

Library Council Minutes
December 19, 2019
1:00pm - 3:00pm Library Conference Room

Present:

Donald Moses (chair), Rosie LeFaive (secretary), Emma Drake (SU rep), Simon Lloyd, Cindy MacDonald, Keltie MacPhail, Keri McCaffrey, Dorothy Peters

Regrets:

Melissa Belvadi, Rimsha Khan (GSA rep), Kim Mears

Recognition

1. Council Update: Welcome Keri McCaffrey

2. Approval of Minutes

- Linking to pre-submitted reports
 - The question was raised by the secretary of whether the reports, containing material formerly in the minutes of council meetings, should be made public to the world at the same time as the council minutes. It was decided to keep them in a folder, to be shared with the members of the “librarystaff” google group.

3. Announcements

- Travel/PD Plans
 - R. Le Faive and D. Moses may be travelling in early February to [National Data Services Framework](#) event (organized by Research Data Canada)
- Training/Learning Opportunities
 - S. Lloyd volunteered to find something of interest to library staff for next meeting.

4. Follow-up on Pre-submitted Reports

- HEALTH AND SAFETY report presented.
 - The library building will get a Health & Safety inspection in early January.
 - The AVC building will be more “locked down” in the future, though the front doors and shipping/receiving doors will remain open.
 - Harassment should be reported as an “incident”.
 - Toilets overflowing is also considered an “incident”. It was noted that the vandalism causing the toilets to overflow has not re-occurred. Both Security and Student Affairs have opened a file on the student in question.
 - Student Affairs has created a form for a “Student of Concern” - this is a new process/program. Treena Smith will speak to the library staff about what this is, and how it is to be used.
 - The music department has placed signs around reminding users that food is forbidden in practice rooms and rooms housing pianos
 - The Sports Centre has placed humorous signs around to prevent material misuse.

5. Business Arising

- Revising the Food Policy (K. MacPhail)
 - Discussed the proposed policy (included in the Service Desk, Instruction, Outreach, and Social Media Report), which changes “permitted on a limited basis” to “permitted” and removes references to kinds of foods. However it kept the “no food” policy around special areas.
 - Suggestions included:
 1. To bring back the “lidded beverage” restriction (no open mugs, including for staff)
 2. To remove the restriction around the Media Center, areas housing audio-visual equipment, computers, or other electronics, (since that’s almost everywhere), but retain the “no food” restriction for the UASC reading room and microfilm areas.
- Process for Library Council to Create Recommendations (D. Moses)
 - Contacted Susan Conolly, Associate Vice-President, Human Resources, who recommended someone who may be able to facilitate training on consensus decision making. Reached out to this person, and are awaiting a response.
- Furniture in/for Learning Commons
 - Following noise issues, the soft furniture has been moved out of learning commons to the lobby, and the tall cafe tables from the lobby have been moved into the PIT. This left a big unsightly furniture gap in the learning commons by the reference desk. Can we re-arrange things to make it better?
 - Tall tables now in the PIT originally came from Samuels, and will remain in the PIT.
 - Feedback on the soft furniture in the lobby was positive.
 - The cluster of broken chairs by current periodicals are not there for storage; they are waiting for someone to move them to the garbage. -- Correction, January 30: This area functions as “sick bay” for chairs we’re waiting to be repaired. A comment was made that there should not be so many.
 - Keep the long dark tables near the windows - it is an attractive and popular spot that tends to be fairly quiet.
 - The proposal of using large soft baffles for sound (in front of the reference desk) was rejected for visibility reasons.
 - To keep the area near the desk/printers friendly for group studying, and the tables near the window as a quiet zone, the “star-shaped tables” in the middle could be moved nearer the printers.
 - If we have more carrels, we could put them near the long tables by the window. D. Moses will seek carrels from storage/etc.
 - Do we want to keep the bean-bag chairs in the basement? The nice ones, yes, for the stress-free zone.
 - It would be nice to purchase replacements for the torn-yet-comfortable armchairs (“club chairs”) in the sunroom. This was discussed further under the Annual Fund item.
- *Projects*

- Islandora 8 Research Data Management Platform (D. Moses/R. Le Faive)
 1. 3 months left, and the team is optimistic about being able to finish
- UPEI 50th Anniversary (D. Moses / S. Lloyd)
 1. Robyn Thomson, Leo Cheverie, and Wendy Collett have worked on the interviews for the “50 years 50 voices” project. 10 videos have been loaded, 15 are waiting from approval from interviewees.
 2. The content of the videos is very nice, and positive towards UPEI.
 3. 50.library.upei.ca is the site address. It has been soft-launched, there will be an official announcement and launch after the break.

6. New Business

- KindredSpaces
 - After several unsuccessful reposts of a job posting, Simon suggested a qualified person, who, following an interview and discussion with HR, was hired. Megan Kirkland will be working out of LMMI office fulltime from the 2nd week of January to the end of April. A pair of collections that this will help describe: “Stage and Screen”, and latest batch. This is a paid grad student internship.
- Young Canada Works
 - The YCW program is offered again this year. Deadline is short for summer placements - have to submit by January 15. There will be another deadline in March, for paid internships 6-12 months (are they fully funded or partially funded? D. Moses will follow up).
- [Annual Fund Projects Program](#)
 - The link above describes the program and eligibility: the focus of this fund is students and student success. We could apply for funds to replace the “club chairs” in the sunroom. Past examples of successful annual fund projects: Chromebooks. E. Drake mentioned that the Student Union renovated student newspaper office with this fund. Proposal to open a library pub.
 - What would students want? More PAC poles (some were procured with Annual Fund money about a decade ago)? E. Drake will follow up with suggestions from students.
- Open Education Resource Development Program
 - Thanks to advocacy from SU to the PEI Government we’ve received \$25,000 in funding to support a grant program focused on OERs. K. Mears will be doing a fair amount of work on the program. Announcement of the program deferred to January.
 - “Inclusive Access”? A textbook publishing company executive reached out last year, and met with SU and university admin, touting they could offer a “netflix of textbooks” - and supplemental products like test banks. While this can simplify things for instructors, it has the same challenge as textbook pricing. SU replied that they supported OERs.
 - Public policy analysis of OERs over last 2 years

7. Roundtable

- Rosie: Attended ASIST training
- Emma: advocacy with government over the Fall.

- Returning student government was interested in the renovations planned for the library, and despite the delays are hoping that they continue to be a priority.