

**Library Council Minutes**  
**March 25, 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, M. LeClair, C. Matthews

**Guest(s):**

**Regrets:**

**Meeting Online:**[meet.google.com/syo-yeas-oct](https://meet.google.com/syo-yeas-oct)

### Land Acknowledgement

- **Approval of Agenda** -Approved (w/change to facilitator for Melissa's proposal)
- **Approval of Minutes** (February 24, 2022) - Approved
- **Follow-ups on Pre-submitted Reports:**
  - **Other staff positions**
    - **Leo out, will he be back filled? No**
    - **If not, how will his duties be covered?** Archives and Special Collections—volume of questions is manageable; has requested help with labeling of materials to get them on the shelf; S. Lloyd is in consultation with S. Fisher on student assistance with light tech duties; some duties have been paused W. Collett raised the question of students performing CUPE duties; Student assistants typically help with moving materials to the basement, etc. D. Moses replied that service desk duties are being covered
    - **(Judith WFH) Desk hours are not being backfilled?** D. Moses replied that duties are covered and that Judith does virtual reference throughout the day/week; W. Collet asked if there is a possibility of having part-time contract to cover some of the desk hours; D. Moses stated that spring and summer desk hours will be reduced significantly and that having extra staff would not be necessary; D. Moses has consulted with S. Fisher
  - **Friday evening desk shifts and other shifts during the week.**--See above
  - **Cindy MacDonald's position – where is it in the process?** It was revised and posted as the Access Services Coordinator position. That position has been filled by Sarah Fisher.
  - **Sarah's MTS5 position - where is it in the process to be posted?** D. Moses has prepared a posting for the vacancy and submitted that through the HR process.
  - **Thea Stewart and Stacey Meenick end of April - will they be back in the fall**-the understanding is that the part-time positions would end at the end of April; D. Moses would like to have the part-time staff back in the fall but HR has indicated that the positions that need to be reposted
    - **Can one of these term people backfill for Leo?**--No; if needed casuals can be called in and Stacy and Thea will be on the casual list if they are interested.
  - **Summer hours** –Discussion below
    - **What is being proposed?**

- **Sunday hours - we used to do 1-8pm. Last year we had a shortened day, 12-6pm.**
- **Suggested that we should definitely go back to the 7-hourday, but what is the best time? 1-8pm? 12-7pm? 11-6pm? Do we have statistics to back up a decision on this?**
  
- **Student Reports**
  - Undergraduate students–No reports
  - Graduate students–No reports
  
- **Past Items for Discussion or Proposals**
  - Library Policies
    - Follow up on Library Council Guidelines [discussion](#)
    - Revisions of Library Council Guidelines
      - ☑ Library Council Consensus Guidelines
        1. Discussion ensued; not up for vote today but discussion of possible revisions and if we want to continue with consensus
  - Library Operations
    - Website Working Group-No updates
  - Library Planning / Future Directions
    - Update re: Strategic Planning-D. Moses reached out to Charlotte (director of strategic planning at UPEI) and asked if she could help with a strategic planning session for the library, tentative date Tuesday, May 17th, 2022
  - Other
  
- **Items for Discussion or Proposals**
  - (Submitted by M. Belvadi; Facilitator: S. Lloyd)The Library Council reaffirms and renews Robertson Library's support for and commitment to the CFLA "Statement on Intellectual Freedom and Libraries".  
<http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>

Does the library as an institution have to endorse this or can individuals endorse this? K.Mears

If the library endorses the statement then some staff can't "opt out" on providing the resources, services, and space for which the statement advocates M. Belvadi

Discussion ensued

Decision: This stands as a recommendation to the UL, D. Moses, that the Council does not confirm/reaffirm the CFLA statement on intellectual freedom and that the statement be removed from the library page.

### **Library Operations**

- Library Hours—M. Belvadi raised concerns that the hours are significant concerning the number of staffing; D. Moses believes that he and Sarah are confident in the staffing numbers; W. Collet asked if this could be re-addressed if Judith and Leo do not return for the summer; D. Moses stated hours are subject to change because things can change; K. Mears brought concerns that the summer hours may affect the workload of CUPE over the summer because there are staff who will pick up the slack—will other duties be dropped for the extra desk hours? D. Moses—they should be able to accomplish some of their work at the service desk. W. Collett would like us to have a plan/outline if we need to be prepared. S. Lloyd-is there an openness to review these hours with Sarah in consideration of the concerns voiced in council? Can we move the April council meeting up so that the hours can be discussed?

