

**Library Council Minutes**  
**December 19, 2022**  
**1:00 pm - 3:00 pm**

**Present:** Katelyn Browne, Donald Moses (Chair), Shawne Holcomb, Rosie Le Faive, Simon Lloyd (Recorder), Keltie MacPhail, Courtney Matthews, Kim Mears

**Regrets:** Melissa Belvadi, Sarah Fisher, Mackenzie Johnson

**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 changes, it was moved by K. Mears and seconded by C. Matthews that the agenda be approved, as distributed.

MOTION CARRIED

**3. Approval of Minutes of Previous Meeting (November 24, 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 K. MacPhail that the minutes be approved as distributed.

MOTION CARRIED

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

*Nothing presented.*

**5. Student Reports**

**5.1) Undergraduate Students**

D. Moses noted that Service Desk student assistant Yuvi Gill was part of a team of Engineering students who recently submitted a project report proposing solar panel installation for the Robertson Library. The report found that that the Library would be, “an ideal location,” for solar panels, and would repay the cost of installation over a 7 - 11 year timeframe. Donald can share the report with anyone on the Library team who’d be interested in reviewing it further.

## **5.2) Graduate Students**

S. Lloyd advised that he has again reached out to the Graduate Student Association regarding appointment of graduate student representative to Council. He hopes that a representative may be appointment in time for the Winter 2023 semester.

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

S. Holcomb noted that S. Fisher had recently reminded all Library team members scheduled for the Service Desk that they needed to advise her of any volunteering commitments for the upcoming Canada Games.

S. Holcomb also reported that a question has been raised on the University's evident double-standard as regards working from home, in that employees were being invited to ask about working from home during the Canada Games, but the University has still not implemented working from home protocols generally. "Why can staff work from home during the Games and not at other times?" D. Moses highlighted that any staff member who so wishes is welcome to continue working on-campus during the Games; he has been advised that several campus parking lots will be reserved for UPEI staff use.

Further to working from home, S. Holcomb reported that a question had also been raised about a related policy matter — possibly something to do with insurance — but her notes were unclear on this point; she advised she would clarify this question and e-mail Donald, if necessary.

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

### **7.1) Library Policies**

D. Moses advised that S. Fisher has requested additional time to work on the proposed Code of Conduct for Library VRef; she hopes to have a draft ready to present at the January 2023 Council meeting, and any Council members who have suggestions or assistance to offer in the meantime are encouraged to contact her.

### **7.2) Library Operations**

D. Moses advised that the first shipment of leisure-reading titles from the PEI Public Library Service for borrowing under the revived "Pop-Up Pub" program should be received in by-January 2023.

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

D. Moses reported that the Library has recently a budget proposal for Library resources supporting the planned Faculty of Medicine to the University Vice-President, Academic & Research, and the Faculty's Chief Operating Officer. He thanks M. Belvadi and K. Mears for their assistance in preparing this proposal.

## 8. Items for Discussion or Proposals

### 8.1) Library Policies

### 8.2) Library Operations

#### 8.2.i – Service Desk, January 2023

S. Holcomb noted concerns that have recently been raised about a possibility that staffing for the Library Service Desk will be particularly overstretched in early January, since a part-time Service Desk staff person has resigned to accept a position elsewhere, and the competition to hire a replacement for her does not close until January 3rd. The high incidence of sickness on the staff team in recent weeks exacerbates this concern, as does the fact that there is at least one medical leave scheduled for the second week of January. Further, there is generally less use of the Library space and services early in the semester, especially in the evenings.

D. Moses that some assistance from casuals should be available, as needed. In response, it was noted that if the Service Desk needed casuals with any frequency, then this may point to the need for an additional FT staff position. D. Moses reminded the meeting that such a position had been requested, but the most the University would support at the time were two term, PT positions (this arrangement was put in place earlier in the pandemic, when Library building traffic was generally lower).

After some further discussion, a vote was called on the following **proposed recommendation**:

That the Library Service Desk close at 8PM Monday - Thursday and on Sunday during the first two weeks of the Winter 2023 semester, to allow time for a newly-hired PT support staff position to take up their duties.

*Full consensus was achieved on the recommendation, with 7 “+1” votes in favour.*

D. Moses thanked Council for the discussion and recommendation, and indicated that he would review the planned Service Desk schedule for the early part of the Winter 2023 semester with S. Fisher before the Christmas break.

#### 8.2.ii – CARL Statistics

D. Moses reminded the meeting that S. Fisher hoped to receive CARL statistical reports from Library units by December 20th. Anyone needing assistance or further time in compiling these should speak with S. Fisher.

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

On behalf of the Library's Strategic Planning Working Group (D. Moses, S. Fisher, S. Lloyd, Cindy MacDonald, K. Mears), S. Lloyd asked Council members for feedback on the draft Strategic Plan outline, shared prior to the meeting. D. Moses noted that the intention is to share a draft of the Plan with all Library team members before the Christmas break, so the Working Group is looking for input from Council members today.

No specific questions or concerns were raised; several Council members expressed appreciation for the work that had gone into the draft Plan to date, and there was positive comment on the fact that the Plan as presented was succinct and that the number of goals proposed seemed reasonable and achievable.

After some further discussion, a vote was called on the following **proposed recommendation**:

That the draft Strategic Plan, as presented, be circulated immediately by the University Librarian to all Library team members for further discussion. Librarians are asked to facilitate to discussion of the Plan within their respective Library units, with a view to identifying actionable goals and objectives for each unit.

*Full consensus was achieved on the recommendation, with 7 "+1" votes in favour.*

D. Moses thanked Council for the discussion and recommendation, and indicated that he would circulate the draft Plan to the Library team this week.

## **9. Roundtable**

- D. Moses thanked all Council members for their work this semester.
- K. Browne reminded Council members, per her recent e-mails, that she would welcome information, for the CARL statistics, on any "digital learning objects" prepared by the Library team during the reporting period.

In closing, a warm-if-belated welcome was offered to K. Browne, attending their first Library Council meeting, and good wishes for the holidays were exchanged.

***There being no other business before the meeting, informal adjournment took place at approximately 1:45 PM.***