

Library Council minutes
January 27, 2022
1:00-3:00 pm, Google Meet

Present (expected): D. Moses, Y. Hood, S. Lloyd, K. MacPhail, R. Le Faive, K. Mears, M. Belvadi, D. Peters, W. Collett, M. Johnson, A. Muralidharan (Student Union Representative)

Guest(s):

Regrets: Z. Maw (Graduate Student Union)

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

Land Acknowledgement

1. **Approval of Agenda** -discussion concerning last minute additions to agenda; approved
2. **Approval of Minutes** (December 16, 2021) - Approved
3. **Follow-ups on Pre-submitted Reports**
 - any update on renovations–Belvadi asked for some clarification of “phases,”
 - update on co-ordinator position-job description prepared, expected to be posted by now but has not–going through institutional process (vacancy management); W. Collett wanted to know if we met the Dec. 31st deadline for the job position, D. Moses answered yes.; K. MacPhail asked if the position was reclassified; Moses responded that it was re-classified to MTS 7
 - Increase/change to COVID procedures/practices? IE: NEW RECOMMENDED MASKS -3 PLY–the masks that we have are 3ply; W.Collett asked how the CPHO changes (as of 1/26) impact the library; more of this discussion will continue below
4. **Student Reports**
 - Undergraduate students
 - Changes have occurred in leadership of UPEISU
 - W. Collett asked how students are feeling about the class platform methods, etc.; A. Muralidharan responded that there is a mixed bag of thoughts about online vs. face to face and that students are struggling with uncertainty
 - W. Collett asked about students practices/beliefs about masking; A. Muralidharan responded that students seem happy to comply but has not heard anything about masking issues among students
 - S. Lloyd commended A. Muralidharan on the UPEISU response to supporting the motion on extended online learning in Senate last week
 - Graduate students
 - No reports
5. **Past Items for Discussion or Proposals**
 - Library Policies
 - Library Operations
 - Library Planning / Future Directions
 - Other

6. Items for Discussion or Proposals

Library Policies

- M. Belvadi: Clarification for library staff on expectations of their ability to support software that the library chooses to install on library-provided computer equipment - Dells, Macs, and laptops (no recommendation/vote required)-discussion ensued among the council members-it seems the understanding is that library staff is not required to be able to aid in software use
-  Software Applications on Mac and Windows - LINC, Collaboratory, Lang...
- M. Belvadi requested D. Moses to send email to library staff that staff is not required to know all of the software applications on our computers and should direct students to professor

Library Operations

- Library Building Temporary Closure
 -  January Library Council Proposal: Temporary Library Building Closu...
 - Discussion ensued with K. Mears discussing her proposal and K. MacPhail as facilitator
 - A. Muralidharan does not support complete closure of the library because students need this space
 - M. Belvadi suggested that the library door counts prove that students aren't in that much need
 - A. Muralidharan clarified that numbers are less of a concern for her than that one student (even) who may need it
 - D. Peters spoke in support of being open for students
 - K. Mears questioned whether other buildings (that don't require staffing) would be adequate; M. Belvadi mentioned that Wanda Wyatt had been open for student use and W. Collett mentioned that the pit has printing
 - S. Lloyd reiterated his concerns and W. Collett agreed with S. Lloyd and suggested that its best to close the building and provide services remotely rather than eventually have to close the building without services due to staff illness with covid
 - A. Muralidharan would like a better sense of how long a shutdown would be so that she can have enough information for a vote
 - K. MacPhail called for an amendment to the proposal; S. Lloyd suggested tying a library closure to the online learning date that was approved by Senate with the understanding that a further announcement would be made at the end of February
 - K. Mears voiced her lack of clarity on how to amend the proposal because of D. Moses' response during the meeting; D. Moses reiterated the measures that he and the university have taken; K. Mears asked if D. Moses was unwilling to close the building unless recommended by CPHO; D. Moses agreed
 - Y. Hood stated for the record that she does not feel that the air system is safe in the library and points to the fact of the second-hand marijuana smoke that filters through the library on a regular basis
 - S. Lloyd points to Holland College as an example of caution (as they closed the college through the month of January)

