

Library Council Minutes
October 24, 2019
1:00pm - 3:00pm Library Conference Room

Present (expected):

Donald Moses (chair), Rosie LeFaive (secretary), Keltie MacPhail, Melissa Belvadi, Dorothy Peters, Cindy MacDonald.

Regrets: Simon Lloyd, Kim Mears, Emma Drake (UG rep)

Not appointed: Grad Student Rep

Recognition

After the recognition, D. Moses related the Library's recent collaborations with the Mawi'omi Centre, including participating in Orange Shirt Day at the end of September and hosting the current exhibit of petroglyphs in the Library. Following Dr. Melinda Smith's comment in her [October 23] talk on Equity, Diversity and Inclusion, where she explained that the purpose of such a land recognition is to explore what it means to you, the recognition was posed as a chance to highlight the collaborative relationships we are building with our Indigenous colleagues, and the work to foreground Indigenous presence.

1. Approval of Agenda

Approved with the addition of "Library Council Email Addresses."

2. Approval of Minutes (September 26, 2019)

Approved as sent.

3. Standing Items

3.1. Budget - Nothing to report.

3.2. Staffing

○ *Librarians*

D. Moses is now seeking to backfill the metaliteracy position by a term hire, at which point K. MacPhail will likely take over (return to) Digital Initiatives. We will be seeking to fill the Digital Initiatives vacancy with a full search process.

○ *Library Staff*

D. Moses is awaiting approval on the job posting for the vacant Serials Technician position.

○ *Student Assistants*

Two new students have started work. Another new student, Hui Chen, will be starting in November, after Remembrance Day weekend. They were not able to start sooner because Colleague required a full month's notice

before a student could receive their first payment.

3.3. Travel/PD Plans

Aside from K. Mears' absence on account of travelling to the *CAUT Librarians and Archivists Conference* today, nothing to report.

3.4. Training/Learning Opportunities

D. Moses - CAUL has posted some recordings of recent events to the Webinars section of [their website](#):

- Forum on Serving the Needs of the LGBT2Q+ Community (Oct 7, 2019)
- How to Create Inclusive and Accessible OER (Oct 16, 2019)

M. Belvadi is working on a comparative of the newly released APA 7 vs. APA 6, and has been sending out short emails to service desk staff with salient differences. An example: APA now distinguishes student papers vs. professional papers for formatting (student papers don't require a running head). But an effort at faculty education may be needed. D. Moses suggested that this topic would be a good faculty workshop.

3.5. Post-Library Council CUPE - nothing to report.

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

- *Compact Storage (C. MacDonald)*
There are still some SF books in Compact Storage. Three potential locations have been identified, but it is possible those decisions were made prior to K. Mears taking the veterinary portfolio. Sarah Fisher and K. Mears will discuss the future location. It was mentioned that catalogue records will need to be updated as the items move.

There are still carts in the QA-QR section that came upstairs from Compact Storage, but don't fit on the shelves. The quantity of books on the carts have been shrinking as space has been made in the Q's, however weeding in the Q's has stalled. It was confirmed that these books say STACKS in the catalogue.

- *Renovations (D. Moses)*
The three "study rooms" in the Annex that we had been lending keys for during the last semester will become available again. It was only recently that the "borrow the key at the library" signs came down (because we don't have the keys yet). Pauline MacPherson will acquire the keys, and circ staff will re-enable loans of the keys through the Evergreen Catalogue. It was noted that as we aren't allowed to leave them open all the time, we need to sign out keys (as opposed to using the online Room Booking system).
- *Noise*
There is a group of patrons who have taken to misusing the Research

Rooms, including packing 2-3 people into a room, making noise, and leaving the study rooms unlocked when they return the keys so that they or their friends can return to them. This was brought forward (as well as the propensity of students to gather and talk loudly in the soft seating area near the service desk). Suggestions included:

