

**Library Council Minutes**  
**September 29, 2021**  
**1:00 pm - 3:00 pm, Google Meet**

**Present (expected):** Donald Moses, Yolanda Hood, Simon Lloyd, Keltie MacPhail, Rosie Le Faive, Kim Mears, Dorothy Peters, Anagha Muralidharan (Student Union Representative)

**Guest(s):** Zach Maw (GSA Representative), Leo Cheverie,

**Regrets:** Anagha Muralidharan (Student Union Representative), Rosie Le Faive

**Meeting Online:** <https://meet.google.com/hem-zwps-jvk>

Or dial: +1 530-481-6204 PIN: 138 146 312#

### **Land Acknowledgement**

#### **1. Approval of Agenda**

- K. Mears moved and S. Lloyd seconded.

#### **2. Election of Secretary for 2021-2022**

- Y. Hood moved into the position.

#### **3. Approval of Minutes (August 26, 2021)**

- D. Peters moved, K. MacPhail seconded.

#### **4. Announcements**

- Travel/PD Plans
  - UPEI will now allow essential University-related travel on a pre-approved basis by the VPAF and the VPAR. Travel involving a research account or a PDTR reimbursement can be approved by the UL if travel is in Canada or the US. Travel outside Canada or the US requires approval by VPAR. This may change given the evolving circumstances related to COVID.
- Training/Learning Opportunities
  - See M. Belvadi's email "Joy"
  - National Centre for Truth and Reconciliation has a [schedule of events](#)
- Renovation/Fundraising
  - D. Moses is working on documents and priorities for renovation/expansion of special collections and addition of individual and group study spaces
  - M. Belvadi suggests we consider study space specifically for graduate students
  - Z. Maw believes that most graduate students are granted space within their homebases; M. Belvadi suggested a survey of graduate students concerning this matter; Z. Maw will follow through although there are very few active students on graduate student council
- Library Anti-racism & DEI Efforts
  - S. Lloyd has a report of the Anti-racism and DEI committee and will put it forward
  - Aboriginal Survivor display cabinet had the lighting fixed and further information added
  - R. LeFaive created an Indigenous display next to the Aboriginal Survivor display

- Community Reads will start again in October
  - Staffing
    - Metadata Librarian--Thanks to the committee which has provided a recommendation
    - Systems Librarian--Candidate has accepted with proposed start date in early January; candidate will remain anonymous until board approval
    - Part Time Library Technicians--Stacy Meenik and Thea Stewart have been hired and have begun training and are scheduled
  - COVID-19 Updates (current state of COVID-19 and impact on planned/proposed services)
    - Provincial briefing; nonessential travel is discouraged, 9 active cases, 287 recovered cases, vaccine pass is necessary for travel; Saturday case is a UPEI student, contact tracing had been completed, informed UPEI administration; student is considered low risk because of lack of movement on campus
      1. [https://www.youtube.com/watch?v=YROAG6NjJ\\_4](https://www.youtube.com/watch?v=YROAG6NjJ_4) Morrison's first mention of UPEI is at about the 31 min mark; Steve Bruce asks more about UPEI beginning at about the 34:25 mark
      2. M. Belvadi, K. Mears, and Y. Hood raised concerns about making informed decisions concerning work options when campus members are COVID positive
      3. UPEI posted an updated UPEI Operational Plan in September; unsure as to what the changes were; little communication on the fact that the document was updated  
[https://files.upei.ca/operations/upei\\_operational\\_plan\\_2021\\_fall\\_academic\\_semester.pdf](https://files.upei.ca/operations/upei_operational_plan_2021_fall_academic_semester.pdf)
    - Easeback Committee Updates-decisions were made and follow through
    - The Building--updates concerning rooms; planned power shutdown 8am Sunday morning 10/3; message will be sent out to all staff to shut off tech in their offices--Donald will send; Kim suggests that we need more chairs throughout the library (did we do a work request for that? If so, what is the status? Easeback did not want more furniture so that physical distancing would be encouraged); biology labs in the LINC have been moved and librarians can now book in the LINC
      1. K. Mears will send a message to the service desk about the need for more seating for users
    - Booking System
      1. How did the biology lab get approval to use the LINC?
      2. Thanks to Paul Pound for working on the system for online booking of study rooms as well as Robyn Thomson and other staff who helped with it
    - Services
    - Reserves--45 reserve pages published (online and physical)

