

Library Council Minutes
November 23, 2023
1:00 pm - 3:00 pm

Present: Melissa Belvadi, Katelyn Browne (Recorder), Rob Drew, Sarah Fisher, Mackenzie Johnson, Rosie Le Faive, Simon Lloyd, Keltie MacPhail, Courtney Matthews, Kim Mears, Donald Moses(Chair)

Regrets: Noah Mannholland, Nayana Sunila

Meeting Online:

<https://upei.zoom.us/j/66416002535?pwd=Ly9UeDRSTHRLazF4Ti9laE5PZDd5dz09>

Land Acknowledgement: offered by the Chair

- **Approval of Agenda:** moved by S. Lloyd, seconded by K. Browne. Consensus reached.
- **Approval of Minutes** (October 20, 2023): moved by K. Browne, seconded by K. Mears. One correction made to accurately reflect meeting attendance. Consensus reached.
- **Follow-ups on Pre-submitted Reports:** S. Lloyd expressed gratitude for Juanita Rossiter's work sorting through materials remaining in Leo Cheverie's workspace and arranging for the return of items to his family. Pauline MacPherson's assistance is also appreciated.
- **Student Reports**
 - Undergraduate students: N. Mannholland sent regrets and a brief report ahead of the meeting. The Chair reported that he and N. Mannholland had collaborated on restocking the menstrual products available in the washrooms.
 - Graduate students: No report.
- **Post-Library Council CUPE** (R. Drew, S. Fisher)
 - Questions about the X/Twitter account: when is it actually closing? Does the SU use this platform?
 - D. Moses has requested an archive of the Library's Twitter account. This is done offline and he is awaiting a notification that it is ready to download. Once the archive has been acquired, he will work with staff to disconnect our account from Later, an integration we have used for scheduling.
 - Should UASC be the home of the account archive? S. Lloyd is interested in discussing further.
 - The Chair requested clarification on what "retired" meant in last month's recommendation. Should we delete the account, or leave it up with a final message?
 - Some members expressed uncertainty. C. Matthews recommended posting a final message and then setting a date to delete the account. K. Mears wondered whether the archive would be adequately complete and whether we would also want to capture screenshots before deactivating. S. Lloyd would like to see something that captures the "original" as closely as possible. M. Johnson clarified that a "deactivated" account's profile is

invisible to others. S. Lloyd encouraged us to get the data we have access to as soon as possible, before any more changes occur. K. Mears suggested that a proposal could be brought to the next Library Council meeting. C. Matthews suggested naming an individual or subgroup to handle the details of retiring the account per the existing Council recommendation. S. Lloyd and M. Belvadi supported this proposal, and K. Mears was amenable. Some discussion of the archiving of other Library web content followed. The Chair will follow up.

- M. Johnson reported that the UPEISU does still have an X/Twitter account.
- Questions about staffing amidst the upcoming retirements. When are the retirees' last days of work? When will we have a retirement shindig?
 - D. Moses will send a message to all library staff with details of retirement dates. An event will be planned.
- **Past Items for Discussion or Proposals**
 - Library Policies
 - Library signage (facilitated by K. Browne)
 - Documents shared from the 2019 signage committee's work
 - C. Matthews expressed support for a consistent aesthetic and consistent placement of signage, as well as a more professional approach and a general refresh/rethink based on some of the proposals in the detailed guidelines.
 - M. Belvadi noted that someone will need to find out whether Facilities policies have changed, as some of the drafted guidelines were based on campus-wide rules. Some guidelines were based on an existing practice of posting many signs for ephemeral library events, which seems to be happening less now. There was also an issue with students being paid to distribute commercial leaflets/flyers all over campus. A "free for all" public bulletin board on the side of the main staircase (facing the Learning Commons, perpendicular to the washrooms) was one proposal to address this, providing a single place for non-Library signage.
 - S. Lloyd described the conflict between directions from the University who want to see standardization across campus and consultation with Facilities and Marketing/Communications, but also may not have the capacity for prompt feedback. Printing a sheet of paper and putting it up with tape is certainly the easiest option for things like directing students to the LINC. We need to preserve some flexibility for ourselves while also following relevant institutional practices wherever we can.
 - M. Belvadi suggested reconstituting the signage committee with new members. C. Matthews agreed.
 - K. Mears agreed while acknowledging that the staffing complement is thin right now; could we postpone until a couple of months into winter semester? S. Fisher agreed, and noted that it might be a good committee for a new person to join. Several other members expressed agreement.

