

Library Council Minutes

August 22, 2024

1:00 pm - 3:00 pm

Present: Prayaga Nair Ammini, Melissa Belvadi, Katelyn Browne, Rob Drew, Sarah Fisher, Rosie Le Faive, Courtney Matthews, Keltie MacPhail, Keri McCaffrey, Kim Mears, Donald Moses, Juanita Rossiter

Regrets: Noah Mannholland

Meeting Online on Teams

Land Acknowledgement

- UPEI news: Dr Angelina Weenie, from Sweetgrass Nation Saskatchewan, was appointed as Dean of the Faculty of Indigenous Knowledge, Education, Research, and Applied Studies (IKERAS) with a 5-year term.
 - [Announcement in Campus notices](#).

- **Approval of Agenda**
 - Moved by K. Mears.
 - Seconded by K. MacPhail.
 - Consensus poll:
 - 1 (all responses)

- **Approval of Minutes ([May 23, 2024](#))**
 - Moved by R. Le Faive
 - Seconded by C. Matthews
 - Consensus poll:
 - 1 (all responses)

- **Library Council Secretary Election:** A9.1.5 At the last meeting of the Library Council in the summer term, the members of the Library Council shall elect a secretary for a one (1) year term from among the Librarians holding permanent or probationary appointments.
 - R. Le Faive nominated herself and was appointed by acclamation.

- **Follow-ups on Pre-submitted Reports**
 - K. Mears : Regarding the humidity levels in the Chair's report, are there humidity concerns about the upstairs collection?
 - D. Moses: We're always concerned and wish the humidity would be more steady. Some fluctuations have been normal since the library opened, but last year the humidity levels were more dramatic. We would rather them stay below 50% relative humidity.
 - K. McCaffrey: Do the renovation plans include an updated HVAC system?
 - D. Moses: not sure if that's included, though it would be ideal. So far we've done humidity control through turning on the heat, which is not feasible in summer.
 - K. Mears: Is the risk to the collection enough to warrant storing materials elsewhere? What is the cutoff point where we need to take mitigation action?

- D. Moses: The humidity was brought down last summer, but not to 50%. This can be brought to Facilities for advice.
 - R. Le Faive: Apologies for not submitting; report to be sent in after this meeting.
- **Student Reports**
 - Undergraduate students
 - N. Mannholland (with regrets) sent an update, and mentioned a plan for including library information in the First Year pamphlet. They used the information that the Library provided to the UPEI student calendar. N. Mannholland will share the pamphlet with the library once it's printed.
 - D. Moses: The Library and Student Union co-submitted a proposal to the VPAR regarding making textbook purchases using the OER development grant. Per a very recent message, It has been approved in principle. There will be more administration before it is official, including a contract to sign off on, but we can proceed as if we have \$25,000 for student textbooks.
 - Graduate students
 - P. Nair Ammini: Recently spoke with Nabeel Zafar, the President of the GSA. They are interested in co-hosting more seminars, integrated with the library, that are research oriented.
 - K. Mears: We have hosted some, focused on citations, conducting scoping reviews, etc. K. Mears will reach out to see what we can cover in the next academic year. Are there particular topics wanted by the GSA?
 - P. Nair Ammini - Many grad students have articles published in their home country but not available here. How can we bring our materials here and make our publications relevant here?
 - K. Mears linked to the UPEI course on grad student Professional and Academic Development: <https://moodle31.upei.ca/course/view.php?id=19273>
- **Post-Library Council CUPE** (R. Drew, S. Fisher)
 - Questions remain regarding the Work From Home policy.
 - D. Moses: Plan was sent to Dr Naterer, and after some back-and-forth and holidays, we do not yet have official permission. We are awaiting Dr. Naterer's return. D. Moses is supportive of the plan and included requests from staff members. Our schedule was sorted around people's preferences. Update to come.
 - S. Fisher's last council meeting, having served a 2 year term. Thanks for her service and contributions! Spencer Merz-Wood will be starting in September.
- **Past Items for Discussion or Proposals**
 - Library Policies
 - Library Operations
 - Building wardens & guardians and evacuation plan
 - We still need an alternate guardian for the upper level, in case one of the guardians highlighted is unable to perform their duties.
 - The role of guardian is to assist people with disabilities.
 - D. Moses will ask Alysha Aiken to put a call out.