## 5. Student Reports

- Undergraduate students
- Graduate students

## 6. Past Proposals

- Library Policies
  - [Library Council Consensus Decision Making Guidelines](#) (K. Mears, R. Le Faive, S. Lloyd)--Are the guidelines for the whole of library council as opposed to just for proposals? M. Belvaid --history: council was too full of announcements rather than decision-making
    1. Next Steps: Meeting to discuss the proposal (Consensus committee / Donald/Yolanda)
  - [Reference Referrals to Librarians](#) (Deferred)--Deferred for further discussion among librarians
  - Renaming the Collaboratory ( Y. Hood)--Will send out a survey/questionnaire about possible names

## 7. New Proposals

- Library Policies
- Library Planning / Future Directions
- Library Operations
- Other

## 8. Follow-ups on Pre-submitted Reports

## 9. Roundtable---No responses

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

- *Chair's Reports*
  - Budget (D. Moses)
  - Staffing - Librarians, Library Staff, Students (D. Moses)
  - Facilities (incl. renovations, Compact Storage, etc.) (D. Moses)
  - Infrastructure, Beacon/other campus info services update (D. Moses)
  - APCC / Senate Update (D. Moses)
  - Dean's Council (D. Moses)
  - Senate Library Committee (D. Moses)
  - Health and Safety (D. Moses)
- *Other University Committee Updates*
  - Signage Committee (R. Le Faive, M. Belvadi)
  - ITACT (R. Le Faive)
- *Post-Library Council CUPE* (C. MacDonald, D. Peters)
- *Unit Updates*
  - Service Desk (Y. Hood)
  - Instruction and Outreach (Y. Hood)
  - Collections / Acquisitions (D. Moses)
  - Digitization/Digital Initiatives (K. MacPhail)
  - Circ/Admin (D. Moses)
  - Research and Data Services (K. Mears)
  - University Archives and Special Collections (S. Lloyd)
  - Cataloguing/Metadata (R. Le Faive)
  - Systems (R. Le Faive)

Acquisitions/User Experience Unit Report for Sept 29, 2021:

Librarians agreed to shift some funds from the DDA pool to the FAC pool to allow for more textbook purchases for reserves (print when e is not possible) and split the new budget across the

two main semesters

The Journals lookup has been upgraded to an improved interface design with many new features

and the search box is back for it, current default is "exact phrase" for handling the search box input

OneSearch (EBSCO EDS) will be undergoing a significant upgrade in that user interface; librarians

are still considering whether to roll that out in January or next summer

Subtle changes to a couple of colors on the library home page were made in order to comply with

WCAG color contrast standards for accessibility

#### September Report to Council - Digitization and Digital Initiatives

Alexander and Mingyu will be continuing in the Lab through the school year.

Mingyu is continuing his work on adding 1966 issues of the Guardian to IslandNewspapers

Alexander is working on scanning a number of books from the PEI collection and transcribing a number of oral history interviews.

Work continues on Moncton's CAIRN site

Work continues on preparing the new islandarchives.ca site for launch

A new microfilm scanner for the lab was purchased and delivered, we will be working to get it set

up and lab staff/students trained as soon as possible.

The new/migrated site for le Centre de recherche acadien de l'Île-du-Prince-Édouard (CRAIPE) has

launched and is now live <https://acadieipe.ca/>

Among lots of other things, Paul has been working on porting the reserves module to Drupal9 and

has created a patch and submitted to the drupal maintainers

Also among lots of other things, Rob has been looking at updating the newest version of EG with

the library's branding and picking away at a Drupal 9 version of the Library's theme in preparation

for when we get to the point where it is needed.

#### Library Council – September 29, 2021 – Chair's Report

##### Budget

- Continue to work on ensuring budget transfers for programs take place.

