

Library Council Minutes
November 24, 2022
1:00 pm - 3:00 pm

Present: Donald Moses (Chair), Simon Lloyd (Recorder), Sarah Fisher, Shawne Holcomb, Keltie MacPhail, Rosie Le Faive, Kim Mears, Mackenzie Johnson, Courtney Matthews, Iyobosa Igbineweka
[Grad Student Association representative – TBD]

Regrets: Melissa Belvadi

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

1. Land Acknowledgement

2. Approval of Agenda

The draft agenda was reviewed. K. Mears noted her e-mail of November 22, suggesting that the scheduled date of the next Council meeting (December 22) be brought forward, in view of the proximity of Christmas vacation. It was agreed to add this item to the agenda, under, “Other”.

There being no other additions or changes, it was moved by C. Matthews and seconded by M. Johnson that the agenda be approved, as amended.

MOTION CARRIED

3. Approval of Minutes of Previous Meeting (October 27, 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 S. Fisher that the minutes be approved as distributed.

MOTION CARRIED

4. Follow-ups on Pre-submitted Reports

5. Student Reports

5.1) Undergraduate Students

I. Igbineweka advised that she had nothing to report at this time.

5.2) Graduate Students

It was noted that there had been no further word from the Graduate Student Association regarding a representative from the Association to serve on Council for the current academic year. S. Lloyd indicated that he would follow up with the Association again before the next Library Council meeting.

6. Post Library Council CUPE Questions / Feedback

S. Fisher reported that she and S. Holcomb had only been asked to bring one question to Council, clarifying whether or not support staff in all units had been apprised of the unit name changes recently posted on the Library website. D. Moses reminded all librarians to draw the attention of staff in their units to the new unit names, as posted at <https://library.upei.ca/units>; he also thanked Robyn Thomson for updating this page.

7. Past Items for Discussion

7.1) Library Policies

7.2) Library Operations

D. Moses advised that he plans to invite the ventilation consultant to speak to a meeting of all Library team members, likely in December. There was general agreement that this was a good idea, but it was agreed, after a short discussion, that it would be better to hold such a meeting in January, as more Library team members would be available then. D. Moses indicated that he will ask Pauline MacPherson to set up a Library team meeting for January.

7.3) Library Planning / Future Directions

Updates were provided on three items:

- D. Moses advised that the Strategic Planning Working Group has an all-morning meeting scheduled for next week. The expectation is that this meeting will produce a working draft of a strategic planning document for review by Library Council and the Library team as a whole.
- D. Moses will be meeting with a planning person at UPEI Facilities Management before the end of the semester to secure pricing / costing quotes for key aspects of planned renovations; this information will help guide fundraising efforts.

- D. Moses and K. Mears reported on their recent meeting with Paul Young, who began work last month as Chief Operating Officer for the UPEI Faculty of Medicine project. They both agreed that it was a positive meeting, and that the COO gave them a strong sense he will be responsive to Library input and needs going forward. K. Mears noted that she hopes to have a draft collections' budget for Library resources to support the planned Faculty within the next couple of weeks. S. Lloyd asked if this budget plan could be shared with the liaison librarians, for informational purposes, with the understanding that it would be treated as a confidential working draft. K. Mears and D. Moses indicated that they were agreeable to this, but D. Moses indicated that we would check with the Vice-President, Academic and Research.

8. Items for Discussion or Proposals

8.1) Library Policies

S. Fisher reported that it had been agreed in principle at the recent Service Desk team meeting that UPEI Library should look at adopting and posting a statement online reminding VRef users of the Student Code of Conduct. A number of academic libraries with VRef/ chat services (e.g. Simon Fraser University) have posted statements along these lines, and we may need to look at doing something similar here, as there have been some instances of inappropriate communications from VRef users this semester.

It was agreed that S. Fisher would draft a proposed statement for review at the next Council meeting. S. Fisher noted that she would welcome assistance in this task from any Council members who were available and interested.