- Despite the difficulty to police, to enshrine in a Policy that the research rooms are strictly 1-person rooms. (M. Belvadi)
- Replacing the existing locks on the doors with the kind that can't be left unlocked (D. Moses)
- Lecturing patrons during key sign-out that the research rooms are super-quiet areas and that noise is not permitted (corrected by C. MacDonald, as this is already in practice).
- Establishing more consistent signage (R. Le Faive)
- More frequent patrols to establish a more consistent supervisory presence (K. MacPhail)
- It seems worse this year than last year, and the cause of this may be that the PIT is still empty of furniture. D Moses will inquire as to why the furniture is not back in place (since it's evident that the PIT will not be renovated this semester).
- We *had* had plans to make group study areas with walls, before the "lounge" area became the "lounge" area. D. Peters will check for those plans, and council members can review, and decide if the status quo is the best use of space. (M. Belvadi)
- While we wish to establish a culture of quiet study, we also want to increase student presence/library use.

3.7. Student Concerns/Issues

- *Graduate Students* - no rep present
- *Undergraduate Students* - no rep present.

3.8. Other University Committee Updates

- *APCC / Senate Update (D. Moses)*
 - New psychology courses focusing on professional practice have gone forward, as well as some clinical veterinary courses.
 - Did not attend the last Senate meeting, but it was a quick meeting. Notes will be shared. Dates of fall break (starting 2020) will be confirmed, though it is still most likely they will adjoin the week of Thanksgiving Monday.
- *ITACT (R. Le Faive)*

Did not meet. It has been noticed by librarians that the LINC computers are fixed, and no longer lock the user out after a period of inactivity. Robert Milligan (Bobby), who works with AV things for ITSS, has assessed the "snowy" (and low-resolution) projector in the LINC, but moving forward has stalled due to uncertainties about who will pay for a new projector.

- *Dean's Council (D. Moses)*
 - There was no issue when the Web of Science shutdown was announced. D. Moses will send a message out around 11 Nov, and the service will shut down at the end of the exam period. M. Belvadi offered to make a new EDS Profile to search “those years of WoS” for which we have perpetual licensing, as EBSCO was able to provide access to that metadata at no additional charge. To clarify (which was news to some), the “purchased” years of Web of Science *are already in OneSearch*. There was some rejoicing.
 - M. Belvadi will create the separate profile.
- *Senate Library Committee (D. Moses)*
Will be meeting on 1 Nov.
- *Signage Committee (R. Le Faive, M. Belvadi)*
 - Recently increased the “yellow zone” signage in the Learning Commons in response to noise complaints. The committee is considering revamping the “Zones” signs - retiring the traffic light, and using stronger colours, wording, and symbols. Will ask for feedback at the service desk meeting.
 - Students have difficulty finding the LINC. We propose to create a “line” (similar to lines on the floor in other libraries or buildings) that leads students from the lobby to the LINC. As floor signage would not work on the carpeted areas, a ceiling line was proposed as a pilot for this semester (using something inexpensive and temporary such as green painter’s tape). There were no objections to going ahead.
 - Gaffer tape was offered as a suggestion for floor-level signage.
 - In general, signage to/on the LINC should be re-vamped to be more obvious. We should consider this need, among other signage/navigation needs, for the library renovation proposals.

3.9. Beacon/other campus info services update (D. Moses) - nothing to report.

3.10. Health and Safety (D. Moses)

- Judith MacNeil reported the H&S committee did not meet this month. Has been asked to follow up on hand sanitizer. The Committee had no objections to the library providing hand sanitizer but there was no institutional provision to support it. Opportunities for getting/filling the free-standing dispensers to be followed up on.

3.11. Service Desk update (K. MacPhail)

- Service desk content has already been touched on - noise was the main concern.

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

- No update

- R. Le Faive requested express permission to post about a recent anonymous donation of menstrual products in the washroom; granted.