- Preparing budget proposal for VPAR.
- Monitoring changes in the CDN/US dollar rates and its impact on our budget.

#### Staffing

- With Yolanda Hood, interviewed and hired 2 term part time staff for Service Desk. Stacey Meenink and Thea Stewart were the successful candidates.
- Prepared and submitted paperwork for Systems Librarian appointment to VPAR.

Anticipated start date is January

- Metadata Librarian hiring process underway.
- Cindy McKenna returned to work in September.
- Completed end of term reports for Digitization Student Assistant position and facilitated a YCW supported extension of the OER Associate position until the end of fall 2021 (Megan MacEachern)

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

- Determining priorities for renovations and preparing briefs for VPAR and Department of Development and Alumni Engagement.
- 13 work orders completed and 5 still needing to be completed this month.
- Wireless project in the library ongoing. ITSS is targeting October 7th at 4:30pm as the cutover time to the new access points. Once the new system is available there should be noticeable improvements for those accessing the network wirelessly.
- Utilized 4 Research Rooms to provide students spaces for them to participate in their online courses when on campus.
  - o Thank you to Pauline MacPherson and Larry Yeo for helping to facilitate this and to Paul Pound for getting these rooms added to the Room Reservation system

- Provisioned 2 consultation rooms for Librarians – one of the Research Rooms (RL 322) and another room in the Annex (RL 233).

- 2 Research Rooms provided for University Review Committee

Other University Committee Updates

- APCC / Senate Update
  - o APCC: First curriculum report – new course forms for AVC, new course forms for a Chemistry/Biotechnology Minor, revised Calendar dates to reflect the National Day for Truth and Reconciliation. Economics Departmental Review. Discussion re: course credits for labs
  - o Senate: Review/approval of first curriculum report. Registration numbers for the fall are looking promising. Search for the Vice-President Academic and Research has been posted - <https://www.upei.ca/hr/vparsearch>

- Deans Council

o ITSS provided an update on the work they are doing to address

cybersecurity. One of the methods that will be implemented is Multi-Factor Authentication. ITSS is planning on building awareness about the

project through October and plan to roll it out in November. Initially will include MyUPEI Portal, MS 365 services, Google services.

- Circ and Admin

- o Worked with LAC Metadata Librarian Chair to arrange candidate schedules
- o Training and scheduling student assistants.
- o Training and scheduling new part time Service Desk staff.
- o Collecting and compiling statistics.
- o Working with Shawne Holcomb and ITSS to address issues with the Pearl people counters.
- o Over 40 Reserve pages published – includes a mix of physical and online.
- o VRef questions: 154 questions as of September 27, 2021
- o Main door entry counts for September: 7126
- o September Space bookings: 985 study rooms booked and 76 online rooms booked
- o September Tracker Stats (total): 28 research questions, 3 questions referred to a librarian, 2 UASC related, 190 tech related, 142 circulation related, 5 Writing Centre related, 180 directional, 34 COVID related, 31 Misc.
- o Weekly Friday Focus messaging out to staff.
- o Coordinating ongoing student projects. If you have a desk project for students, contact Sarah Fisher.
- o Unit continues to support easeback activities.
- o Updated disk images on iMacs in Language Lab, Learning Commons, and Collaboratory. Prepped new laptops for loan. Updated laptop images.
- o Updated Wireless Instructions
- o Provided support to help students connect to wireless.
- o Central Printing is working with ITSS to migrate off of UIS.

