

Library Council Minutes
December 16, 2021
10:00 am - 12:00 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

Guest(s): Corinne Chappell–Advisor to Vice President Academic and Research on Indigenous Affairs

Regrets: A. Muralidharan (Student Union Representative), Z. Maw (Graduate Student Union)

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

Land Acknowledgement

1. **Approval of Agenda** - approved by consensus with corrections
2. **Approval of Minutes** (November 25, 2021) - approved by consensus with corrections
3. **Follow-ups on Pre-submitted Reports**
 - **CUPE Report**
 - Will we have access to the air quality report? Report should be issued next week or in the new year
 - Job Fact Sheets–discussion about requests of job fact sheets; these can be requested by D. Moses or the employees themselves
 - Winter Term Hours–More notice of change in hours requested; D. Moses has brought the issue of hours to the table for this meeting; He will be sure to confer/advise with circulation desk staff about hour changes/schedules in the future
 - How does the former president’s resignation affect library business? Will be addressed later in the meeting/agenda
 - Masks–students should be asked to leave if they won’t wear a mask. There is a “student of concern” report that should be filled out for repeat offenders/students who are asked to leave the library and inform D. Moses that you have completed the form. D. Moses will send out more details about this in an email.
4. **Student Reports**
 - Undergraduate students–no report
 - Graduate students –no report
5. **Past Items for Discussion or Proposals**
 - Library Policies
 - Library Operations
 - Library Planning / Future Directions
 - Other
6. **Items for Discussion or Proposals**
 - Library Policies

Library Operations

- [Winter 2022 Library Hours](#)
 - With K.Mears as facilitator, discussion and corrections around the hours ensued
 - Achieved consensus for library hours for winter term 2022
- Interim President and operations
 - All frameworks continue (including library renovations, medical school, etc.)
 - S. Lloyd requested any updates on the VPAR search under the circumstances of the former president's retirement. D. Moses will follow up
 - S. Lloyd commented that he hoped Library team members were not suffering undue stress as a result of the Presidential transition: while the situation was concerning, the direct impact on people's daily work will likely be minimal, and University operations should continue uninterrupted.

Library Planning / Future Directions

- W.Collett asked for an update about the coordinator position and raised concern that we all have a say in the changes that might happen on the desk during the coordinator position planning.
- Several people raised concerns about what is in/constitutes job fact sheets vs job descriptions and if others could see drafts to understand this process better
- K. Mears, Y.Hood, and W. Collett are concerned that staff have not had an opportunity to participate fully in the discussion concerning the job description/fact sheet

Other

7. Roundtable

- S. Lloyd happy holidays/safe travels; appreciate efforts that have taken place in the library for teambuilding (decorating, socials, etc.)
- K. Mears would like to provide library feedback on the outside investigation of the former president; happy to see some of the new furniture that has been placed around the library—thanks, Dot
- D. Moses thank you all for all of your work; thank you to Pauline for all of the support she provides to me and all staff; have safe and happy holidays

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)

Library Council – December 16, 2021 – Chair’s Report

University updates

- The Board of Governors have appointed Dr. Greg Keefe as interim President.
- Dr. John Vanleeuwen has been appointed interim Dean of the Atlantic Veterinary College
- The Board report that it has retained Janice Rubin to conduct an independent external investigation of the allegations concerning the former president and undertake a systemic review of the University’s workplace policies and practices, including those concerning harassment and discrimination. As part of the review process, Ms. Rubin will be asked to make recommendations about the use of non-disclosure agreements at the University.

Budget

- Monitoring expenditures. Updated budget sheets.
- Secured transfers from International Studies, Catholic Studies, and Paramedicine. Following up on the outstanding transfers.

Staffing

- Mackenzie Johnson began his role as Metadata Librarian on December 6, 2021. Courtney Matthews appointment as Systems Librarian was approved by the Board and he will begin his role on January 31, 2022.
- Continuing to work with Circulation Unit staff on updating their job fact sheets.