Library Planning / Future Directions

Other

- **Roundtable**

- Y.Hood—tendered resignation, leaving at end of May

## Unit Reports

### Library Council – March 25, 2022 – Chair’s Report (Donald Moses)

#### Budget

- Monitoring expenditures. Updated budget sheets.

#### Staffing

- Completed hiring process for Access Services Coordinator position – Sarah Fisher was the successful candidate.
- Submitted paperwork to HR for Systems Analyst position to fill upcoming vacancy. Position is currently posted and closes March 28 - <https://www.upei.ca/hr/competition/44e22>
- Have extended Shawne Holcomb’s term position until April 30, 2022. • Submitted paperwork for Circulation position and it is currently going through institutional approvals.

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

- Met with Development and Alumni Engagement staff regarding the renovation. Sent Facilities proposed phasing document for review. Meeting with President and VPAR.
- Received results and analysis of ventilation testing for lab spaces in the library from MCA and shared with staff.
- Joe MacAulay, WCB Officer, conducted a site visit and I shared his report with staff.

- 6 work orders submitted in February, 2 resolved
- Met with Easeback Committee to work on updating the [library's COVID-19 operational plan](#).
- Health, Safety, and Environment Department will work with library to create a space in the library that displays and consolidates relevant information.

#### Other University Committee Updates

- APCC / Senate Update
  - APCC
    - Reviewed APCC New Course forms. Reviewed 5<sup>th</sup> Curriculum Report. New graduate regulation related to theses was reviewed and thank you to Kim Mears and Simon Lloyd for their input.
  - Senate
    - Attended March 11<sup>th</sup> meeting. President's Report included updates related to the positive relationships with Parks Canada and the new renewable energy partnership/facility planned for Georgetown, reported that funding from the province will increase by 2%, announced initial funding received to support of the new Faculty of Indigenous Knowledge, Education, and Applied Studies, provided an update on the Faculty of Medicine and plan to improve communication to stakeholders. Reviewed 4<sup>th</sup> curriculum report. Update re: [convocation](#) which will be in-person from May 10-13.
- Research Advisory Committee
  - Reviewing draft research strategy. Submitted Open Access Policy revision and Tri-agency institutional research data management strategy as discussion items for upcoming meeting.
- Graduate Studies Advisory Committee
  - Discussion of theses calendar entry and funding for graduate students – a pilot is ending and the need to seek sustainable funding options.

#### Unit Updates

- Circ and Admin
  - Preparing schedules for Service Desk and student assistants. Updating hours/scheduling
  - Collecting and compiling statistics (March 1-22, 2022).
    - Service Desk Tracker– total of 293 transactions.
    - VRef Questions– total of 85 questions
    - Room bookings – 1016 Study Rooms, 115 Online Rooms = 1131 total room bookings
    - Entry stats = 7641

- Weekly *Friday Focus* messaging out to staff.
- Coordinating ongoing student projects. Thank you to those that have contributed projects. If you have a desk project for students, contact Sarah Fisher.
- Contributing to Table of Contents project
- Relabelling materials (SF) from Compact Storage destined for the Stacks. ○
- Participating in Main Campus Health and Safety Working Group ○
- Updating Reserves
- Adding and updating IslandScholar records
- Reviewing and uploading transcripts from 50 Years, 50 Voices project. ○
- Reviewing remaining items in compact storage.
- Reviewing government documents in compact storage/stacks
- Supporting PEI Community Reads activities
- Wendy Henderson is testing the app developed by ITSS to support her move from UIS.
- Reviewing subscription renewals.
- Processing Alumni Premiere requests
- Processing budget dumps
- Processing fee for service contracts
- Support for on-campus Seniors College activities
- Donor report and relations
  - Preliminary work on hosting an Islandora conference on PEI in August.

