

**Library Council Minutes**  
**November 28, 2019**  
**1:00pm - 3:00pm Library Conference Room**

**Present:**

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

**Regrets:** Rimsha Khan (GS rep), Emma Drake (UG rep)

**Recognition**

**1. Explanation of changes, and approval of Agenda**

- Agenda approved with amendments.

**2. Approval of [Minutes Oct 24](#)**

- Approved with provision for fixing personal name convention.

**3. Updates/Discussion of Updates**

- **Travel/PD Plans**
  - D. Moses will be visiting the University of Moncton the afternoon of Nov. 29, weather permitting.
  - K. Mears will be gone for the holidays as of Dec 12.
  - M. Belvadi will be gone for the holidays as of Dec 18.
- **Training/Learning Opportunities**
  - D. Moses: A data management webinar was mentioned on the APLA list.
  - D. Moses: CAUL will subscribe as a consortium, so we will have web access to the [ER&L conference](#) in March.
  - M. Belvadi: [Charleston Conference](#) (acquisitions) took place in November. They will be posting plenary videos on their [Youtube channel](#).
- Budget (D. Moses) - *pre-submitted*
- Staffing - Librarians, Library Staff, Students (D. Moses) - *pre-submitted*
  - Dora Li's last day (service desk)
- Post-Library Council CUPE (C. MacDonald, D. Peters) - *pre-submitted*
- Facilities (incl. renovations, Compact Storage, etc.) (D. Moses)
  - Bookstore will be part of new Residence, not Library. D. Moses has asked to meet with VPAR and VP Finance to discuss a submitted proposal that the Library take over the building's Annex.  
K. Mears: the Residence will also have a coffee shop, but we don't want to lose Samuels.
  - Series of plumbing incidents led to overflows in the upstairs mens washroom. Taps are frequently out-of-order, but this is considered "normal wear & tear". In general the sense of cleanliness is way lower than in previous years. D. Moses called for issues with the washrooms to be reported to himself or to D. Peters. The cleaning schedule will not change after exams before vacation.

- Infrastructure, Beacon/other campus info services update (D. Moses)
  - Nothing to report
- *Student Concerns/Issues*
  - Graduate Students - *no representative present*
  - Undergraduate Students - *no representative present*
- *Other University Committee Updates*
  - APCC / Senate Update (D. Moses) - *pre-submitted*
  - Dean's Council (D. Moses) - *pre-submitted*
  - Senate Library Committee (D. Moses) - *pre-submitted*
  - Signage Committee (R. Le Faive, M. Belvadi)
    1. Nothing to report
  - ITACT (R. Le Faive) - *pre-submitted*
  - Health and Safety (D. Moses) - *pre-submitted*
- *Unit Updates*
  - Service Desk (K. MacPhail) - *pre-submitted*
  - Instruction (K. MacPhail) - *pre-submitted*
  - Social and other Media (K. MacPhail) - *pre-submitted*
  - Student events (K. MacPhail) - *pre-submitted*
  - Collections / Acquisitions (M. Belvadi) - *pre-submitted*
  - Digitization/Digital Initiatives (D. Moses) - *pre-submitted*
  - Circ/Admin (D. Moses) - *pre-submitted*
  - ILL (K. Mears) - *pre-submitted*
  - Scholarly Communications (K. Mears) - *pre-submitted*
  - University Archives and Special Collections (S. Lloyd) - *pre-submitted*
  - Cataloguing/Metadata (R. Le Faive) - *pre-submitted*
  - Systems (R. Le Faive) - *pre-submitted*
- Discussion of pre-submitted updates
  - It was decided that to facilitate communication of the reports to the greater library staff body, the reports will be shared with the Library Staff immediately after the Council meeting. This will be done in practice by placing them in a folder and sharing with library-staff-group.
  - It was decided that individuals will continue sending out their own reports prior to the meeting by email to the library-council-group.
  - The issue of changing the food policy was brought up in the Service Desk report. K. MacPhail will prepare a draft of an updated policy for a future meeting.
  - It was decided that while statistics are interesting, they took time to gather and are probably better reported, when relevant, on a semesterly, rather than monthly, basis.
  - M. Belvadi: Sarah Fisher estimated that we are 25% complete weeding - by extrapolation, we may clear 1000 shelves. Librarians and UL will discuss weeding rates and targets at next UL Librarians meeting.

#### **4. Business Arising**

- Pre-submitting reports for Library Council (R. Le Faive)
  - It was decided that to allow enough time for reading, the reports shall be submitted on or by the Monday of the week of the Council meeting.

