

Library Council Minutes
January 26, 2023
1:00 pm - 3:00 pm

Present: Katelyn Browne, Sarah Fisher, Mackenzie Johnson, Rosie Le Faive, Simon Lloyd, Keltie MacPhail, Courtney Matthews, Kim Mears, Donald Moses, Nayana Sunila (c/o K. Mears)

Regrets: Melissa Belvadi, Wendy Collett, Iyobosa Igbineweke

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

Land Acknowledgement

After the land acknowledgement, D. Moses drew Council's attention to the recent CAAL-CBPA presentation, *Mi'kma'ki, the Land of the Mi'kmaw*, a recording of which is now available on YouTube (<https://www.youtube.com/watch?v=gfZMF8ooFic>).

D. Moses also thanked (in absentia) Shawne Holcombe for filling for W. Collett last semester as a CUPE staff representative on Library Council. W. Collett will be returning to Council this semester.

1. Approval of Agenda

The draft agenda distributed prior to the meeting was reviewed. One correction, to the spelling of a member's name, was noted. A question was also raised as to whether there were any consensus decision-making items on the agenda, apart from the draft VRef Code of Conduct. The Chair confirmed that there were not. It was then moved by K. Mears and seconded by K. Browne that the agenda be approved, with the one correction aforementioned.

MOTION CARRIED

2. Approval of Minutes of Previous Meeting (December 19, 2022)

The draft minutes of the previous Council meeting were reviewed, and one correction noted. No other errors or omissions being noted, it was moved by S. Lloyd and seconded by M. Johnson that the minutes be approved as corrected.

MOTION CARRIED

3. Follow-ups on Pre-submitted Reports

Nothing presented.

4. Student Reports

4.1) Undergraduate Students

In sending regrets, I. Igbineweka did not raise any questions or offer any feedback for discussion at the meeting.

4.2) Graduate Students

The Chair welcomed N. Sunila, joining her first Library Council meeting as Graduate Student representative. N. Sunila introduced herself as an international M.Ed student, and indicated that she was looking forward to learning more about how the Library works: she noted that the level of library support available to the UPEI community seemed much higher than what she was used to in her career as an assistant professor at the University of Kerala, even though UPEI is a much smaller institution generally.

This being her first meeting, she did not have any questions or feedback at this time, but promised she would be in communication with her graduate student peers regarding anything that should be brought to Council's attention.

5. Post-Library Council CUPE Questions / Feedback (S. Fisher)

S. Fisher advised that questions had been asked about sharing climate readings / data for the Library building with Library team members. D. Moses advised that he has two portable data loggers reading temperature and relative humidity: one is currently positioned in the Technical Services area; S. Fisher suggested that the second could be placed in the upper floor (Booklives) shelving room. It was agreed to leave the data loggers in these two locations for now, and that Donald Moses will compile monthly data from these units for sharing with Library team members.

S. Fisher and D. Moses also reported briefly on the status of remote work / working from home arrangements during the Canada Games (February 17 - March 6). D. Moses believes that all remote work requests — and accompanying equipment requirements — have been received, and S. Fisher is finalizing the Service Desk schedule. Only one Library staff person is volunteering for the Games, but quite a few individuals will be working remotely: as appropriate, D. Moses will share information on remote work scheduling so that it is clear when individuals working away from the Library are not, “on duty.”

6. Past Items / Proposals for Discussion

6.1) Library Policies

S. Fisher submitted a draft Code of Conduct for users of the Library's “Ask Us” VRef (chat) service (<https://docs.google.com/document/d/170OEQO8u9Cu54jhZ-nAKJ0Mnqgt0cGgbrLzmMwEO2eM/edit>) for Council's discussion and comment. M. Johnson volunteered to serve as facilitator for the discussion, and invited S. Fisher to provide some introductory comment on the document.

S. Fisher explained that there had been a disturbing incident of inappropriate, harassing messages from an Ask Us user last semester, and that the Library team members assigned to Ask Us coverage had requested something be put in place to clearly signal that such behaviour would not be tolerated.

