

**Library Council Minutes**  
**February 22, 2024**  
**1:00 pm - 3:00 pm**

**Present:** Melissa Belvadi, Katelyn Browne (recording), Rob Drew, Shawne Holcomb, Rosie Le Faive, Simon Lloyd, Courtney Matthews, Keltie MacPhail, 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, along with a reflection on the *Gina'matimg: Time of Learning* screening earlier this month. K. Mears shared about work she is doing with C. Matthews to present a Lunch and Learn series on Indigenous OER resources for the Teaching & Learning Centre. Several of this year's OER grant recipients are IKERAS faculty members, so resources for Indigenous scholars who are creating OERs (such as alternatives to Creative Commons licensing) will be the focus of these presentations.

The Chair congratulated Dorothy Peters on her retirement and acknowledged her 45 years of service to the Library.

- **Approval of Agenda:** moved by C. Matthews, seconded by S. Lloyd. Consensus was reached
- **Approval of Minutes** ([January 25, 2024](#)): moved by K. Browne, seconded by K. Mears. Consensus was reached.
- **Follow-ups on Pre-submitted Reports**
  - K. Mears is gathering statistics about IslandScholar. Does anyone have anything in particular they'd like her to include in next month's report?
    - R. Le Faive offered to help with database queries as necessary and suggested reporting the number of profiles updated in the past month or similar statistics that would reflect the time/effort of the unit.
    - C. Matthews expressed interest in the number of new publication records added to the repository, and specifically how many do/don't have PDFs attached to them; number of new users or profiles would also be interesting.
    - D. Moses suggested reporting the number of records associated with open access materials, as well as the number of records with full text attached to them.
- **Student Reports**
  - None this month. (This meeting is being held during the reading week.)
  - D. Moses expressed appreciation for the positive reception that he and Kathy Weatherbie received when they presented to the UPEISU about the fundraising campaign.
- **Post-Library Council CUPE** (R. Drew, S. Holcomb)
  - No questions/concerns this month.

- **Past Items for Discussion or Proposals**

- Library Policies
- Library Operations
  - Winter library hours update
    - D. Moses is working on the March schedule. Two new staff members should be in place by the middle of March. Both Cindy McKenna and Sherry Hutchinson are available to help out.
    - D. Moses will send a “state of the schedule” update to Library Council in the near future. We do have coverage.
    - K. Mears asked when hours for the final exam period in April would be determined. D. Moses noted that since S. Fisher will be out until March 8th, he may use door count and other information from the previous exam periods to consider extended hours.
  - Library humidity update
    - D. Moses reported on S. Lloyd’s data from Special Collections storage, where humidity has been low. A work order was submitted to Facilities about the climate management system in Special Collections, and they have serviced and cleaned the system. S. Lloyd reported that he checked the readings yesterday. The relative humidity is coming up and is now in the mid-20s, but it needs to come a bit higher. Apparently the only way to raise the humidity is to raise the temperature, which is not ideal. S. Lloyd will continue collecting data.
    - D. Moses had also reached out to Facilities about low humidity across the Library more generally. Facilities staff report that the library-wide system is not designed to introduce humidity; it can only remove humidity. Further investigations are underway, organized by Jonathan Moulins in HSE.
- Library Planning / Future Directions
  - Library fundraising
    - The Student Union seem to be aligned with our goals around renovation and had some logistical questions around topics such as student access to the Library during renovations.
      - K. Mears asked whether the students were interested in any particular areas or outcomes of a renovation. D. Moses mentioned more light, more study rooms, and the expansion of study spaces into the lower level. The SU were real partners in our survey when we asked for student opinions, which got over 700 responses and has helped to inform some of the planned renovations and improvements. After the meeting, D. Moses received some offers from students to give testimonials or highlight how they use the library. Additional referrals for potential student testimonies are welcome.
    - The Alumni Association will hold their March meeting in the Library, giving us an opportunity to give them a tour and introduce our plans around fundraising and renovation.
- Other

- **Items for Discussion or Proposals**

- Library Policies
  - Library Operations
    - ITSS classroom assistance partnership with service desk students
      - This is an extension of our existing partnership, which has included a transfer of funds each year from ITSS to support our student assistant budget in recognition of the tech support that they provide at the service desk. ITSS service currently ends at 4:30 p.m., but teaching continues into the evenings, so ITSS is now providing funding for an additional student assistant between 4:00 and 8:00 p.m. who is on call to respond to requests for classroom tech assistance. When this student is not responding to calls, they are available to work on library tasks, so D. Moses is taking project ideas. These students can work anywhere in the Library while they are on call.
        - S. Lloyd expressed appreciation for the revival of this service partnership and asked who is coordinating student assistant projects while S. Fisher is out. D. Moses is doing so.
    - Library signage committee
      - In the fall, Council agreed to reconstitute a signage committee after the February reading week.
      - M. Belvadi reported that an important part of the previous committee's work was to communicate with Facilities to better understand campus-wide signage rules.
      - K. Browne asked whether there are terms of reference that should be included in a call for volunteers.
        - M. Belvadi suggested clarifying that the work of the committee is limited to physical and digital signage within the physical building (not the website).
        - D. Moses suggested having the committee members draft terms of reference and return them to Council for discussion.
      - K. Browne will send out an e-mail to the library staff listserv canvassing for volunteers.
  - Library Planning / Future Directions
- **Roundtable**
  - D. Moses thanked everyone who has offered to help out with tasks now that several key Library employees are no longer working here.
  - S. Lloyd asked that we discuss building wardens and guardians, as well as the evacuation plan, at a future Library Council meeting. He does not anticipate that there is a lot of new work to be done, but we should be prepared if there is an evacuation drill later in the semester.
  - C. Matthews emphasized that he is currently doing some orientation for Bhavya Jadav, who is taking over many of the tasks that Larry Yeo did before his retirement. This includes storage room review of equipment, cleanout of our staff hardware inventory, thinking about training and documentation for service desk employees around technology, and implementing more comprehensive use of Redmine. There are also discussions about Evergreen support hours for 2024-2025 underway, along with planning for an upgrade to our Evergreen

instance. Tarvinder is working with Charles Tassell on our link with the AVC datacentre.

- S. Holcomb is still very busy in S. Fisher's absence, including putting together a bindery order and trying to tidy up work that is going to be transferred to other people (such as mending and deposits).
- K. Browne reported that all but one First Year Experience instructor has either scheduled or committed to scheduling library instruction for this semester.
- R. Le Faive is working on authorities and better understanding our options for getting the information we need to maintain our records.
- M. Belvadi reminded everyone to be thinking about "phase 2" of the library website update. If anyone sees features they like on other university library websites, please send her an e-mail with a link and a couple of sentences about what you like about them.
- K. Mears thanked everyone who has assisted with the Library Appointments Committee for the OneHealth librarian. Please send a reminder if you are waiting on an e-mail reply from her, and be sure to attend the remaining candidates' presentations as your schedule allows.

Meeting adjourned at 1:49 p.m.