- More discussion between D. Moses and K. Mears
- S. Lloyd suggested that measures to ensure safety seem to be a week behind and is concerned with what will happen next week when the full complement of staff return to the library
- W. Collett would like to have clarification on staffing and hours for next week; D. Moses responded that discussion will continue below
- K. Mears is not removing the proposal and would like a vote
- A. Muralidharan would like to see an amendment that clarifies what will happen in context of further closures, etc. later in the semester
- Friendly amendments made to the proposal (see proposal link above)
- Consensus vote was taken—consensus was not achieved—proposal will go forward as revised with vote recorded
 - 4 votes at 1, 1 vote at 5, 1 vote at 7, 3 votes at 2, 1 vote at 4
- Ventilation Report
 - Meeting set for Feb. 4th at 9am with J. McCauley/J. Podger/R. Wheatley and library staff
- Library Hours
 - <https://drive.google.com/drive/folders/1Fb8K0Ox9Ptw9CT8ZD0Pok7fFKZVRwrqG>
 - Discussion ensued with M. Johnson as facilitator
 - W. Collett asked if we know the numbers of students in the building at specific hours; D. Moses suggested that the hours are in sync with what is observed of door count, etc.
 - D. Peters raised concern that reduced hours would cause hardship for student assistants; K. Mears would be happy to contribute work from home options for student assistants
 - Discussion was completed—agreement on these hours through Feb.27th although not full consensus

Library Planning / Future Directions
Other

7. Roundtable

- K. Mears happy to see consensus practices but frustrated with the fact that her proposals have been continued to be turned down; D. Moses applauded the process and K. Mears efforts

Hey! What's going on? If you can send a written update, it would be much appreciated.

- *Chair's Reports* (D. Moses)
 - Budget
 - Circulation & Administration
 - Staffing - Librarians, Library Staff, Students
 - Facilities (including renovations, Compact Storage, etc.)
 - Infrastructure, Beacon/other campus info services update
 - APCC / Senate Update (D. Moses)

- Dean's Council
 - Senate Library Committee
 - Health and Safety
- *Other University Committee Updates*
 - Signage Committee (R. Le Faive, M. Belvadi)
 - ITACT (R. Le Faive)
 - Easebask Committee
 - Library Anti-racism & DEI Committee
- *Post-Library Council CUPE* (W. Collett, D. Peters)
- *Unit Updates*
 - Service Desk & Instruction and Outreach (Y. Hood)
 - Collections / Acquisitions (M. Belvadi)
 - Digitization/Community History (K. MacPhail)
 - Research and Data Services (K. Mears)
 - University Archives and Special Collections (S. Lloyd)
 - Cataloguing/Metadata (M. Johnson)
 - Systems (R. Le Faive)

January 2022 Unit Reports

Library Council – January 27, 2022 – Chair’s Report

Budget

- Monitoring expenditures. Updated budget sheets.
- For 2022-23 budget worked with VPAR and secured core budget transfers for Faculty of Education, Climate Change and Adaptation, International Studies, ACLC, SMCS, and MSc SDE

Staffing

- Reached out to Courtney Matthews, Systems Librarian, in preparation for his arrival on January 31, 2022.
- Worked with Circulation staff on JFS updates and submitted to HR for review by the Job Evaluation Committee.
- Drafted job posting for an Access Services Coordinator position. Currently proceeding through the institutional process.
- Have extended Shawne Holcomb’s term position.
- Received notice of Peter Lux’s intention to retire.
 - Preparing a job posting to fill this upcoming vacancy
- Drafting two librarian positions – one focused on supporting the Faculty of Medicine program and another supporting the Faculty of Indigenous Knowledge,

Education, and Applied Research.

Facilities (incl. renovations, Compact Storage, etc.)

- Met with the VPAR and Development and Alumni Engagement – Library is still a priority for fundraising. Met with VPAR, Development, and Facilities re: next steps.
- 5 work orders submitted in January, 3 resolved. 6 work orders prior to January remain open – some partially completed.
- Reviewed the Classroom Ventilation Report and working with the VP Administration and Finance to host a meeting with the WCB Officer that reviewed the report and the consultant that prepared the report.

Other University Committee Updates

- APCC / Senate Update
 - APCC
 - Reviewed a number of APCC forms prepared by Librarians including one for the new Faculty of Indigenous Knowledge, Education and Applied Research. Reviewed the program review reports related to the Bachelor of Integrated Studies program.
 - Senate: Has met to discuss the delivery of courses. Decision made at last meeting to extend delivery of courses online (with some exceptions) until February 27, 2022. Next Senate meeting is Feb. 11.
- Research Advisory Committee
 - No update
- Graduate Studies Advisory Committee
 - No update

Unit Updates

- Circ and Admin
 - Preparing schedules for Service Desk and student assistants. Updated scheduling to reflect revised hours for Winter 2022.
 - Trained new student assistant, Wangwei Han
 - Forwarded Circulation staff members updated Job Fact Sheets to Human Resources.

