

Library Council Minutes
May 23, 2024
1:00 pm - 3:00 pm
Zoom

Present: Katelyn Browne (recording), Rob Drew, Sarah Fisher, Rosie Le Faive, Noah Mannholland, Courtney Matthews, Keltie MacPhail, Kim Mears, Donald Moses (Chair)

Regrets: Prayaga Nair Ammini, Melissa Belvadi, Simon Lloyd

Land Acknowledgement offered by the Chair, who highlighted the UPEI Symposium on Equity, Diversity, Inclusion, Indigenization, and Decolonization at the end of April, which included a number of interesting presentations. The slides and the recordings are forthcoming at [this link](#). There are also a number of Indigenous-related sessions at the CRKN conference this week, and slides are available for many sessions at [this link](#).

- **Approval of Agenda:** Moved by K. Mears, seconded by R. Drew. Consensus was reached.
- **Approval of Minutes** ([April 25, 2024](#)): Moved by K. Browne, seconded by S. Fisher. Consensus was reached.
- **Follow-ups on Pre-submitted Reports:** None.
- **Student Reports**
 - Undergraduate students
 - N. Mannholland shared that his position is being split into two positions. He will be the VP Academic Affairs (instead of the previous VP Academic & External position). This should not impact his role as Library Council rep. The new e-mail address for that role is vpacademic@upeisu.ca.
 - The Chair acknowledged N. Mannholland's speech and participation in interviews during the Library's fundraising launch.
 - K. Mears asked whether anyone has reported error messages when e-mailing the upeisu.ca domain. N. Mannholland was unaware of such issues, so K. Mears will follow up.
 - Graduate students
 - P. Ammini has volunteered to be the graduate student representative but was unable to join today's meeting due to a work conflict.
- **Post-Library Council CUPE** (R. Drew, S. Fisher): The Chair discussed a few questions from CUPE members related to the April Library Council meeting:
 - Related to the discussion of privacy notices, a concern was raised about the use of student names when booking study rooms. When students use their real names to book rooms, their schedule is publicly visible. D. Moses consulted with M. Cudmore, who was also concerned that others could use students' usernames/identifying information to discern a student's location. She advised that usernames or other identifying information should not be publicly visible. D. Moses will follow up with C. Matthews and the DIS unit to consider options for achieving this goal. C. Matthews requested that D. Moses initiate a Redmine

ticket. S. Fisher commented that students do not have to use their actual name for a booking, but they may not realize that.

- Related to the Microsoft 365 implementation, there was a comment that some of the M365 apps are not working on Mac computers. D. Moses has asked library employees to report such issues, and he will file a help desk ticket. He has also sent a message to the chair of the implementation committee highlighting this potential issue and requesting a list of M365 apps that are currently implemented and should be available for everyone to use.
- Related to the discussion of an exhibit/display policy, Shawne Holcombe asked to be looped in due to their work with library displays and exhibits.

- **Past Items for Discussion or Proposals**

- Library Policies
 - Library exhibit/display policy: K. Browne, S. Fisher, and S. Lloyd reported that this group did a policy scan of academic libraries in the region and located a few robust policies from outside the region. Within the Atlantic region, such policies are relatively scarce. Initial recommendations are that exhibits/displays initiated outside the library be connected to a course and planned in consultation with the relevant liaison librarian; that all exhibits/displays be communicated to the UL's office in the planning stage; and that all exhibits/displays be communicated to the service desk group by the time they go up. If there is interest in developing policies and procedures for external displays, a working group/task force could be struck.
- Library Operations
 - Building wardens & guardians and evacuation plan: D. Moses reported that Alysha Aitken has reached out to all of the guardians on the current emergency plan. We will need to recruit at least two additional people to serve as a warden or guardian; an e-mail will go out to staff. Then, the emergency plan will be updated and anyone who has not previously served will be trained.
 - Redmine/Evergreen updates: C. Matthews reported that the Redmine upgrade was successful. Bhavya Jadav led a training session for service desk staff and has developed some training documentation. Feedback is welcome, though it may not be actively investigated or implemented at this time. An audit of our services, including Redmine, is planned for the future. The Evergreen update (from 3.8 to version 3.13) is planned for June 18th. Test sites have been set up, and URLs have been shared with relevant unit heads. A message will go out to all staff about a Q&A session, and the message will include relevant documentation and test site information. K. Browne asked whether the OPAC appearance and patron use techniques would change dramatically; C. Matthews does not think so but will notify Instructional Services if major changes to our tutorials/instructions will be necessary. D. Moses asked about Redmine training for student assistants; C. Matthews plans to handle it on a semester-by-semester basis, with B. Jadav creating accounts for student assistants and support being provided when needed.
 - Protection of Privacy practices and library forms update: D. Moses reported that M. Belvadi created a list of webforms from the library website. They are now in the process of reviewing that list, identifying

forms that can be deleted, and identifying forms that should have a Protection of Privacy notice.

- Library Planning / Future Directions
 - Library fundraising: D. Moses thanked S. Lloyd and Juanita Rossiter for their work preparing the displays for the fundraising launch. D. Moses will be meeting with Development next week to discuss plans to maintain momentum. There has been some brainstorming about how to engage people with the fundraising, and S. Lloyd and D. Moses have reflected on the work that was done by the groups that organized the celebrations of the Library's 25th anniversary and the University's 50th anniversary. A working group of library employees (and other interested persons) will be organized to work on the Library's 50th anniversary. S. Fisher suggested holding an event in January to celebrate the actual anniversary of the Library.
 - Microsoft 365 Implementation: D. Moses noted that there is a webinar planned on June 5th to support the roll-out of Microsoft Teams. Documentation from Microsoft is available. He expects that we will be using Teams for our next Library Council meeting in August.

- **Items for Discussion or Proposals:** no new items

- **Roundtable**

- K. Browne is presenting at the APLA conference in a couple of weeks. Princess Wooden is working on an instructional graphic for patrons about understanding LC call numbers.
- S. Fisher's term on Library Council is ending after the August meeting.
- K. MacPhail is attending CRKN online this week.
- K. Mears is attending training for the Data Liberation Initiative next week.
- R. Drew is performing with Harmony Wagner at the Eastlink Centre tonight.
- D. Moses will be at a conference and on holiday from May 29th through June 14th. A new librarian and a new CUPE staff member should be starting in June.