcards home** - Sept 18th, the library co-hosted “Postcards Home” with the International Students’ Office. We provided writing instruments, ISO provided postcards, and we agreed to mail them to the addresses provided by the students. There was more turnout than expected, and over 100 postcards were created when the event had to stop - though could have done more. Some very heartfelt thanks from international students.
- **Orange Shirt Day** - in collaboration with the Mawi’omi Centre, we’re setting up an info table in the lobby area regarding the legacy of residential schools, for Sept 30 (Orange Shirt Day). There will be t-shirts and buttons, and a video will be shown about the founding of Orange Shirt Day. There will be a group photo take of everyone wearing orange shirts. This is intended to be an ongoing event every year.
- **Exhibit of Petroglyphs** - also in collaboration with the Mawi’omi Centre, an exhibit will be launched October 7 featuring Mi’kmaq petroglyphs, story-based art/drawings on rock/slate. The event will involve storytelling, by Julie Bull. Elder Judy may participate.
- **Escape Rooms!** Thanks were extended to all who assisted. It was noted that while some sessions were well attended and almost full, not all were well-attended. Some great feedback, some negative feedback from

frustrated students. We plan to continue doing escape rooms in the future. Particular kudos were extended to Simon's performance in the Crow Virus video.

- **Tours** - Library tours are ongoing.
- More events will happen later in the semester, and will be discussed at later meetings.

4.14. UPEI 50th Anniversary (D. Moses / S. Lloyd)

- It was noted that the 50th anniversary events are being strongly promoted by UPEI, and that the CBC is also taking an avid interest.
- S. Lloyd was interviewed (with one days' notice) by the CBC, and showcased some items from the archives "with a fun story" - including pieces of the Barn, some pins, and an old hockey jersey. The CBC will also be at the Student Centre for a live broadcast on Friday afternoon.
- The 50 Voices team captured a great interview with Alan MacEachern, a fascinating story about how UPEI came together. MacEachern will also be delivering the next Pigot lecture, 7pm tonight [Sept 26], in the Faculty Lounge.
- D. Moses: The Library's 50th-anniversary website is almost ready to launch, we are just waiting for a domain.

5. Business Arising

5.1 Compact Storage (D. Moses)

The majority of the compact storage downstairs has been cleaned out (excluding the periodicals room). There are some books remaining that are awaiting space to be made for them in the stacks. It was asked whether some veterinary books (SF class) may still be downstairs, and D. Moses will confirm. M. Belvadi asked whether the microfilm that was downstairs in the Periodical room is still there, and it may be. The weeding project has cleared out just over 9,120 books as of September 23 (stats provided by Sarah Fisher), the majority having gone to Better World Books.

5.2 Atlantic Oral History Symposium (D. Moses)

Taking place November 22-23 on campus, registrations happen through Eventbrite. Registration is free, but space is limited. Events will be held in Andrew Hall 142.

5.3 Annual Fund Grants (D. Moses)

10 Chromebooks have arrived with bags, and will be deployed after Larry Yeo gets them registered.

5.4 Textbooks Project (M. Belvadi)

The textbooks that were collected as part of the textbook project have now been interfiled, in title order, with the other reserves behind the desk. There is a variation in coverage, which reflects different levels of responses from

departments in providing their textbook requirements.

5.5 UPEI Website (K. Mears - IslandScholar)

With R. Le Faive and Chris MacLauchlan, discussed integration with faculty website and addition of graduate profiles.

5.6 Dutch Inn Outreach (K. MacPhail)

We were approached by off-campus housing coordinator Chelsea Almeida looking for library outreach to make students now housed at the Dutch Inn feel more connected to campus; Oct 1 - K. MacPhail will do a session about remote library services. Also in consideration are:

- making a kind of Book Nook there (not library collections material);
- also some kind of bulletin board (magnetic);
- looking at taking the Escape Room to the Dutch Inn around Halloween but having issue with room space;
- so maybe doing a movie there instead.

5.7 After School Program (K. MacPhail)

The athletics department has a K-6 after-school program. Over the summer we did an activity here as a pilot run. We will be continuing to host some of the K-6 students, 20 at a time, every 2 weeks, for a total of 6 afternoons of about 1-1.5 hours. Activities will involve crafts and will try to tie into the library, e.g. making "library cards", teaching library etiquette.

6. New Business

6.1. Web of Science (D. Moses)

Due to low usage, age of the data, and the age and fragility of the software, we will be shutting down the Web of Science (WOS) backfile server at the end of this semester. D. Moses will send a communication to UPEI faculty.

6.2. OER funds (D. Moses)

We are receiving some funds from the provincial government for Open Educational Resources (OERs). The funding will be primarily for open textbook use and development, but may include other small honoraria.

6.3. Newspaper Project (K. MacPhail)

The digitization work funded by the National Heritage Digitization Strategy program - including The Examiner and L'Impartial - has now been digitized from microfilm, and are now being loaded into IslandNewspapers. M. Belvadi noted that we need to add our list of historical digitized newspapers to the CRKN list.

6.4. Islandora 8 Research Data Management Platform (D. Moses)

Work continues on the CANARIE-funded RDM/Islandora 8 development. We have defined content types for datasets, grants, and DMPs, with associated taxonomies. The metadata uses DataCite, and functionality has been created for generating DOIs for published datasets. We have integrated some typeahead lookups for subjects, e.g. using Library of Congress (for testing); using Wikidata to query and populate organizational/institutional information; using Crossref's

FundRef database to populate funder information. The team minus Noella MacIntyre (Alexander O'Neill, Alan Stanley, R. Le Faive, D. Moses) will be presenting in Vancouver in October 7-11 at Islandora conference.

6.5. *Personal Librarian Program (M. Belvadi)*

A glitch has been found in the student-created software; M. Belvadi will meet with developer lead on Saturday Sept 28 and will provide a report about the project/software status after that.

7. Roundtable

- 7.1. **M. Belvadi** - issue of supporting vhs and dvd conversion/ripping for faculty for classroom use; D. Moses noted we have an external DVD drive we might be able to put on reserve for such use
- 7.2. **K. MacPhail and S. Lloyd** co-presenting on the oral history digi projects at the Oral History Symposium on Nov 22
- 7.3. **S. Lloyd** co-presenting with John Boylan and Laurena Fredette for Community Museums Association of PEI Oct 22