#### Other Updates

- CoreTrustSeal Project
  - Reviewing staffing options for this project.
- VREs
  - Working with colleagues to determine migration options.
- Systems
  - Working with Courtney Matthews, Geoff Mondoux, and Doug Burton on a plan to migrate our physical and virtual servers to data center in AVC.
- New courses have been added to the [Academic Instructional Skills Program](#) for those interested in developing their teaching knowledge and skills.
- Seniors College
  - Completed facilitation of “Sharing our Research” course. •

#### Indigenous Matters

- Working with Dr. John Doran to support a webinar series, [Resistance. Change and Survival. Mi'kmaq'ik to the Mayan Nation](#), for winter-spring 2022.
- Working with VPAR and E-Learning Office to make learning resource from the 4 Seasons of Reconciliation available to faculty and staff.
- Virtual Research Data Centre

- Looking at options to start a Research Data Centre before our anticipated funding from CRDCN is provided in 2023.
- LMMI Board
  - Participated in meeting.
  - Continuing to work with Simon Lloyd and Board on the Bookshelf Project.
- Nursing Exhibit
  - Continuing to work with Simon Lloyd and contractor on this project with a planned launch in May during National Nurses Week. • CAUL-CBUA
  - Participated in monthly CAUL-CBUA Executive monthly meeting and the Digital Preservation and Stewardship Committee as Board representative.
- Islandora
  - Participating in Islandora Foundation Board and Leadership Group meetings

**Post council CUPE Report–Wendy Collett**

- Where are we in Yolanda’s position - posting process - when do we expect the new hire to start?
- Where are we in Peter’s position - closed 28 March - where are we in the process, have there been interviews?
- Where are we in the circ MTS 5 position - closed 12 April - where are we in the process, have there been interviews?
- Is Leo's position/hours to be extended until he returns, what are the expectations?
- Follow up on the strategic planning meeting?
- Update on Building renovations: re Friday Forecast message.

**Acquisitions/Collections/Serials/E-Resource Management/User Experience Unit Report (Melissa Belvadi, James Murphy, Cindy MacDonald):**

This is the last month of the fiscal year for collections spending, and a lot of subscriptions also came up for renewal in this month.

Electronic resources and serials (through April 25, James report)

- Continued to transfer completed runs of 2021 periodicals from current periodicals to bound periodicals. 10 titles have been transferred (new serials boxes prepared, issues labeled and Ebsco Holdings Management updated),
- claimed 5 print issues,
- Worked with Taylor & Francis to solve cloudflare problem occurring with the “CRC handbook of chemistry and physics”,
- addressed 7 cases of broken links that were reported to us and created 3 tickets with Ebsco Connect,
- 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 monthly edition of the TSX, the quarterly issue of the Journal of the American Holistic Veterinary Medical Association, and the quarterly issue of the Australian Veterinary Practitioner,
- continued regular processing of print journals and newspapers,
- continued working on a project tracking journal perpetual access,
- worked with Jove to enable us to harvest usage data for their products
- began processing donation of print vet journals; approx. 60% complete

#### Acquisitions (Cindy report):

- Books/Videos purchased/licensed between March 22 - April 25:
  - Print: 38
  - STL/ATO: 10
  - eBooks: 241 (note: compare to 18 last month!)
  - Kanopy: 0
- Continuing to track ebook perpetual access information (updating spreadsheet monthly)
- Invoices processed between March 22 - April 25: 161
- Reconciled and Submitted March Visa Report
- Updated check run information (updating spreadsheet bi-monthly)
- Textbook Project:
  - Spring 2022 Courses: 50% done

#### Other (Melissa and team report):

- Compiled and analyzed multiple sources of data to produce evidence-based lists of ebooks for end-of-year purchasing