- Collecting and compiling statistics (Jan 1 – 25, 2022).
 - Service Desk Tracker– total of 121 transactions.
 - VRef Questions– total of 122 questions
 - Room bookings – 206 Study Rooms, 17 Online Rooms = 223 total room bookings
 - Entry stats = 1431
- Weekly *Friday Focus* messaging out to staff.
- Coordinating ongoing student projects. If you have a desk project for students, contact Sarah Fisher.
- Reviewing remaining items in compact storage. Vet-Hist items relabelled and reintegrated into Stacks.
- Updated signage as needed.
- Troubleshooting issues with Macs in Language Lab, Collaboratory, and Learning Commons.
- Ongoing work testing/creating a “universal image” for loaner laptops and refreshing the Fog server and documentation.
- Reviewing inventory to determine computers eligible for greening.
- Repairing / replacing equipment.
- Provided support to help students connect to wireless.
- Ongoing discussions with ITSS to move Central Printing invoicing out of UIS.
- Coordinating “Sharing our Research” course planned virtually for Winter 2022 in collaboration with Seniors College.
- Processing budget dumps
- Instituted new health and safety measures.

Other Updates

- IslandArchives
 - Followed up with the PEI Museum and Heritage Foundation staff and they plan to send digital version of the *Island Magazine* in the coming month.
- CAIRN Repository
 - Met with ACENet staff to discuss support options related to CAIRN.
- Systems
 - Supported Peter Lux with upgrading Evergreen to the latest version. Thank you to the Circulation and Cataloguing staff that have been helping with functional testing. Peter and ITSS staff are working through patron

update issues. Other known issues include batch ingest of records and LDAP configuration.

- Peter Lux and ITSS collaborated on the upgrade of EZProxy and it was launched in early January.
- Peter Lux is working with contractor to upgrade our Redmine ticketing system to the latest version. Will be completed by the last week of January.
- New courses have been added to the [Academic Instructional Skills Program](#) for those interested in developing their teaching knowledge and skills.
- Indigenous Matters
 - Met with Corinne Chappell to discuss rollout of learning activities for UPEI staff.
 - Planning to have the Dean of the Faculty of Indigenous Knowledge, Education, and Applied Research meet with Librarians to learn more about the planned curriculum.
 - Working with Dr. John Doran to support a webinar series, *Resistance, Change and Survival, Mi'kmaq'ik to the Mayan Nation*, planned for winter 2022.
- Memorial University / UPEI Faculty of Medicine
 - Message from the President regarding the Faculty of Medicine Leadership and the appointment of Dr. Cathy Vardy, Executive Director, Medical Program Development, Dr. Trevor Jain, Director of Clinical Programs, and Dr. Laurie McDuffee, Director of Human and Animal Health Collaborations
 - Virtual Research Data Centre
 - Looking at options to start a Research Data Centre before our anticipated funding from CRDCN is provided in 2023.
 - Participated in LMMI Board Meeting and working with Simon Lloyd on a collaboration with the LMMI called the Bookshelf Project.
- Preparing budget for CAUL-CBUA Board meeting in February.
- Participating in Islandora Foundation Board and Leadership Group meetings
- Participating in Research Data Canada's SINC and Steering Committee meetings

Acquisitions/Collections/Serials/E-Resource Management/User Experience Unit Report (Melissa Belvadi, James Murphy, Cindy MacDonald), data is for Dec 17 - Jan 20 unless otherwise specified:

- Electronic resource management:

- Made various updates to our proxy product "stanzas" as OCLC provides updates for them
- Addressed 3 cases of broken links that were reported to us
- Submitted one case to Ebsco regarding links to ScienceDirect ebooks
- Began harvesting our yearly usage data
- Serials:
 - Started working on a project tracking journal perpetual access
 - Began transferring completed runs of 2021 periodicals from current periodicals to bound periodicals. 8 titles have been transferred (new serials boxes prepared, issues labelled, and Ebsco Holdings Management updated)
 - Maintained e-collections of our local newspapers by uploading and linking pdf copies of the Eastern Graphic, West Prince Graphic and Island Farmer newspapers
 - Completed regular processing of print journals and newspapers
 - Reclaimed 3 print issues
 - Populated the web page of the Journal of the American Holistic Veterinary Medical Association with another 5 years of linked pdfs
- Acquisitions:
 - Books/Videos:
 - purchased/licensed between December 14 - January 23:
Print: 58