- K. Mears: Amend the name of ILL & Scholarly Communication to “Research and Data Services”.
  - A Process for Library Council to create Recommendations (M. Belvadi)
    - General points from discussion: the consensus method seemed good but would take skill to use. Discussions could often benefit from a “point of order” or other method to prevent divergence from the agenda. A trained facilitator could help us learn a new method.
    - Decision: D. Moses will look into getting a facilitator who can help us learn a consensus-based method.
    - Decision: Until such time, we will use Simplified Roberts.
  - Library closures on statutory holidays (D. Moses)
    - Clarification on what was said at last meeting and reflected in minutes:
      1. “Circ staff are usually forced to work holidays”: Staff are not forced; these are scheduled shifts as part of employment.
      2. Amount of overtime collected becoming a problem - that was addressed a while ago; staff now carry a modest amount.
        - a. C. MacDonald clarified that she did not mean to imply it was currently that way. The minutes reflected that stored in-lieu time has lessened.
      3. S. Lloyd summarized the concern being that effectively a very small group works an inordinate number of statutory holidays.
        - a. D. Moses: not just circ staff do holidays; other staff do too.
        - b. C. MacDonald listed five staff members who have been covering holidays for the last 3 years. While several other staff have been trained to open and close, refreshers would be required.
        - c. Holiday hours are typically 12-10, i.e. two 5-hour shifts, requiring 2 people. If we reduced the hours to 1-8, then that could be one 7-hour shift covered by one person. It was proposed to try this for Islander Day (February - deemed too soon), so proposed to try this for Labour Day and Remembrance Day of 2020.
      4. D. Moses: The decision will be based on usage, not staffing. We need more statistics on usage, i.e. head-counts. Last year we did headcounts only at 10pm; now let’s do headcounts every 2h.
      5. Other contextual details mentioned:
        - a. Other buildings open on holidays include the cafeteria, Sports Centre, Security, AVC
        - b. Years ago, the Student Union lobbied that we should be open until midnight. This was done, but headcounts didn’t reflect that desire, so it was reverted.
        - c. We have recent library “usage” data from the service desk tracker and circulation stats.
      6. Decision: Perform more frequent head counts on holidays to help determine whether to reduce holiday hours in the Fall 2020 semester.
  - Web of Science (D. Moses)

- D. Moses was to send a message to faculty about the service shut-down, but held off because EBSCO can provide us with a OneSearch “Profile” that shows Web of Science indexing data. At the moment, it shows more than our entitlement (1989-2009). M. Belvadi is working with EBSCO to correct the included content. When that is resolved, a modified message will go out to faculty about the new (improved) method of access.
- Islandora 8 Research Data Management Platform (D. Moses/R. Le Faive)
  - Team is currently undertaking a large re-architecture to allow a dataset (one node) to contain multiple data files, and is working closely with the Islandora community.
- Personal Librarian Program (M. Belvadi) - *nothing to report*.
- UPEI 50th Anniversary (D. Moses / S. Lloyd)
  - Throwback Thursday ongoing.
  - 50 voices is almost finished the interviewing stage. Website looks nice. Thanks to Leo Cheverie, Wendy Collett, Sarah Fisher, Rosanna Kressin.
  - Ed MacDonald at Senate Library Committee considered this the most significant thing to come out of 50th anniversary projects.
  - The site will be web-archived when the need for live access for updating content has passed.
  - S. Lloyd: on behalf of the Archives, it is appreciated that the library preserves digital content, including Island Voices.
  - It was mentioned that there had been a UPEI memories site, that disappeared, and we didn’t archive it.

## 5. New Business

- Noise levels in the library
  - Facilities will move the high chairs and tables to the PIT tomorrow morning (November 29).
  - Discussion regarding some messaging to the students explaining the significant furniture shift, including leaving a whiteboard out asking for feedback, replacing the “Alien” shushing sign with something printed more recently.
- Library Hours - Winter 2020
  - D. Moses will send out a message to staff confirming the hours for the Winter semester.

## 6. Roundtable

- K. Mears: Keri McCaffrey is starting at the beginning of December. K. MacPhail will be moving back to Digital Initiatives.
- C. MacDonald: Service desk schedule will be out by next week
- S. Lloyd: Oral Histories conference went well. K. MacPhail co-presented.
  - While some attendees were confused, and asked at the library regarding the location for this event (which was not adequately communicated ahead of time, and which library staff didn’t know) it was fairly unusual as in this case the campus hosted, but did not organize the event.