

**Library Council Minutes**  
**October 27, 2022**  
**1:00 pm - 3:00 pm**

**Present:** D. Moses (Chair), S. Lloyd (Recorder), S. Fisher, S. Holcomb, K. MacPhail, R. Le Faive, K. Mears, M. Belvadi, M. Johnson, C. Matthews, I. Igbineweka [Grad Student Association representative – TBD]

**Regrets:**

**Meeting Online:** <https://meet.google.com/syo-yeas-oct>

**1. Land Acknowledgement**

**2. Approval of Agenda**

The draft agenda was reviewed. There being no additions or amendments, it was moved by I. Igbineweka and seconded by K. MacPhail that the agenda be approved as distributed.

MOTION CARRIED

**3. Approval of Minutes of Previous Meeting (September 22, 2022)**

The draft minutes of the previous Council meeting were reviewed. There being no additions or amendments, it was moved by S. Lloyd and seconded by M. Johnson that the minutes be approved as distributed.

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**4. Follow-ups on Pre-submitted Reports**

**5. Student Reports**

**5.1) Undergraduate Students**

D. Moses asked I. Igbineweka if there was any data in the recently-completed UPEI Student Union survey of current students that would be of particular interest or relevance for the Library. I. Igbineweka replied that nothing came to mind at this point, but she would make Council aware of student feedback or questions pertaining to the Library. M. Johnson noted that the survey had included a question on textbook costs. I. Igbineweka confirmed that this remains a concern for students, and the UPEISU plan to

ask the Province to recommit \$50,000 to the Open Education Resources grant program for the coming fiscal year.

D. Moses noted that there may be opportunities for the Library and the UPEISU to do a joint promotion of OER and Library's Textbook Project (<https://library.upei.ca/textbooks>) early next semester. He then thanked I. Igbineweka for her comments, and noted that the prospect of renewed OER funding from the Province was encouraging.

### **5.2) Graduate Students**

D. Moses confirmed that both K. Mears and S. Lloyd, in their respective capacities as outgoing and incoming Council Secretary, have been in touch with the Graduate Student Association regarding the appointment of a graduate student representative to Council. This will hopefully be finalized before Council's next meeting.

## **6. Post Library Council CUPE Questions / Feedback**

S. Fisher reported that she and S. Holcomb had been asked by CUPE team members to bring several questions to Council, including:

- *Will climate monitoring (temperature and relative humidity) devices be placed in the Library building?*

D. Moses noted that there is a data logger currently on loan from the University Archives and Special Collections that could be used for this purpose, but he is willing to look at getting additional devices for use in multiple Library locations.

- *Should the portable air filtration unit near the Learning Commons' printers be left running whenever the Library is open?*

D. Moses acknowledged that the unit in question is rather noisy, but indicated that it should be left running.

- *Will the plan to rename some Library units have any impact on unit meetings?*

D. Moses indicated that he did not anticipate any changes to existing meeting schedules as a result of planned renaming.

- *When the new Instructional Services Librarian takes up their duties, will "outreach" activity be included in their portfolio?*

D. Moses noted that it had been agreed that outreach would not be included in the Instructional Services portfolio, as concerns had been identified about the sustainability of including both instructional and outreach responsibilities in a single position. He plans to do some outreach work himself, on an interim basis.

## **7. Past Items for Discussion**

### **7.1) Library Policies**

D. Moses confirmed that the CARL policy statement on Freedom of Expression and Inclusive Libraries has been linked on the Library's policies page:

<https://library.upei.ca/policies>

### **7.2) Library Operations**

D. Moses provided short updates on two operational matters:

- Council members should refer to his pre-submitted Chair's report for further information on HVAC questions.
- The updated Library Unit naming should be finalized and appearing on the Library website shortly.

### **7.3) Library Planning / Future Directions**

Updates were provided on three items:

- The Strategic Planning working group has identified a need for some more "focussed time" for drafting the planning document; D. Moses will be asking Pauline to set up longer meeting of this group in the near future.
- D. Moses met this week with the UPEI Vice-President Academic and Research to discuss plans for Library renovation fundraising; the Vice-President has indicated his support for this endeavour.
- Note was made of today's update from the UPEI interim President's to the campus community on Faculty of Medicine planning (<https://www.upei.ca/communications/news/2022/10/message-president-upei-faculty-medicine-update>).

Regarding Library-specific planning, D. Moses noted that he and K. Mears are having monthly virtual meetings with counterparts at Memorial University of Newfoundland's Library to discuss librarian supports for the planned UPEI-Memorial medical program. He thanked M. Belvadi for recently securing vendor quotes for relevant e-products, noting that the intent is for UPEI medical students to have access to same library resources as are available to MUN medical students.

M. Johnson asked if there were any particular concerns at this stage that UPEI Library might not be able to provide access to the same level of resources for medical studies offered by Memorial. D. Moses advised that he did not have any such concerns. Relatedly, M. Johnson asked if there was any prospect for resource-sharing between UPEI and Memorial's libraries. D. Moses noted – and

K. Mears and M. Belvadi concurred – that the licensing conditions for most e-products would not allow for cross-institutional sharing in most cases.

## **8. Items for Discussion or Proposals**

### ***8.1) Library Policies***

### ***8.2) Library Operations***

The Library's Winter semester 2023 operations and planned opening hours were discussed, with particular reference to the Canada Winter Games scheduled for February 18th - March 5th. There was general agreement on the following points:

- Per M. Belvadi's suggestion, a short informational card or handout should be prepared for distribution at the Service Desk, providing "quick reference" direction on guest Internet access in the Library, as there will likely be a considerable number of visitors asking for this information during the Games.
- Per S. Holcombe's suggestion, some effort should be made to connect with UPEI students in those academic programs that are planning to continue with classes, labs, placements, etc. during the Games period. I. Igbineweka agreed to speak with the UPEISU for feedback on Library hours during the Games.
- S. Fisher advised that she planned to bring the question of Library hours during the Games to an upcoming Service Desk meeting, and that she hoped these hours could be confirmed at the next Library Council meeting. She noted that she has not yet received any indication from anyone on the Service Desk team that they will require scheduling accommodations due to Games' volunteering.

In closing discussion on this item, S. Lloyd offered to send any interested members of the Library team scans of some documentation on file in the University Archives regarding the last Canada Winter Games (1990) hosted at UPEI.

### ***8.3) Library Planning / Future Directions***

## **9. Roundtable**

- D. Moses noted that October had been an exceptionally busy month for the Library, especially with the post-Fiona disruption, and thanked all Library team members for their efforts.
- I. Igbineweka remarked that the semester seemed to be going well generally.
- C. Matthews thanked D. Moses for his support in getting the Systems Analyst position vacancy refilled quickly, and that he was looking forward to welcoming a new person to this position shortly.

- S. Fisher reminded Council members to introduce themselves to Alysa Clayton, the Nova Scotia Community College student doing her practicum placement here this semester.
- S. Holcombe advised that she is continuing to work on the next Bindery shipment.
- S. Lloyd noted that, in addition to the thanks offered in his pre-submitted unit report, he also wished to acknowledge the assistance of K. MacPhail in preparing the Bindery shipment.
- D. Moses, with the agreement of all present, congratulated K. Mears on her recent election as Senate Vice-Chair.

***The meeting adjourned at approximately 2:15 PM***