- Continued providing support for other subject librarians regarding one-time-purchase (aka books) selection and wish-list management
- Continued to make updates to Ezproxy database "stanzas" as needed for various platforms
- Continued to work with Systems unit to resolve Evergreen problems relating to EDS "RTAC" (custom catalog loads and status display)
- Negotiated with multiple vendors and coordinated with subject librarians on EBA spendout processes and renewals for EBA programs and other subscriptions
- Continued providing awareness "service" for other subject librarians regarding new relevant products, free webinars relating to our subscribed products, scholarly articles of relevance to our practices, faculty use of APC discounts, etc.
- Added Docuseek to our list of 1-year-license video streaming service options
- Continue working with Cataloguing unit to resolve various problems with ebook MARC records from various vendors and try to make the workflow for cataloguing easier (eg Gobi DDA records)
- Worked with Faculty of Education to return funds inappropriately transferred by them to the library budget
- Started several new subscriptions and large one-time purchase licenses for IKERAS, including starting up new business relationships/ERMs with Infobase, Informit
- Coordinated one-time purchase of Springer titles with other subject librarians, moved order through invoicing
- Handled multiple in-kind book donation offers
- Reloaded holdings in Gobi, with significantly improved notes and other metadata for subject librarians in the Gobi platform
- Negotiated and arranged JAMA online subscription, with Kim and vendor, at substantially lower price than previous offers for this title
- Renewed free trial for Mango Languages and communicated with vendor and internal interested parties about it
- Worked with ITSS and EBSCO, set the go-live date for EBSCO SSO to mid-May (optional, main links will still be proxied)
- Worked with publishers and EBSCO to untangle incorrect metadata about two related Irish veterinary journals that we subscribe to
- Continued to maintain content on various parts of the library website
- Started to prepare for fiscal year rollover of acquisitions recordkeeping (aka the spreadsheet)
- Reviewed and updated title access settings for ReadCube for Nature-related journals

- Worked with EBSCO to ensure they won't use the CAUL > 5000 FTE estimate to price our subscriptions in the upcoming year
- Continued planning around the upgrade of EDS (OneSearch) to the new platform over the summer

## **Metaliteracy and Student Engagement–Yolanda Hood**

### Instruction

- No instruction requests from FYE for summer thus far
- No instruction requests from Education faculty for summer thus far
- Cindy McKenna requested instruction/consultation data from librarians for the instruction spreadsheets

### Student Engagement

- Exam Pop-Ups this semester consisted of a collaboration with dining services and resulted in 3 cookies and coffee pop ups. very well attended and posted on social media
- Engagement team met to discuss some needed changes in social media but decided to table for the new librarian
- There will be no student for social media this summer; social media requests can be sent to Shawne Holcomb until the new MTS Level 5 is hired/begins

### Service Desk

- Sarah and Yolanda will host the May service desk meeting together
- Interviews are underway for the MTS Level 5 Library Technician position

## **University Archives and Special Collections–Simon Lloyd**

Progress has continued with the ongoing items mentioned in my March 2022 report.

Developments of note since that report include:

- In the past couple of weeks, James has ingested more than 60 PEI-related "born digital" publications into our PEI Online Documents Collection (PEI POD) digital repository; this is a continuation of the work he did a in February-March ingesting 200+ UPEI-related publications and digital documents (including extensive digital backfiles of Senate and Board of Governors minutes) into PEI POD.
- The continued support and cooperation of Cataloguing is appreciated: I have submitted nearly 30 "tickets" for new cataloguing records since my last report, and an additional

10-15 existing records have received significant updates. I expect the volume of UASC material -- for both digital (see above) and print items -- being sent for Cataloguing will continue to grow steadily in the coming months.

- Work is underway, in consultation with Keltie, to add a collection of audio recordings contributed by a community history group to islandvoices.ca.
- The volume of in-person / walk-in visits to UASC has declined since the end of classes, but questions and requests via e-mail, especially, continue to flow in steadily. In Leo's absence, I have enlisted James to assist with some of these requests, notably for scans from newspaper microfilm: his willingness and ability to assist and learn new skills are appreciated. Similarly, the continued support of the Service Desk team in facilitating access to UASC materials at times when I am unavailable is gratefully acknowledged.
- At the recommendation of the University's Development and Alumni Relations Department, the launch of the Nursing Heritage display in the Health Sciences Building, originally planned for the second week of May, is being deferred until UPEI Reunion Weekend in late July. This will allow the main donors supporting the Display project to be present, and will also provide more opportunity for alumnae of PEI's former nursing schools to attend.
- Thanks to Dorothy and Sarah for their flexibility and assistance in making student assistant Samantha Daley available in late March / early April to shift print backfiles of PEI newspapers out of the UASC reading room and into storage (Leo had originally set up this project with a student assistant last year, but work on it had stalled when he went on leave). Recent back-issues of a number of PEI newspapers, including *The Guardian*, *The Journal-Pioneer*, *The Eastern Graphic* and *West Prince Graphic*, *La Voix Acadien*, and *Island Farmer* remain available in the UASC reading room.
- An updated proposal for a standalone University Archivist position is being developed, in consultation with the librarians and Donald; I thank them for their interest and engagement on this important matter.