STL/ATO: 13
eBooks: 85
Kanopy: 1
 - Continuing to track ebook perpetual access information (updating spreadsheet monthly)
 - Invoices processed between December 14 - January 23 : 115
 - Textbook Project:
 - Fall 2021 Courses: 100% done
 - Winter 2022 Courses: 95% done
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- Other:
 - Started package deal via CRKN for Cambridge Journals, with "read and publish" agreement for UPEI authors to get free open-access publishing in many of the journals in that package

- Finalized Taylor & Francis EBA deal which will be administered through Gobi, and began processing with both Gobi and T&F customer service reps to get the deal in place hopefully starting Feb 1
- Beginning work on EBA spendouts for several deals. Note that this is the last spendout for the Oxford EBA, as the vendor changed their EBA program so much that we will not be joining the new version. Arranged with Elsevier to postpone the ScienceDirect EBS spendout for one more year to give us the extra year of usage data to make the decisions (we lose nothing at all by doing this).
- Starting to prepare for the end-of-fiscal-year collections spending: Set up multiple mechanisms with librarians to facilitate recording of "wish list" items; starting to compile usage and turnaway data to identify individual titles; soliciting and evaluating journal backfile one-time purchase opportunities across multiple publishers
- Working with Geoff Mondoux to update/enhance off-campus access to some of our major platforms to adapt to and take advantage of the change in campus authentication from LDAP to Azure SSO. In some cases, this enables off campus patrons to authenticate directly without going through the proxy server, which is good if they started somewhere like PubMed or Google Scholar without being within our proxied links.
- Started to work with the CS4820 capstone group on the project to create a graphical web-based front end to the upcoming CRKN journal perpetual access tracking system. When finished, this will be shared as open source with the rest of CRKN and elsewhere. James' work on journal perpetual access tracking will feed into the UPEI implementation of this project when it is done.
- Continued routine email alerts/forwards to subject librarians regarding announcements of auto-purchased ebooks, changes to database services, free webinars, etc. of relevance to each
- Continued "onboarding" of new librarian Mackenzie Johnson with regard to collections/acquisitions workflows, policies, etc.

University Archives and Special Collections unit update for January 2022

Progress has continued with the ongoing items mentioned in my November - December 2021 report. Other points of note include:

- I had a productive meeting with Keltie last week in her role as Community History Librarian (thank you!), and we discussed needs and opportunities for updating

and enhancing PEI-related digital collections managed by the Library. I believe Keltie will be offering a bit more detail in her report, but I did want to acknowledge here how tremendously valuable (and appreciated) the Library's digital collections work is in extending the reach and responsive of UASC to a whole spectrum of user needs.

- James has been working (mainly) remotely this month; during some of this time, he been engaged with a University Archives' project to ingest UPEI .pdf publications into the Library's Islandora servers for preservation; so far ~30 titles have been ingested. Thanks to James for his work on this.
- With Leo working (mainly) remotely as of this week, one of the projects he will be tackling is similar to that described above for the University Archives, but with a focus on material relating to PEI more generally.
- In-person traffic in UASC has been very light in January, reflecting the patterns seen elsewhere in the Library, but there have been several visits to view print or microfilm material. In addition, Leo and I between us continue to field an average of 1 -2 "remote" (telephone and e-mail) enquiries daily on PEI-related research (including LM Montgomery) and, to a lesser extent, on St. Dunstan's / Prince of Wales College / UPEI. In the past month, I've also had occasion to respond to several research enquiries via Twitter 😊
- The end of the calendar year can be a busy time for appraisal and tax receipting of materials donated to archival and special collections, but the volume of such donations to UASC last year was generally light, and nearly everyone who did donate did not request a receipt; that said, I did complete one appraisal, of a small collection of PEI-related books, in the run-up to Christmas break.