- There is a Health and Safety training session: Sept 4, 11:30. Alysha Aiken will circulate the information to wardens/guardians, and to those who might be interested in participating.
 - As an FYI, there will be a test of emergency signals in the building at the beginning of term.
 - Redmine/Evergreen updates (C. Matthews)
 - On Monday August 26 we will do the EZproxy upgrade from 4-6pm. There is a News item on the library homepage. This has an impact (downtime) campus-wide and beyond. A Campus Notices item was set up for yesterday, today, tomorrow, and monday (aug 26) also next week
 - On Thursday, Aug 29 from 2-3pm there will be new redmine training for staff. This is a follow-up from late spring, to introduce the newly launched redmine. We will provide documentation and basic guidance.
 - The Evergreen upgrade was completed on schedule on June 18. R. Le Faive, Tarvinder Singh, C. Matthews, and Equinox (Jason Boyer, Galen Charleton) were involved. It went well. We are now on Evergreen 3.12.3.
 - Protection of Privacy practices and library forms
 - D. Moses: CUPE members have highlighted concerns around the display of usernames in the room booking system. D. Moses followed up with the privacy officer and they made recommendations. There is now a ticket in redmine the team is working on. The concern was with the display of names and locations in the system, can be used to predict where someone will be, and when. This will cause some revisions to the room booking system. Currently it uses the user's username; a solution is in place. D. Moses will report back to the Library Council at the next meeting. Feedback from CUPE colleagues appreciated.
- Library Planning / Future Directions
 - Library fundraising
 - D. Moses: raised almost 6M of 15M target. Described feelings as: "over the moon". Thank you was expressed to the folks in Development. We have connected with folks in a variety of ways: James Murphy and J. Rossiter worked on displays for Reunion weekend. There is a Working Group for the Library's 50th, making plans to celebrate and link to fundraising. We have been offering coffee on Tuesdays in August, and campus folks have been attending. It's great to bring folks into the library.
 - Question: When is the 50th anniversary?
 - D. Moses: The Library was fundraised for in 1973. It was built in '73-'74, opening its doors in '75. 2025 is the year we are leveraging as the 50th.
 - Now that we have money in the bank, D. Moses met with Facilities and got a few "next steps". We are trying to accelerate this. There will be a meeting next week with Facilities and the VP Finance. There is an intention to use these initial funds to get renovations moving.
 - D. Moses is drafting documents about our existing space. For instance, details relevant to the expansion to Special

Collections & Archives. We are also looking at other tasks that could be done in parallel. Feeling fired up!

- Other
- **Items for Discussion or Proposals**
 - Library Policies
 - Noise zones – proposal from signage committee (K. Browne)
 - 2024 Noise Zone Proposal for Library Council
 - This proposal came out of meetings of the Signage Committee (Shawne Holcomb, Judith MacNeil, Spencer Merz-Wood)
 - Proposal is to reduce the number of different noise zones in the library. Instead of 3 (green, yellow, red) we could have 2. This would be guided by a General Library Noise Policy, and we would identify "Silent Zones".
 - It's noted that the current system has a lot of fuzziness between green and yellow. It's also hard to figure out what noise zone you're in when walking into an area of the library.
 - Some collaboration with the Service desk would be needed. The proposal includes a work list of tasks this could create.
 - M. Belvadi: people might complain about noise if there aren't signs saying this is an open noise zone. (K. Browne agreed)
 - We have a noise policy to deal with complaints.
 - Question: Is the sunroom going to be our only quiet zone? Study rooms can't be quiet.
 - K. Browne: Right now it's the sunroom, individual study rooms, and carrels. We had a discussion about the whole upstairs being silent (with an exception for staff to do their job, such as tours). However, the question about where the zones are, and how many zone types to have, are linked but distinct.
 - Question: If the entire upper level were quiet, group study rooms would not be silent. Would that be an issue?
 - K. Browne: That area is the most complained about, but by people in neighboring group study rooms.
 - K. McCaffrey: could noise proofing in the renovations help to solve this?
 - M. Belvadi: Would we create an exception for staff?
 - D. Moses: I think we have this, de facto.
 - K. McCaffrey raised concerns about taking away potential talking spaces that aren't group study rooms or downstairs at computers - i.e. if you want to bring your own device.
 - 308 ["Former Current Periodicals"] would be a respectful talking site where you can bring your own device.
 - M. Belvadi: What if we were to switch a zone during exam study periods?
 - S. Fisher suggested we make 308 and the sunroom silent, and the rest of the upstairs "respectful" chatting. Students gather at the couches outside her office for chats, and it's not a problem.