## **Cataloguing and Metadata—Mckenzie Johnson**

Mackenzie

- Now that the major issues we were having with Evergreen have been resolved, my attention has turned to planning out upcoming personal projects and next direction of Cataloguing & Metadata Unit
  - Current plans under consideration:
    - Decolonizing Subject Headings
    - Invitation to rejoin Atlantic Canada NACO funnel

- assorted MARC record cleanup (assorted as in assorted issues each affecting a number of records)
- 32785 deleted records (majority of records deleted part of a subcollection-wide "out with the old, in with the new" refreshes in coordination with Judith)

#### Wendy

- 54 records added for new regular collection materials
- 20 records added for new special collection materials
- 5 original records created
- all 8160 currently known typos fixed
- 100 print records remaining needing enhancement (found when fixing typos)

#### Judith

- 41133 new records
- 74450 updates and merges
- 107 deleted records

#### Service Desk Projects

- 856 MARC field linking to LoC Table of Contents
  - Items having listed Table of Contents completed
    - 1009 items with Table of Contents
    - 2179 items without Table of Contents
  - 597 publisher records completed
  - starting on 375 Publisher bio records
- Stacks Table of Contents
  - 260 completed
  - 1108 remaining
- Reference Table of Contents
  - 204 completed
  - 76 remaining
- Stacks and Reference ToC projects are planning to be paused over summer as PT positions are not continuing into summer.

#### **Islandora–Rosie Le Faive**

This last month has been largely focused on working on some beginner-level Drupal videos that can be used by anyone wanting to learn Drupal to use Islandora. I presented them at the Islandora Open meeting today. I have also been working with Alexander to enable some features we'll need for migrating IslandLives (our book content) to Islandora (the new version which is no longer numbered but used to be known as Islandora 8). I also did an enormous pull request [i.e. a request to change code or documentation] touching nearly 100 pages of Islandora documentation, removing references to "Islandora 8" and otherwise improving the wording. I made four other pull requests this month, incorporating some suggestion from the Metadata Interest Group and responding to issues on the Islandora community's slack channel.

Aside from attending the Tech Calls and the Islandora Coordinating Committee, I am on the program coordinating committee for IslandoraCon which will be happening this August here at UPEI.

## **Research and Data Services-Kim Mears**

### Interlibrary Loan (ILL)

- No updates

### Scholarly Communications

- OER Development Program
  - Application deadline was extended to April 29, 2022. We have received 6 applications. Kim has invited faculty and a student union representative to review the applications.
- IslandScholar
  - Theses
    - Some changes to workflow and process are in progress. Chris continues to add theses to IslandScholar as they received.
  - Citations
    - Citations are continuously added.
  - Profiles
    - Profiles are updated regularly.
- Pressbooks
  - Several tickets were resolved related to technical issues.
- Scholarly Publishing
  - No updates

- Data Services
  - Migration of data.uepi.ca to the new RDM site [<https://rdm2.researchspaces.ca/>]
    - No updates
  - CoreTrust Seal Certification Project
    - No candidate was hired.
  - The [Tri-Agency Research Data Management Policy](#) - Institutional Strategy
    - No updates.
- Systematic Review Service
  - Ongoing reviews
    - Perinatal Loss & 2SLGBTQI+ Scoping Review (Kim)
    - RECOVER Animal CPR Guidelines (Kim)
    - Patient Support Programs (Keltie)
    - Post ICU Care for Families (Keltie)
    - Berries, Gut Microflora, and Blood Pressure Systematic Review (Kim)
    - Vaccine Education Interventions in Canada (Kim)

### **Systems–Courtney Matthews**

Unfilled Systems Analyst position

- Interviewing for the Systems Analyst position continues: See Human Resources: Open Competitions website: [Project Manager - Information Technology Systems and Services](#).