3.13. Library student events (K. MacPhail)

- *Orange shirt day* - October 30. This was considered successful, and a nice photograph was taken in the library of participating staff and community members.
- *Petroglyph exhibit by Todd Labrador* - based off cave carvings in ... Kejimikujik Park in Nova Scotia. The launch even was hosted by the Mawi'omi centre and was attended by close to 35 people. PEI's Poet Laureate, Julie Pelletier-Lush, shared songs and stories.
- *Remembrance Day display* - There will be a display in the lobby for War/Remembrance-related materials, featuring the effects and contributions of SDU, PWC, and indigenous peoples.
- *Escape rooms* - ongoing project!.
- *Library Tours* - completed for the semester, and a big thanks was extended to CUPE staff for helping with the tours. Close to 135 students attended the tours, and we received good feedback.
- *Spooktacular Tales (and movie night)* - Tues the 29th. Richard Raiswell will give a talk about early modern witch hunting. Then, feature film *The Witch* (styled *Witch*) will be screened. Note that this is a horror film and will not be appropriate for some audiences. Popcorn, treats, and pumpkins will be available. It will take place in the Seniors College.
- *International Education Week*: November 17-26. International Students' Office will be doing a few things around campus. Leo is putting together a display of resources related to international education.
- *Environmental Studies Talk*: October 30. Dr. Nino Antadze with Dr. Yuliya Rashchupkina will give a talk about Chernobyl and the history/future of nuclear energy.
- *Open Access Week*: We missed OA week. We will do at least one social media post. It was suggested to reach out to CAUL to host a webinar that we could link to.
- More events will be held at the end of the semester, omitted for time.

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

- K. MacPhail has additional videos for the site, and will transfer them to be ingested.
- D. Moses has reached out to Charlie Sark, UPEI's new cross-appointed faculty member, to see if he would be interested in speaking about traditional knowledge as part of the Frank Pigot lecture series.

4. Business Arising

4.1. Web of Science (D. Moses)

- Dropping the backfile has been announced to Deans Council. Will proceed to turn off the backfile servers after the end of the semester.

4.2. OER funds (D. Moses)

- There is an Open Textbook Working Group meeting coming up. The group is currently reviewing the forms and process for faculty to apply for and access funding. Following that, a sub-committee will be struck to assess applications. This is \$25k in funding from the provincial government and UPEI will administer the funds as an internal grant. Experience of assessing will be informative. Kim will provide a workshop on pressbooks after the awards have been given. We may be hosting the OT's on Pressbooks, or may not. MB: is there a potential to use BC Campus for free hosting?
- CAUL is also looking at a regional initiative around OERs, may be an opportunity to surface content here.

4.3. Newspaper Project (K. MacPhail)

- Through the summer and extended through the fall, K. MacPhail was working on National Digitization Strategy Initiative project which included digitizing two Island newspapers: The Examiner and l'Impartial. Work has been completed! Our temporary staff member, Kelsey Mac Donald, finished last week. They successfully ingested over 8000 issues - about 42k individual pages. K. MacPhail extended a big thanks to everyone who helped out. The project is now completed, and K. MacPhail is no longer working on digitization projects.
- K. MacPhail will send links to the newspapers to M. Belvadi, for CRKN's historical newspaper list.
- Was anyone on the project tasked with making it visible? M. Belvadi offered to advise regarding other centralized lists. D. Moses said that there will be a press release now that it's done.

4.4. Islandora 8 Research Data Management Platform (D. Moses/R. Le Faive)

- The team has completed some big ticket items, including: creating some new microservices that will be of use to the Islandora community - FITS (a tool to extract technical metadata from files), wiring the OCR system into Islandora, creating some content models for datasets and related entities, and have looked into using Paragraphs for structured fields. The project ends in March 2020.
- Currently applying for a continuation of this grant under the Call 2 (which could extend into the next 2 years).

4.5. Personal Librarian Program (M. Belvadi)

- Update from last meeting: glitches were insurmountable issues of scale, and we are back to using spreadsheets for sending emails. M. Belvadi has sent hers. The librarians have also decided to make program limited to the current freshmen (not building up over the years).

5. New Business

4.1. Reviewing Terms of Library Council (R. Le Faive)

- The definition of Library Council in the UPEIFA Collective Agreement (red book) states it is a setting to "discuss issues and make recommendations

on the formulation of Library policy, operation, long-term planning, and future directions..." but has become a forum for delivering updates and announcements of decisions that have already been made. Is there a way to refocus the meetings on more collegial discussion and planning?