- R. Le Faive proposed we make the change as a pilot project. Also, we should have little signs indicating the zone on every single table.
- K. Browne: Easiest to merge green/yellow, decide on switching later.
- M. Belvadi suggested the upstairs yellow areas become silent.
 - R. Le Faive: Make upstairs silent during exams as a pilot
- M. Belvadi: Librarian noise is incidental. Regarding 308, there have been multiple proposals to renovate it to turn it into an inherently quieter space (eg study rooms)
 - K. McCaffrey: We don't want to take away all the places students can bring their laptops and work as a group
- D. Moses: restating the proposal: collapse green and yellow into one noise level. Leave Red as is. Friendly amendment: during exam periods, turn the entire upstairs silent.
- R. Le Faive recorded this in the chat as:
 - "proposal: to collapse green and yellow. during exam time, pilot turning the upstairs all red.(except group study rooms)"
- K. Browne: and to revisit later, since this is a "pilot". Also we will want to update the temporary policy on the website.
- Consensus poll:
 - 1 (all responses)
- Public access to library computers
 - D. Moses: There is an email thread going around about whether we need to provide public access to the internet. As a public institution, we need to provide internet access to the public.
 - Currently this is provided by iMacs and Mac Minis but the iMacs are at their end of life.
 - We still have 7 mac minis connected to the eduroam network. Guests can create an eduroam guest account, and that will provide continuity of public access.
 - M. Belvadi: What if the public used laptops so they connected via wifi instead of hardwired? We should avoid triggering ITSS's concerns about wired network security.
 - D. Moses: Currently, the Mac Minis are using wifi instead of being hardwired.
 - R. Le Faive: Are all macs being retired, and that is why we're having this conversation?
 - D. Moses: no. just iMacs. The Mac Minis are ok.
 - C. Matthews: There were email exchanges with ITSS, it's connected to the wifi policy.
 - K. Browne: Note also that the Macs in the language lab have been replaced by Dells. Now high school English groups now have no way to log in and do a class. This is an issue in instruction, outreach, etc. The stopgap solution is to disperse the group around to the iMacs and Mac Minis. This is not a great solution for highschoolers, but it worked ok (for now). We would like a group solution. C. Matthews has been working on this - thank you.

- C. Matthews: New message came back from ITSS about requesting user credentials for planned visits (not walk-ins). The procedure is: we send a message to the ITSS Help Desk, and they provide a login for non-uepei users to sign in to UPEI computers. They can also create temporary wifi accounts for them. C. Matthews will pursue changing the room descriptions in 25 Live to suggest that if the guests do not have UPEI accounts they know to request the accounts.
 - K. Browne: It's wonderful that we can get guest accounts. Great to think of 25 Live as a place to remind us.
 - Library Operations
 - Library Planning / Future Directions
 - Strategic enrolment
 - The workshop/gathering planned for Aug 28 is to spend time on the Strategic Enrolment Plan and how the library fits. There will be a series of questions. We will be seeking feedback from library folks. D. Moses will share a document prior to the workshop. Strategic Enrolment refers to upholding an excellent education and student experience and is sustainable.
 - R. Le Faive: The workshop/gathering will be held at Island Hill Farms?
 - DM: Taking place in FSDE. D. Moses will provide a Teams link. Lunch will be provided. At some point the New Student Experience Lead in Student Affairs will come and share with us what he does, but he's on holiday.
- **Roundtable**
 - M. Belvadi: nothing
 - J. Rossiter:
 - D. Moses: Welcome to Library Council!
 - J. Rossiter: James Murphy has joined the unit! M. Belvadi's loss is their gain! They have taken out 4 more filing cabinets from the Archives. Come visit! If you stay too long you might be given a broom. Rare Veterinary Medicine books have been passed from K. Mears to J. Rossiter.
 - S. Fisher: Student assistants are coming for training next week. Keep your eye out and come introduce yourself! We have 5 new students.
 - K. Mears: LAC has started for the Clinical Librarian! It met for the 1st time today. The position closes Sunday. We are anticipating getting applications next week.
 - R. Le Faive: 3D printer is back in business outside their office. Thanks for the help K. MacPhail.
 - C. Matthews: Working on islandora migration. Preparing for the beginning of the semester. The Colleague Evergreen integration meeting is tomorrow.
 - K. McCaffrey:
 - D. Moses: Welcome to Library Council!!
 - Learning a lot and ramping up for AVC teaching!
 - K. Mears: Can there be a message about Naloxone training? Who's taken the kits and or the training?

- D.Moses to reach out to the Health and Wellness center to get a kit or 2 for the library, and to ask what support can be provided..
- P. Nair Ammini:: First time participating in Library Council! Thankful to librarians for the use of Room 321, as she's been continuously using this room morning-evening. Has an article that's about to get published!
- K. Browne:
 - Princess Wooden and K. Browne are updating the how-to resources on the website regarding the new EBSCO interface. Princess Wooden is finishing up the first batch of videos.
 - We got the first request for 1st year instruction this week. The calendar is not yet populated.
- K. MacPhail: Nothing to report.
- R. Drew: Nothing to report.