Larry Yeo, Systems Technician

- Decommissioning and recycling end of life hardware
- Documentation review for:
  - FOG server reimaging process.
- Replacing staff and public iMacs

[Courtney Matthews](#), Systems Librarian

- Working with Faculty of Indigenous Knowledge, Education, Research and Applied Studies faculty and library colleagues to prepare for the first sections of IKE-1040 which begins on May 9, 2022, including:
  - Purchase collections items
  - Reviewing and refreshing subject guides

### **Other updates**

Evergreen

- Working with the cataloging unit and Equinox to identify, report, and solve reported bugs.
- With circulation staff reviewing the library's permissions groups and comparing them against the standard permission groups provided by Evergreen.

### Server migration

- Continued coordination with ITSS to migrate and consolidate hardware at AVC

### VRE

- Redmine ticket review
- CAIRN support for Mount Alison

## **ROBERTSON LIBRARY HOURS**

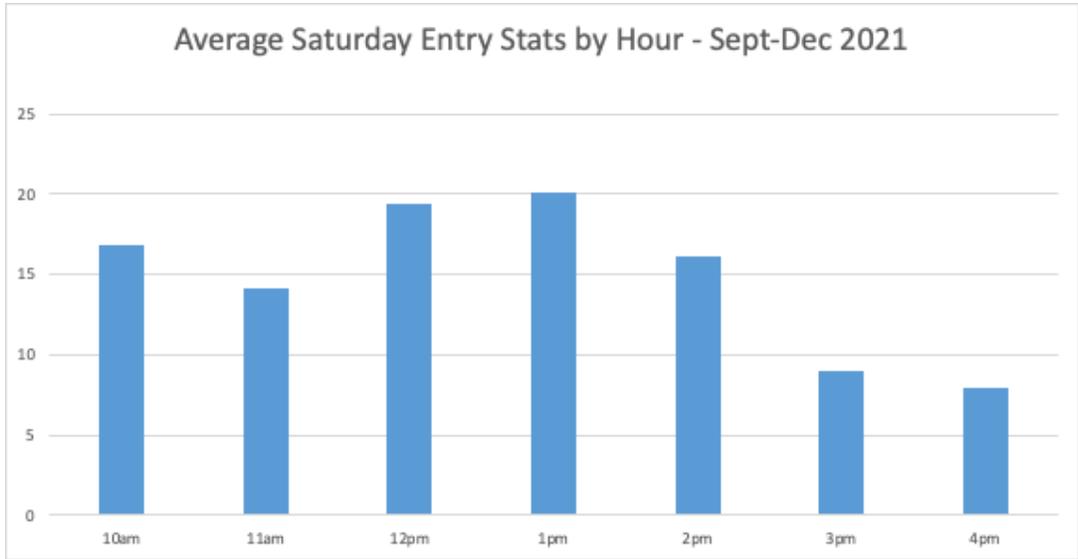
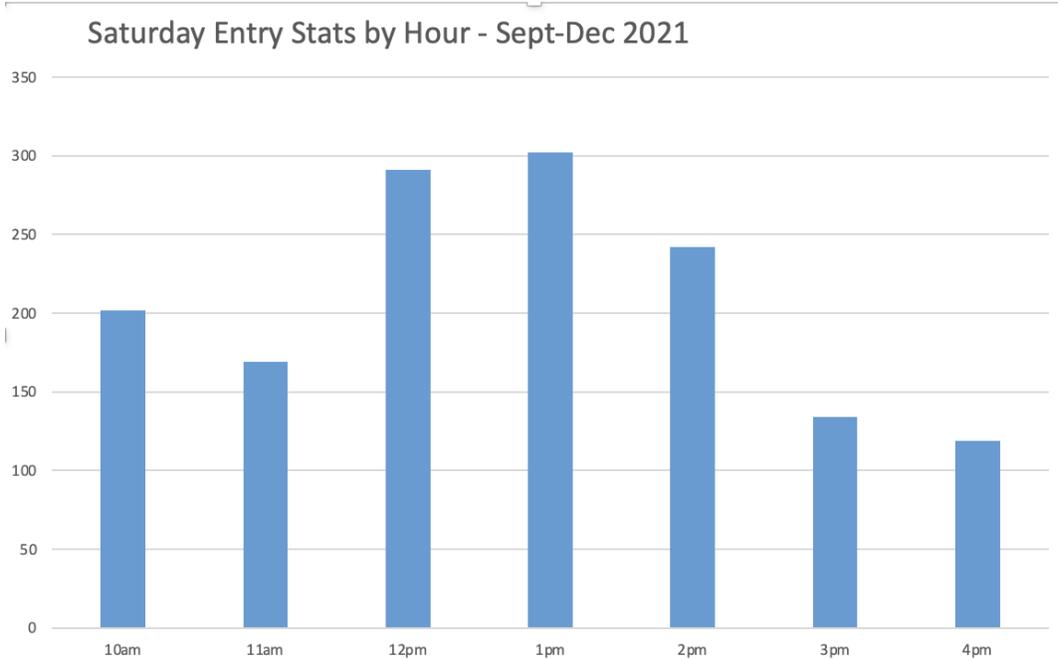
**SPRING/SUMMER 2022**