In the ensuing discussion, there were a number of expressions of support for a Code of Conduct (or similar measure) in principle, but several suggestions were also offered for improving the draft as presented, including:

- the term “Ask Us” should be used to clearly identify the service, as this is the public-facing name used on the Library website “chat box”;
- the code of conduct should be adopted as Library policy, and clearly identified as such (including listing on the “policies” page of the Library website);
 - Relatedly, S. Fisher also clarified, in response to a question, that it was intended that the full text of any Code of Conduct should be shared through a link from the “Ask Us” chat box.
- references (and links) to other relevant University policies, including the Fair Treatment Policy and the UPEI Student Code of Conduct, should be incorporated into any Ask Us Code of Conduct.
- since the draft Code of Conduct included reference to possible referral to UPEI Security Police, Security should be contacted to clarify / confirm what role they were willing and able to take on in possible enforcement of the Code of Conduct.

S. Fisher thanked Council members for their feedback, and committed to revising the proposed Code of Conduct accordingly. D. Moses advised that he would consult with UPEI Security Police on the question raised about their possible role in the Code of Conduct.

After some brief further discussion, it was suggested that it might not appropriate to vote on a Council recommendation for adoption of the draft Code of Conduct, as there were some significant revisions needed in the draft document, and some further information required.

M. Johnson then facilitated a “Round” to ensure that all Council members had had the opportunity to contribute to the discussion. A couple of additional comments were offered, including the possibility of preparing “canned” responses that could allow Ask Us team members to quickly deflect or shut down harassing behaviour; it was also suggested that the any Code of Conduct could be brought to a Service Desk meeting prior to implementation.

S. Fisher then indicated that she wished to table the Code of Conduct proposal until suggestion revisions could be incorporated and further information obtained. Depending on when this was done, a revised Code of Conduct could be reviewed and voted on via e-mail prior to the next Council meeting, or dealt with at that meeting. D. Moses confirmed that he would give any recommendation on this matter from Council his prompt attention.

M. Johnson thanked Council members for their input and ended his service as facilitator for this discussion.

6.2) Library Operations

D. Moses advised that he had received further information from UPEI administration on Canada Games' plans, including a map of the athletes' village and a listing of campus rooms / spaces booked for Games' use. He will put these, and other Games-related information, in a Google folder to be shared with all Library team members, to support them in fielding questions that may come to the Library before or during the event.

S. Lloyd noted that he hopes to have a selection of material from the PEI Collection and UPEI Archives connected with the 1991 and 2009 Jeux du Canada Games — for which UPEI was also a key venue — on display in the Library lobby in the coming weeks.

6.3) Library Planning / Future Directions

D. Moses advised that the Strategic Planning Working Group would be meeting next week to collate the recently-received feedback from Library units on the draft Strategic Plan.

6.4) Other

7. Items for Discussion or Proposals

7.1) Library Policies

7.2) Library Operations

7.3) Library Planning / Future Directions

7.4) Other

8. Roundtable

- D. Moses advised that he is meeting with the Vice-President, Academic and Research next week regarding plans for a Library renovation fundraising campaign. Also, an electrical contractor will be coming within the next couple of weeks to look at the longstanding problems with lighting in the Learning Commons.

- In addition to the items noted in his unit report, S. Lloyd thanked UASC term staff member Juanita Rossiter for meeting with a class that turned up on very short notice earlier today.
- N. Sunila suggested that information on First Nations / Indigenous peoples at UPEI could be incorporated into any Canada Games-related display. S. Lloyd thanked her for this suggestion and indicated he would include any relevant material he could find.
- K. Browne advised that Library instruction is being offered to the full UPEI 1030 group during the coming semester, but she will be pleased to field any First Year Experience student questions in the meantime.
- S. Fisher encouraged Council members to stop by the Service Desk to welcome Megan Sentner, who has just been hired as the new part-time staff person for the Desk.

There being no other business before the meeting, informal adjournment took place at approximately 2:05 PM.