Cataloguing

- Mackenzie is continuing to settle into his position and has been focusing his time this past month on professional development to help with that
 - Currently spending 6-10 hours/week on primarily SQL training through the Codecademy platform
 - increasing familiarization with tools and resources already in use by the cataloguing unit
- We have reacquired access to JSTOR DDAs, which includes over 37000 records
- We have acquired ebooks hosted on the Ovid platform from publisher Wolters Kluwer
- E-books (Judith):
 - 22857 new e-book records this month (all formats) from sources such as Wiley, EBSCO, and JSTOR
 - 60 records added for e-books purchased through GOBI

- Physical Collection (Wendy):
 - 58 new records for items added to the regular collection
 - 20 new records for items added to special collection
- Table of Contents Projects @ Service Desk
 - 856 “TOC at LOC” project: Replacing note indicating table of contents listed at Library of Congress with proper Table of Contents note in 505 field
 - ~70 records still need to be checked
 - ToC from Stacks: ~139 records completed last month
 - ToC from Ref: ~45 records completed last month

Research and Data Services

Interlibrary Loan (ILL)

- Work continues on testing the ILL forms on Drupal 9.

Scholarly Communications

- OER Development Program
 - Accepting applications. More information available at <https://library.upei.ca/OERProgram/grants>.
- IslandScholar
 - Student assistant project
 - List of citations pulled from Scopus and checking to see if it needs to be added to IslandScholar.
 - Discussion of migrating IslandScholar to a new version of Drupal have started.
 -
- Scholarly Publishing
 - New APC discounts were added to the Library website: <https://library.upei.ca/apc-discounts>
- Data Services
 - Migrating data.upei.ca to the new RDM site [<https://rdm2.researchspaces.ca/>]
 - Work continues on migrating the platform to a new version of Islandora and Drupal.
 - CoreTrust Seal Certification Project
 - Two candidates were contacted
 - The [Tri-Agency Research Data Management Policy](#) - Institutional Strategy

- Work is ongoing
- Systematic Review Service

Topic	Librarian	Status
Patient Support Programs	Keltie	Manuscript under review by funding agency
Berries, Gut Microflora, and Blood Pressure	Kim	Manuscript writing
Vaccine Education Interventions in Canada	Kim	Data extraction has started
Miscarriage education interventions for emergency department nurses	Kim	On hold

Other

- Completed updates on the AtlanticOER website and grant forms in preparation for the 2022 grant cycle
- Received promotion applications to review for the University Review Committee
- Completed a review of one [DOAJ](#) application
- Several meetings with the Collections Librarian to determine how to spend out the remaining funds in the AVC budget. Melissa has compiled several spreadsheets of data for me to review (thanks!), and I am ordering new editions of books for veterinary reserves.
- Adjudicated applications for the Faculty Association Merit Award for Scholarly Achievement Sub-Committee
- Completed Medical Library Association Animal and Veterinary Information Specialist Caucus website updates

Digital Collections Report to Council

- Alexander and Mingyu are both continuing with us in the Digitization Lab through the winter semester
- We have been working with this year's recipients of the [Matilda "Tildy" MacMillan Good Mentorship](#). Part of this award is a mentorship where recipients work on a small project involving digitization or working with digital historical collections.

Due to covid (and on a few occasions, weather) concerns both recipients have been working remotely on transcribing a number of handwritten diaries of [Stewart MacIntyre, keeper of the East Point lighthouse](#) found in an IslandArchives.ca collection.

- Work continues on the projects listed in December's update.
- Looking forward - hoping to fill some of the Guardian gaps on Island Newspapers, ingest previously digitized UPEI Student Union papers into Island Newspapers, start ingesting new (previously digitized) content into IslandLives.ca

Instruction/Student Engagement/Service Desk (Yolanda Hood)

Instruction

- Instruction meeting was held in January
- Instruction sessions have begun for all librarians
- An instruction sign up sheet was created for first year course instruction requests and for librarians to sign up
 - **+** Winter 2022 FYE Instruction Requests
- Brooke (student Assistant) is completing last of the edits on the video tour. looks/sounds good

Student Engagement

- NFB movie collaboration is on hold and the engagement team will meet in early March to determine what happens with it.
- Creating a video for community reads with Kristy, Richelle, and Nouhad
- Community Reads Committee has been having weekly meetings to prepare for Desmond Cole visit which is Wednesday, March 2nd at 7pm by Zoom.

Service Desk

- Circ Desk Coordinator position was approved and post has been submitted