**May 1, 2022- September 4, 2022  
(SUBJECT TO CHANGE)**

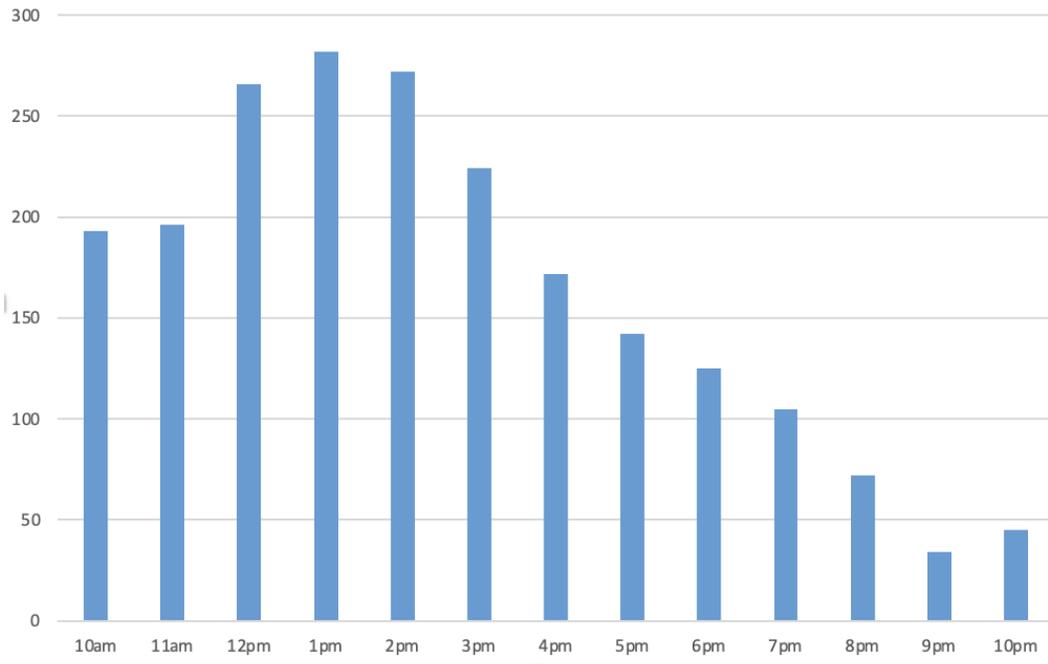
Service Desk 902-566-0583

<b>May 1 – Sep 4</b>	<b>Monday - Thursday Friday Saturday Sunday</b>	<b>8:00 am - 8:00 pm 8:00 am - 5:00 pm CLOSED 1:00 pm - 8:00 pm</b>
<b>Please Note: May 23 July 1 Aug 20</b>	<b>Victoria Day Canada Day Gold Cup &amp; Saucer Day</b>	<b>CLOSED CLOSED CLOSED</b>
<b>**Virtual assistance will be available M-Th (9am - 7pm), Friday (9am - 4pm), and Sunday (2 pm - 7pm)</b>		

# Entry Stats for Saturday and Sunday by Hour



Sunday Entry Stats by Hour - Sept-Dec 2021



Average Sunday Entry Stats by Hour - Sept-Dec 2021