- Other Updates

- o Easeback
  - § Launched the new Room Booking System. Thank you to Paul Pound and Robyn Thomson and students that carried out the testing and staff that submitted bugs.
  - § Installed hand sanitizing units on the upper level, provided sanitizing stations in a number of locations in the library (thank you Dorothy Peters).
  - § Ceased doing contact tracing based on feedback from Health and Safety and CPHO.
  - § Returned “Public” spaces to general use.
  - § Unbagged all computers.
  - § Increased signage related to mask wearing

§ Cleaning between space usage no longer required  
§ Retain the quick print stations as they were felt to be helpful for students and staff providing assistance.  
§ Reopened study carrels that had been closed. Only replaced some of the chairs to help with physical distancing.  
§ Updated messaging on Library home page  
o Anti-racism work  
§ The Robertson Library Anti-Racist Equity, Diversity, Inclusion Committee provided content in support of the National Day for Truth and Reconciliation highlighting the Aboriginal Survivors for Healing display in the Library's lobby.  
§ Yolanda Hood's is restarting the community read of "The Skin We're In"

#### Instruction

Everyone is engaged in instruction. Consultations are also active  
Librarians have not had an instruction meeting to date for fall semester

#### Outreach

All NSO activities went well

Do you want to have sex had 8 participants

Brooke (student assistant), Shawne, and Thea (new circ assistant) is keeping social media posts going.

Thea started an Instagram page for the book club.

The book club starts back on October 26, with some pr/marketing activities to happen before.

Tours 2 as of yesterday;. Well consider how to revise/redo for winter semester.

Nursing students will present a health education program for students at the library. We will be meeting to discuss what and when.

#### Service Desk

Cindy McKenna is back on her regular schedule

Librarians are officially off of the desk. Further details on

Nursing students will present health education at our November service desk meeting.

Topic--the

effects of workplace stress on the body and how to cope while at work

2 new part timers are on schedule trained/training

#### Interlibrary Loan (ILL)

- No updates

IslandScholar

- All records from the [<http://2021 UPEI Undergraduate Research Days>]2021 UPEI Undergraduate Research

Days to IslandScholar. Some records have copies of the presentations attached (example) so check out some student research!

Data.upei.ca

- Work continues on migrating the platform to a new version of Islandora and Drupal. The development site is available at <http://rdm2.researchspaces.ca/>. Our summer co-op student, Varesh Beehary, was instrumental in

moving all content to the new site, as well as theming. His co-op was completed this month.

- The CoreTrust Seal project is going.

OERs and Pressbooks

-Several new OERs are now available in the Robertson Library's Pressbooks catalog: <https://pressbooks.library.upei.ca/catalog/>. We are now minting DOIs and eISBNs for some of the open textbooks.

-The OER Development program will announce new grants soon.

Herewith the University Archives and Special Collections unit update for August-September.

- The Art Inventory Project proved to be an extremely time-consuming undertaking. The student hired

into the Young Canada Works-funded position to work on the Inventory was keen and conscientious, but

it was far too ambitious and complex a project to be tackled by one student and myself working off "a

corner of my desk". That said, some good work was done, and some valuable lessons learned. I would

especially like to thank those Library team members who pitched in to help with the wrap-up of this

project while I was out sick at the end of August / beginning of September. Thanks also to Keltie and the

Digital Initiatives team for their efforts in support of the Inventory database.

- As the Art Inventory consumed more and more of my time through the summer, other projects, unfortunately, fell by the wayside, notably the work on the Nursing Heritage Display in the Health Sciences Building. This needs to get back on track in the near future, as the planned launch date is

now May 2022 (National Nursing Week / 30th Anniversary of the UPEI School / Faculty of Nursing).

- Another project that is gathering steam is a donor-funded LM Montgomery Online Bookshelf digital collection, which will highlight books owned and / or read by Montgomery in our LMM collections. The goal is to have a "proof-of-concept" ready for unveiling at the June 2022 LM Montgomery Conference.

- Although it is still early days yet, UASC may be on track for a busier-than-average semester for

research visits / questions: the PEI History (Pre-Confederation) course has its highest enrolment in years -- I met with the class last week, and am already receiving some one-on-one questions arising from that. I have also been booked by a couple of other courses, including the History of Biology and Medieval Europe, to facilitate class viewings and discussion of rare texts from special collections.

- Efforts continue to try to address the cataloguing / processing backlog for PEI Collection and Archives materials. I am blocking out at least 1 / 1.5 days every week in my schedule for the balance of the semester to try to firm up plans and workflows that will allow this longstanding problem to be dealt with in a sustained -- and sustainable -- fashion.