- M. Johnson asked what might be missing from the existing draft guidelines. If a committee is reconvened, they should ensure that the guidelines align with current campus policies.
 - **Proposed recommendation:** to reconvene a Library signage committee that would not start work until the winter break. Consensus was reached with one abstention.
 - Library Operations
 - LINC / Language Lab switch
 - ITSS has assessed the space to determine a proper projection size
 - The issue with the instruction computer not displaying on the projector has been resolved.
 - K. Browne has a remote control that librarians/staff can borrow to advance slides.
 - Upcoming changes to web browser privacy options and impact on on-campus access to library resources
 - C. Matthews: No updates, just monitoring this situation. None of the major browsers seem to be rolling this out at the moment. ITSS is also monitoring these concerns.
 - Should the library leave Twitter/X?
 - Discussed above
 - Library Planning / Future Directions
 - Library fundraising
 - The Chair shared the final version of the [fundraising brochure](#) and the [companion website](#). Feedback and suggestions of potential interested donors are welcome.
 - Other
- **Items for Discussion or Proposals**
 - Library Policies
 - [Collection Development Policy – Appendix C – Donations](#) – no longer has a bullet point that textbooks are generally not added to the collection (facilitated by M. Johnson)
 - M. Belvadi: “in-kind” donations (books and other materials) go through a process that routes them to the subject librarians for selection. Those left unselected go to the Book Nook, and formerly also went to a “free textbook cart,” and then on to Better World Books.
 - K. Browne: other than this change, the [Collection Development Policy](#) has not changed. (This was the question raised at last month’s meeting.)
 - D. Moses: memory is that the Library typically did not purchase textbooks before covid, with the exception of things like Veterinary Medicine and Nursing textbooks.
 - M. Belvadi: that change coincided with her sabbatical and was in place when she returned to her Collections Librarian role, including an internal earmark called FAC that had previously been primarily for Kanopy videos and had been increased significantly to purchase textbooks. No one has suggested that we revert to our pre-covid practice.

- K. Mears needs to continue purchasing textbooks for Nursing. However, this is a challenge with our ongoing budget. We did put in a request for funding specifically for textbooks to the Annual Fund, but it was denied. Is this a university priority?
- The Collection Development Policy, including its appendices, has been the domain of the librarians in consultation with the UL.
 - D. Moses: is this selective?
 - M. Belvadi: the management of the collections is described as the responsibility of the librarians in the CA.
 - S. Lloyd: there is a very strong role for librarians in policy-making and policy review; the most consistent piece of practice is the importance of the UL working in consultation with the FA librarians in matters of professional practice, such as the management of the collections. Library Council is an aide and a complement to that work.
 - K. Mears: is there a way to bring this work to Library Council for staff input while retaining the responsibilities of librarians?
 - M. Belvadi suggests that it comes forward for discussion but not for voted recommendations.
 - S. Lloyd agrees that the representation of staff and students on Council is intentional because their input is valuable; it would be unfortunate if a byproduct of the creation of Library Council was the “putting to a vote” of aspects of librarians’ professional responsibilities.
- K. Browne: are we ready to resume discussion of student access to textbooks when N. Mannholland returns to a Council meeting?
 - S. Lloyd: the librarians, in consultation with the UL, could take recommendations from Council and the student representative.
 - M. Belvadi: the Senate Library Committee also discussed the issue of textbooks this morning and highlighted the high demand to the VPAR.
- Library Operations
 - [Winter library hours](#)
 - M. Belvadi: has this been reconsidered in light of all the retirements going on? Should we extend the shorter hours through the first *and* second week of January?
 - S. Fisher: it all depends on how quickly HR can move with the positions that need to be filled.
 - M. Belvadi: can we fill positions before people’s official retirement dates (if they’re taking prolonged vacation first)?
 - S. Fisher: the two positions with the most circulation hours are Shawne Holcomb’s previous position and Andrea Caza’s position. They can both be filled before January. The Instructional Services position also has a lot of desk hours and has already been posted.

- D. Moses: would need additional funds from the VPAR to fill a position while the retiring incumbent is using vacation time. The part-time position has been filled. The goal is to have people in Shawne, Andrea, and Wendy's former positions start the first week of January.
 - S. Lloyd: Do we need to stick with reduced hours for longer into the semester?
 - S. Fisher: if the positions have not been posted by the first week of December, we may need to revisit, as that makes it less likely that we will have enough staff at the beginning of January.
 - S. Fisher requested that Council recommend approving the proposed hours, with the caveat that they may be reduced if the relevant open position has not been posted by December 4th. Consensus was reached.
 - Library Planning / Future Directions
- **Roundtable**
 - M. Johnson: term is coming to an end; will have more to say at the next Council meeting.
 - R. Le Faive: on vacation the first week of December
 - K. Mears: recognition of how much work everyone is doing per their reports. Pat yourself on the back and take a nap!
 - M. Belvadi: virtually away at the Charleston Conference next week
 - C. Matthews: unavailable Monday and Tuesday of next week due to IKERAS dean interviews.