

Library Council Minutes
August 25, 2022
1:00-3:00 pm, [Google Meet](#)
[Library Council Consensus Guidelines](#)

Present (expected): D. Moses, S. Lloyd, K. MacPhail, R. Le Faive, K. Mears, M. Belvadi, D. Peters, M. Johnson, I. Igbineweka. W. Collet, D. Peters

Guest(s): N/A

Regrets: C. Matthews, P. Hernandez (GSA representative)

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

Land Acknowledgement

- **Approval of Agenda.**
 - Agenda approved.
- **Approval of Minutes (May 26, 2022)**
 - Minutes approved.
- **Follow-ups on Pre-submitted Reports**
 - W. Collet asked about the part time library technicians term. D. Moses reported that the term is fall 2022 and winter 2023.
 - K. Mears asked about the 23/24 academic year budget as mentioned in the Chair's report. Will that budget include the proposed Medical Librarian position? D. Moses indicated that it is under consideration.
- **Student Reports**
 - Undergraduate students
 - No report.
 - Graduate students
 - P. Hernandez was not able to attend but reported to the Secretary that GSA will elect a representative at their September meeting.
- **Post-Library Council CUPE (W. Collett, D. Peters)**
 - Update on open positions
 - Instructional Services Librarian - where is it in the process?
 - D. Moses has sent the hiring recommendation package to the Vice President, Academic and Research's office for approval.
 - Leo Cheverie's backfill - where is it in the process?
 - The posting closes today.
 - Part time staff - where in the process, when are they expected to begin working (close Friday - any indication of level of interest?)
 - The posting closes today and their start date is as soon as possible.
 - Post Council - filled by a contract person?
 - This item will be addressed later on the agenda.
 - Service Desk Question

- Who is the contact now that Johnathan Oliver has left - Veriphone, new student cards not connected, etc.?
 - The new contact is Laura O'Laney, Director, Conference & Ancillary Services, lolaney@upej.ca, 902-566-0797, Andrew Hall 128.
 - IT support while Larry is on vacation for the first week of classes?
 - Who is the contact for IT related issues?
 - D. Moses reported that ITSS will provide wifi support Wednesday, Sept 7- Friday, Sept 9th and additional student assistants will be scheduled.
 - C. Matthews is the main contact.
 - Building Questions / concerns
 - Heat ventilation issues - timeline?
 - D. Moses reported that the HVAC system has been fixed and the library temperature issue has been addressed. The "starter motor" that normally starts the ventilation system prior to the library opening isn't working. As a result the starter motor has been bypassed and the ventilation system is on continuously until the motor is replaced. It is on order.
 - Further concerns should be addressed to the [UPEJ Joint Occupational Health and Safety Committee \(JOHSC\)](#).
 - Health and Safety is creating a Heat Response Plan for future issues.
 - Question for the next meeting for Facilities/other guest:
 - what precisely is the minimum requirement that we are currently failing to meet - what specific law/regulation and what is the threshold for meeting it, and what were the readings in the library (and when) that caused the VP to admit we aren't meeting it, and then can we get monthly updated readings reported to library staff to update the situation on the air quality in comparison to the requirement.
 - S. Lloyd will bring the temperature and humidity unit back to the library and collaborate with D. Moses on where to place it in the Library.
 - Lights in the building
 - D. Moses is working with VPAR on the issue. D. Moses has asked that the RFP be awarded and that the work move forward.
 - COVID concerns for the fall - procedures if air quality is not addressed (full capacity?)
 - This issue was discussed in a previous agenda item.
 - Renovations - any updates
 - D. Moses continues to work with Myrtle Jenkins Smith on fundraising, creating a prospect list for potential donors and creating a brochure.
- **Past Items for Discussion or Proposals**
 - Library Policies
 - Library Operations
 - Library Planning / Future Directions
 - Update re: Strategic Planning

- The strategic planning working group is meeting with Charlotte this week to move forward in the process.
 - The group welcomes feedback on the proposed mission and values distributed in the staff meeting yesterday.
 - Other
- **Items for Discussion or Proposals**
 - Election of a new secretary
 - In September, a new secretary will be elected.
 - K. Mears will compile a list of past secretaries and distribute that list to the librarians.
 - CUPE
 - D. Peters's last meeting; S. Fisher is new CUPE representative starting in September.
 - W. Collect is not able to attend fall LC meetings. Can there be a temporary backfill for fall 2022?
 - CUPE will vote on a temporary backfill for the Fall meetings. The person can be on a contract.
 - Library Policies
 - Library Operations
 - Library Planning / Future Directions
 - Other
- **Roundtable**
 - S. Lloyd - requested that fall hours be added to the library website; expressed appreciation to service desk staff providing back up for UASC related questions; Simon has received several expressions of appreciation for IslandArchives digital collections lately
 - K. MacPhail - none
 - R. Le Faive - none
 - K. Mears - none
 - M. Belvadi - none
 - D. Peters - none
 - M. Johnson - none
 - W. Collett - none

Hey! What's going on? If you can send a written update, it would be much appreciated.

- *Chair's Reports* (D. Moses)
 - Budget
 - Circulation & Administration
 - Staffing - Librarians, Library Staff, Students
 - Facilities (including renovations, Compact Storage, etc.)
 - Infrastructure, Beacon/other campus info services update
 - Committees
 - APCC / Senate Update (D. Moses)
 - Dean's Council
 - Senate Library Committee
 - Health and Safety

- Easebask Committee
- *Other University Committee Updates*
 - Library Anti-racism & DEI Committee (On hiatus)
- *Unit Updates*
 - Service Desk (S. Fisher)
 - Instruction (TBD)
 - Collections / Acquisitions (M. Belvadi)
 - Digitization/Community History (K. MacPhail)
 - Research and Data Services (K. Mears)
 - University Archives and Special Collections (S. Lloyd)
 - Cataloguing/Metadata (M. Johnson)
 - Islandora (R. Le Faive)
 - Systems (C. Matthews)