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

- Sent the VPAR a list of renovation proposals. Planning to meet with the VPAR and Department of Development and Alumni Engagement to discuss next steps.
- 4 work orders submitted in December. There 10 active work orders.
- Printed and applied updated mask signage to tables, rooms, and other spaces.
- Provided update for Library Council related to HVAC questions that had been posed.

Other University Committee Updates

APCC / Senate Update

- APCC

§ Dr. Larry Hammell provided an overview of the AVC Graduate Program's Reviewers report and the AVC Action Plan in response to the reviewers' comments. APCC members discussed the report and the AVC's plan to address issues highlighted in the report. Dr. Hammell highlighted that the AVC was in the process of creating an AVC Graduate Student Handbook as a "living document". D. Moses suggested that they may want to investigate Pressbooks as an option.

- Senate: No senate meeting in December.

RAC

- To help inform the development of the new research plan for the University I extracted records from Scopus and from islandscholar.ca to provide publication and funder data to RAC. Utilized Scopus' canned searches for the UN Sustainable Development Goals to output related UPEI publication data for analysis.

Graduate Studies Advisory Committee

- AVC working on an updated thesis writing guide for their graduate students.
- Thesis regulations for APCC sent to GSAC for feedback.
- Simon Lloyd noted that the information on the title pages of theses are not consistent and messaged the department that had been identified. They are interested in working with the library to address the issue.

Unit Updates

Circ and Admin

- Preparing schedules for Service Desk and student assistants. Updated for hours for exam period in December. Revised hours for Winter 2022.
- Working with circulation staff on updating their Job Fact Sheets
- Collecting and compiling statistics (December 1-14 2021).
 - § Service Desk Tracker– total of 172 transactions.
 - § VRef Questions– total of 74 questions
 - § Room bookings - 911 Study rooms, 89 Online Rooms = 1000 total room bookings
 - § Entry stats = 5846
- 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.
- Unit continues to support easeback activities.
- Troubleshooting issues with Macs in Language Lab, Collaboratory, and Learning Commons.
- Creating a “universal image” for loaner laptops and refreshing the Fog server.
- Reviewing inventory to determine computers eligible for greening.
- Repairing / replacing equipment
- Provided support to help students connect to wireless.
- Central Printing met with ITSS re: the app they’ve prepared for invoicing as a replacement for UIS. Extended equipment leases for another year.
- CPO printing exams and manuals and EBM orders.
- Finalizing the service contract for Equinox support for Evergreen upgrade
- Coordinating “Sharing our Research” course planned for Winter 2022 in collaboration with Seniors College.
- Helped facilitate event planning requests.
- Planned festive staff gathering (Thank you Sarah Fisher and Pauline MacPherson)

Other Updates

IslandArchives

- Followed up with the PEI Museum and Heritage Foundation staff on a discussion we had about adding post 2007 issues of the *Island Magazine* to the collection on [IslandArchives.ca](https://islandarchives.ca). The PEIMHF hoped to provide us with digital versions of the issue. Team is

working on resolving a couple of remaining issues on the islandarchives site.

- New courses have been added to the [Academic Instructional Skills Program](#) for those interested in developing their teaching knowledge and skills.
- Met with Simon Lloyd and contractor to determine logistics for launching the Nursing Exhibit in 2022.
- Met with Kim Mears to discuss new call for proposals for OER grants.
- Met briefly with Corinne Chappell, the new Advisor to the Vice-President Academic and Research on Indigenous Affairs, and discussed potential collaborations. Invited Corinne to Library Council.
- Memorial University / UPEI Faculty of Medicine
 - § CIO invited me to an introductory meeting with MUN staff re: technology used to support teaching and learning.
 - § Appointed to a few committees – Facilities, Student Success and Wellness, and Research. First meeting of the Facilities Committee is on Friday.
- Participating in an upcoming Special meeting of CAUL-CBUA Members
- Represented the Islandora Foundation at a recent meeting of Ithaka S+R's System Providers' Forum on Sustainability of Digital Preservation & Curation Systems

Acquisitions/Collections/Serials/E-Resource Management/User Experience Unit Report (Melissa Belvadi, James Murphy, Cindy MacDonald), data is for Nov 22 - Dec 13 unless otherwise specified:

- Electronic resource management:
 - Made various updates to our proxy product "stanzas" as OCLC provides updates for them
 - Addressed 2 cases of broken links reported to us.
 - Continued working with Wiley regarding the branding of the freely accessible version of Cochrane Library,
- Serials:
 - Maintained e-collections of our local newspapers by uploading and linking pdf copies of the Eastern Graphic, West Prince Graphic and Island Farmer newspapers, the quarterly issue of the Australian Veterinary Practitioner and articles from the Veterinary Ireland Journal
 - Submitted 4 claims including 2 reclaims of print journals to Ebsco

- Harvested articles from the open-access Veterinary Ireland Journal for October and November
- Worked with Sarah to have the Nature journal collection shifted so that the issues of Nature held in the technical area could be moved upstairs. Worked with a student assistant to prepare the issues in the technical area for the move (applying labels, creating labels for the serial boxes) and had the issues physically moved. Updated EBSCO HM to reflect these changes, both in the current and bound periodicals packages.
- Populated the web page of the Journal of the American Holistic Veterinary Medical Association with 14 years of linked pdfs
- Completed regular processing of print journals and newspapers
- Acquisitions:
 - Books/videos purchased/licensed:
Print: 40

STL/ATO: 20
eBooks: 30
Kanopy: 0
 - Continuing to track ebook perpetual access information (updating spreadsheet monthly)
 - Invoices processed: 46
 - Textbook Project: Fall 2021 courses: 100% done; Winter 2022 Courses: 60% done
- Other:
 - Assembled ebook turnaway and usage data combined with call numbers to help librarians evaluate possible titles to purchase
 - Evaluated both the Proquest and EBSCO semi-annual big subscription title removals to determine what if any books to purchase before we lose the chance completely
 - Continued routine email alerts/forwards to subject librarians regarding announcements of auto-purchased ebooks, changes to database services, etc., of relevance to each
 - Continued review of collections spreadsheet data, making adjustments as needed for funds transferred and new info from CRKN re better prices they negotiated for deals this fiscal year
 - Began series of library website pages to offer "Search topic help for common concepts" on popular research topic facets like gender issues, race/ethnicity issues, Canada, youth, social media, etc.

Systems/Cataloguing–Rosie

I am very happy to pass the Cataloguing unit report to Mackenzie Johnson who started last week! Welcome!

This month has been unfortunately eventful in Systems.

- In early December, we had to do an emergency database upgrade. The old database server was compromised. We have not found any data loss or data integrity concerns. Peter and Charles successfully moved it to a newer server. This newer server is a Virtual Machine so is not as powerful as the previous server. The server is now in ITSS' cluster, which, if it works, means they will be responsible for maintaining the underlying hardware. yay!
- More recently, a vulnerability in the popular library [log4j](#) caused us to evaluate our servers. We have enforced some firewalls and marked some software for upgrades.

In better news, we will be engaging Equinox (ESI) for an Evergreen migration, which will happen during the week of January 4th (when we're back but the term has not begun). We will also switch the authentication for EZproxy around that time, from Shibboleth to Microsoft Azure SSO.

The Evergreen catalogue and its database is currently 100% functional, including the ID card integrations (both the nightly sync and the ID card real-time-updates). (My last update to the service desk said we were waiting on those)

Digital Initiatives / Community History -Keltie MacPhail

This month the team has been mostly continuing work on projects reported in the November update.

- Network issues on the new microfilm scanner have been resolved for the moment
- Work continues on the Moncton CAIRN site
- Several cleanup projects are still underway on several our digital collections
- Continuing some minor fixes/updates on the new [islandarchives.ca](#) site (thanks to everyone who has pointed out issues as they explore the new site - keep em coming!)
- Paul and Rob continue to work on future plans/investigation for the library site on Drupal

- Donald, Simon, and Keltie have selected recipients of this year's Matilda 'Tildy' MacMillan Good Mentorship. Recipients will be working with Keltie for a small amount of time next semester as part of this mentorship/scholarship.

Thanks!