- D. Moses: Many standing items have been added at the request of council members, as all members are able to request. Recently we've responded to reports back from the service desk meeting, including discussing renovations. The library council has also dealt with topics of weeding, freedom of information, records management, mental health, pets, copyright, PLP, textbooks, OER, and all student activities.
- A proposal was discussed to rephrase the "updates" section, as "issues from [X] for Library Council", or use language such as "issues arising".
- The idea of "restructuring the agenda" was posed, with questions regarding what that might look like.
- C. MacDonald: Getting updates is extremely useful because this is how many other CUPE staff learn about decisions and things that are going on!
- It was proposed that updates be provided in writing, before the meetings, which could save time during the meeting and also speed delivery of news to CUPE staff.
- R. Lefaive (secretary) to produce a sample agenda.

4.2. *Library closures on statutory holidays* (K. McPhail, K. Mears, S. Lloyd, M. Belvadi)

- M. Belvadi posited that we may be trying to be open more hours than we have staff for. Since the summer, there have been problems staffing the service desk. Whenever the non-core-circ-staff are allowed to volunteer for statutory holiday work, they are given double-time in lieu, which is a soft cost and eats directly out of the ability of the non-service-desk units to accomplish their task.
- C. MacDonald: Very very few people outside the core circ staff help out on holidays, to the extent that circ staff are usually forced to work holidays even when they don't want to. The circ staff, being needed at the desk, can't take off their time in lieu anyway. Under Mark Leggott, they collected so much overtime that HR told them to stop. This has lessened since desks have merged.
- M. Belvadi suggested the council consider a proposal that the Library close on statutory holidays.
- D. Moses stated that he would refuse such a proposal; that the need to keep the library open is supported by other libraries in the region which are open on holidays; and that students on campus during those holidays need the library. Another employee will be starting shortly who can help take up service desk shifts.
- A meta-discussion ensued. M. Belvadi pointed out that the library council as a body does not have a way to make such proposals, as in this case it was immediately shut down. We need a method to create proposals, including deferring if needed, that can lead to the creation of recommendations from the Library Council to the UL.

- Next meeting, the Library Council will discuss mechanisms for creating recommendations.

4.3. [Islandoracon](#) (D. Moses, R. Le Faive)

- D. Moses, R. Le Faive, Alan Stanley, and Alexander O’Neill were present at IslandoraCon in Vancouver. All gave presentations. There were a surprising number of new people coming into the community with Islandora 7. UPEI is leading the way with Islandora 8. Many people have similar problems. R. Le Faive gave a talk about name authorities that may become a journal article.
- Slides are attached to the schedule, under “Events” on islandora.ca (link at the head of this section).

4.4. [CRKN conference](#) (D. Moses)

- D. Moses attended the CRKN conference directly after Islandoracon; link to agenda at the head of this section. There was some discussion of Open Access. Folks were present from University of California, and from Plan S (Norway), both of whom have done striking things regarding negotiations with Elsevier.
- Questions included: Will the slides for open sessions be posted? (unknown); Did CRKN vote on anything big? Or play hardball with Wiley? (no)
- There was a talk about decolonizing metadata for which D. Moses is trying to get slides. A person who worked on Bowing Down Home when it was still part of the Canadian Museum of History gave a shout-out.

4.5. *Virtual Museums Canada Grant* (D. Moses)

- In collaboration with the LMMI and the Robertson Library, the Confederation Centre Art Gallery submitted a (revised from last year’s unsuccessful) proposal centering on a manuscript for Anne of Green Gables, wrapped with interactive experiences.

4.6. *Library Council email addresses* (M. Belvadi)

- The undergrad rep E. Drake asked to use a role-based account - president@upeisu.org, but it can’t be added to the google group (library-council-group@upei.ca). Role-based accounts would preserve some history (which has pros and cons). Secretary to request that UG rep use UPEI email address.

6. Roundtable

- *R. Le Faive* - Extended thanks to the anonymous donor of tampons and pads to the library washroom, and will be collaborating with Treena Smith on seeking more permanent funding for stocking menstrual supplies. Also expressed support for the recent calls to deplatform TERFs from speaking in libraries in Vancouver and Toronto. M. Belvadi countered with support of the TPL’s interpretation of “free speech”.