8.2) Library Operations

Several operational items were discussed, including:

- Library opening hours during the extended mid-semester / Canada Games break (February 20 - March 3, 2023).
I.Igbineweke indicated that she was not aware of any objections or concerns from the UPEI Student Union – or students more generally – regarding the possibility that the Library would reduce its opening hours during the mid-semester break. Relatedly, S. Fisher noted that some Library student assistants had mentioned plans to go home during the extended break, which might present an additional challenge if the Library stayed open on a full schedule during this period. It was also noted that some Library team members – including some scheduled for the Service Desk – may have volunteered for the Games but not yet made any requests for time off, as Games' volunteer schedules had not yet been finalized. S. Fisher indicated that, if this was the case, the team members in question should still let her know that they had volunteered by the notification

deadline (tomorrow, November 25th), with the understanding that details would be confirmed later.

There being no further discussion, S. Fisher proposed that the Library Service Desk reduce its Sunday - Thursday evening opening hours during the 2023 mid-semester / Games break, closing at 8 PM during these two weeks. Council indicated unanimous support for this recommendation.

D. Moses thanked Council for its advice on this matter, and indicated that the recommended hours would likely be implemented as proposed. He did note, however, that there may be a need for some flexibility in Service Desk scheduling for an evening or two, both leading into and immediately following the mid-semester / Games break.

- Remote work during Canada Games. Given indications that campus parking will likely be limited during the Games, D. Moses advised that he has sought and received a general “go ahead” from the Vice-President, Academic and Research, for the Library team to explore remote work options during this time. D. Moses asks that all supervisors speak with staff in their units, and notify of remote work requests as soon as possible. K. Mears asked if the University had announced any further information on a general remote work policy for UPEI employees: D. Moses replied that he did not have any information on this.
- S. Lloyd asked if there were any changes anticipated to UPEI COVID-related protocols in the near future that would impact Library operations. D. Moses replied that he was not aware of any plans for such; he did note that students would be required to mask during in-person exams. A couple of librarians noted that they were encouraging online options for appointments and were asking those who wished to meet in-person to mask: they had not experienced any pushback on this to date.
- D. Moses advised that he had reached out to the PEI Public Library Service about reviving the “Pop Up Pub” leisure reading program, in which a rotating selection of Public Library books was made available for browsing and borrowing in the UPEI Library lobby.

8.3) Library Planning / Future Directions

8.4) Other Business

As agreed at the start of the meeting, one additional item of business was added to the agenda, namely the suggestion to reschedule the next Council meeting to an earlier date than December 22. After a brief discussion, it was agreed that D. Moses would ask P. MacPherson to find a new meeting date / time, in which as many Council members as possible were available, earlier in the week.

***** I. Igbineweka excused herself from the meeting at approximately 1:55 PM**

9. Roundtable

- D. Moses noted with appreciation the work done by Alysa Clayton during her Nova Scotia Community College library technician program practicum placement at the Library, and thanked those Library team members who had worked to make her placement a positive learning opportunity. S. Fisher reminded those present to sign the “thank you” card being circulated to Alysa, and to stop by to wish her well during her final shift on the Library Service Desk November 25th.
D. Moses also reminded the meeting that Katelyn Browne would be starting as the new Instructional Services Librarian next Wednesday, November 30th.
- K. Mears reported that the manuscript article reporting on one of her systematic review projects had been submitted for peer review this week.
- S. Fisher reported that she was preparing a shipment of deaccessioned older books for Better World Books. S. Lloyd thanked S. Fisher for her work with Alysa on this initiative.
- S. Lloyd noted that he was still getting caught up on some housekeeping tasks relating to his duties as Council Secretary. Of note, he expected to have Unit Reports and Supporting Documents submitted prior to the Fall 2022 Council Meetings loaded into the appropriate Google Drive folders before the next Council meeting.
- C. Matthews reported that he was busy with the onboarding of Jaime Monsalve, the Library’s recently-hired Systems Analyst. He indicated that he was looking forward to working on a range of initiatives with Jaime, including a renewal of the Library website.
- M. Johnson reported that he has had a co-presentation proposal accepted for the June 2023 ALA Conference in Chicago. D. Moses also congratulated M. Johnson on his approaching one-year anniversary with the Library.
- R. Le Faive reported that she will be presenting to the Islandora community on November 29 on her work with Islandora modularization; other new plugins are in development. Also notable is Library programmer Alexander O’Neill’s recent development of text overlay code for Islandora.

There being no other business before the meeting, informal adjournment took place at approximately 2:15 PM.