Cataloguing–Mackenzie Johnson

- Again, hello! I am Mackenzie, the new metadata librarian, taking over those particular duties from Rosie. I started on December 6th and since then I have been working to familiarize myself with the unit, our tools and resources, and ongoing issues. I look forward to settling in, getting myself up to full speed, and working with the rest of the unit and the rest of the library over the next two years.
- Nothing else of note to report at this time!

University Archives and Special Collections unit update for late November - mid December-Simon Lloyd

- At long last, some headway is being made in clearing the backlog of unprocessed PEI Collection and Archives materials – thank you to James and the Cataloguing team for their efforts here.
- Relatedly, progress is also being made in catching up with acquisition of new-and-recent locally-published local titles. We recently received a large order from PEI publisher Acorn Press, and will be reviving our standing orders with local booksellers early in the New Year.
- Thanks to the Serials team, especially James, for their work maintaining e-collections and updating holdings of locally-digitized (or born-digital) PEI periodical titles.
- Processing and labelling of the large Institute of Island Studies collection mentioned in my previous report is progressing well: thanks again to James and Wendy for their efforts here.
- Productive meetings have been held in the past couple of weeks for two projects mentioned in my previous reports, the LM Montgomery Bookshelf project and the History of Nursing Education display.
- We were pleased to assist with a photo shoot for the LM Montgomery Institute last week, helping to arrange Montgomery books and artifacts for use in the photos (shot by UPEI Photography).

- Welcome to Mackenzie, and particular thanks for his willingness to engage so quickly in the UASC original cataloguing discussions and workflows

Post Council Online Meeting–Wendy Collett

Notes: 7th December 2021

11:30 -12:00

Attendance:

Shawne Holcomb, Judith MacNeil, leo cheverie, Paul Pound
Andrea Caza, Cindy MacDonald, Dorothy Peters, Cynthia McKenna,
James Murphy, Pauline MacPherson, Christine MacLauchlan, Alexander O'Neill,
Wendy Collett

Review of notes from November Council Meeting

Discussion on Air Quality

Staff asked for follow up on:

- Air Filtration members requested - results from the last check of the system.
 - ask again for original report/results of documents from last testing of HVAC System in August 2021?

There was a in depth discussion on the process For JFS review/rewrite:

- Need to have it **Aiken Plan factor(s)** reviewed by CUPE member to be sure not to reduce your classification level
- <https://1870.cupe.ca/resources/pensions/>

Job Classification Information | CUPE 1870

Classification is the process by which a specific position at UPEI is classified or re-classified (for example, an ADS Level 5 position to Level 6).

1870.cupe.ca

- (documents)
 - Several staff are interested in updating outdated JFS

Follow up why the first week of hours were not discussed as this was asked for by circ staff

- Donald? Concern that this was changed without consensus.

Question:

Regarding the recent events in the News and Updates from the Board of Governors

- How does the president's resigning affect the library, plans for renovations, and the staff hiring process?

Instruction/Student Engagement/Service Desk (Yolanda Hood)

Instruction

- Brooke (student Assistant) is completing last of the edits on the video tour. looks/sounds good

Student Engagement

- Pop Ups for exams have been underway
- Student engagement team met last week to review the library tour video and discuss plans for the NFB Indigenous movie showing collaboration (which could now change in consideration of new Covid-19 restrictions)
- Creating a video for community reads with Kristy, Richelle, and Nouhad
- December Book Club is individualized with the discussant's notes online

Service Desk

- Circulation staff are working on job fact sheets

ILL/Scholarly Communications–Kim Mears

Interlibrary Loan (ILL)

- With the website moving to Drupal 9 at some point in the future, Paul will start testing the ILL forms for compatible with D9.

Scholarly Communications

- OER Development Program
 - Kim compiled a report on the 1st year outcomes of the grants for the Student Union to present to Government.
- IslandScholar
 - Theses: Several new theses have been added.
 - Citations: Citations are added as received.
 - Profiles: Profile updates are ongoing.
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- Scholarly Publishing
 - No updates
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- Data Services
 - 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
 - Work is ongoing
 - 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	Protocol manuscript submitted to <i>JBI Evidence Synthesis</i> ; full text screening ongoing
Miscarriage education interventions for emergency department nurses	Kim	Consultation completed.