

Library Council Minutes
November 25, 2021
1:00 pm - 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, A. Muralidharan (Student Union Representative)

Guest(s):

Regrets: Z. Maw

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

Land Acknowledgement

1. **Approval of Agenda**--Approved
2. **Approval of Minutes (October 28, 2021)**--Approved
3. **Follow-ups on Pre-submitted Reports**
 - **CUPE Report**
 - Follow up on ELearning moodle concerns with VAX Status
 1. E Learning has nothing to do with this process; the attestation form goes to the health and wellness, a decision is made, they inform the registrar's office the registrar's office works with ITSS to restore access to moodle.
 2. Students can contact covid19@upei.ca if they have questions
 3. W. Collet would like clear actions on how students should be directed in the winter term
 - What is the status of Robertson Library Renovation
 1. D. Moses and librarians are creating one page info sheets to provide information for donors
 - What updated cleaning is being done in the building.
 1. W. Collet is concerned that we will be at pre-covid capacity in winter term with pre-covid cleaning while covid is still in existence
 2. K. Mears discussed research that suggests that surfaces does not contaminate but the ventilation system should be the concern
 3. W. Collet would like to know the upkeep procedures of the ventilation system
 4. K. MacPhail what are the recommended expectations for the ventilation systems and how do we compare to those standards and expectations?
 5. D. Moses highlighted the information meeting that the Library had with Facilities regarding the HVAC system in the Library - that our filters were MERV 14.
 6. W. Collet would like confirmation of when the system is running once people enter the building. Is that enough time? How long

should the system run after the building closes? Are we following the standards?

7. D. Moses will follow up with Facilities and request an update.
- What is H&S doing about policing mask wearing
 1. Ask student to wear a mask; if they refuse you can ask them to leave
 2. Contact D. Moses and/or Liz Rostant during the week if students continue to refuse
 3. On weekends, ask students to leave if they will not comply with mask guidelines (since you cannot contact Liz)
 4. M.Belvadi wondered if photographic evidence would be helpful but D. Moses advised not to do this
 5. S. Lloyd discussed repeat offenders and concerns about being accused of harassment when addressing repeat offenders

4. Student Reports

Undergraduate students

- Riley MacKay-New President (vacant position now filled)
Nathan LaCroix-Vice President Student Life (vacant position now filled)
- A.Muralidharan met with Mayor Brown and all are on board with the OER program

Graduate students

- D. Moses has made inquiries about graduate student spaces; there are spaces available that students are not using eg. 403 Duffy Science Building; most graduate programs provide space for their graduate students

5. Past Items for Discussion or Proposals

Library Policies

Library Operations

- [Service Desk Coordinator Working Group Proposal](#)
 1. Donald contacted HR and is following their guidance and following the CUPE agreement
 2. Circulation Staff are working on job fact sheets (which were quite old); coordinator tasks are being determined; D. Moses is working with Sarah Fisher in collecting all of these materials
 3. K. Mears requested that decisions about proposals put forward are communicated before moving forward in next steps
 4. W. Collett is concerned that more people should be included in the discussion about the duties of the coordinator
 5. K. Mears raised concerns that the coordinator job description not be turned into a staff position without compensation for the work of a coordinator. D. Moses highlighted that the Job Evaluation Committee will review the job fact sheets and will determine the classification level.

Library Planning / Future Directions

Other

6. Items for Discussion or Proposals

Library Policies

Library Operations

- [Winter 2022 Library Hours](#)
 - K. Mears raised concerns about consensus in accepting the hours
 - S. Lloyd concurred with K. Mears concerns
 - D. Moses opened the hours to consensus vote
 - Discussion opened for the hours
 - S. Lloyd are there stats for the last hour of the evening (and on holidays)?
 - S. Lloyd Should we discuss hours as a policy more in-depth for the fall semester?
 - a vote was called for consensus on winter 2022 hours. Consensus achieved recommending the hours presented

Library Planning / Future Directions

Other

7. Roundtable

- K. Mears--happy american thanksgiving; suggested we move our December Library Council meeting one week earlier because of holidays
 - There was a consensus for this
- D. Moses--let Pauline MacPherson know if you will be attending the campus holiday lunch

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 (R. Le Faive)
 - Systems (R. Le Faive)

Library Council – November 25, 2021 – Chair’s Report

Budget

- Monitoring expenditures. Updated budget sheets.
- Continuing to work on ensuring budget transfers for programs take place.

Staffing

- Pending approval of Board Metadata Librarian candidate, Mackenzie Johnson, will start on December 6, 2021 and the Systems Librarian will start on January 31, 2022.

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

- Preparing briefs for VPAR and Department of Development and Alumni Engagement for renovation priorities.
- 14 work orders submitted in November – 10 have been completed/closed. 4 work orders remain open from Sept-November.
- Redeployed additional furniture throughout the building.

Other University Committee Updates

- APCC / Senate Update
 - APCC: Reviewed Master of Applied Health Services Research (MAHSR) Program Modification Proposal. Review and discussion of School of Mathematical and Computational Sciences (SMCS) Quality Assurance Review and the SMCS response to the review. Reviewed APCC new course forms. Continuing to work with Rabin Bissessur and Darcy McCardle on updating theses regulations in the UPEI calendar. Thank you to Kim Mears and Simon Lloyd for their contributions to this update.
 - Senate: Senate approved a motion to create the Faculty of Indigenous Knowledge, Education, Research, and Applied Studies (IKERAS). This is an Indigenous faculty conceived and led initiative. Vice President Academic and Research and Dean of Faculty of Business searches are underway. Plan to return to in-person classes and activities in Winter 2022 semester.
- RAC
 - With Rabin Bissessur, I’ve restarted the approval process for the revised Open Access Policy.
 - Discussion about UPEI’s Strategic Research Plan started
- Health and Safety Working Group
 - Andrea Caza shared the Health and Safety Working Group Report.

Unit Updates

- Circ and Admin
 - Preparing schedules for Service Desk and student assistants. Updated for hours for exam period in December. Proposed hours for Winter 2022.
 - Working with circulation staff on updating their Job Fact Sheets
 - Collecting and compiling statistics.
 - Service Desk Tracker (Nov. 1-23) – total of 452 transactions.
 - VRef Questions (Nov. 1-23) – total of 107 questions
 - Study Rooms (Nov. 1-23) – 1335 room bookings, 205 online room bookings
 - 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.
 - Table of Contents project running again – thanks for Melissa Belvadi for generating new records and Wendy Collett for training/documentation.
 - Unit continues to support easeback activities.
 - Troubleshooting issues with Macs in Language Lab, Collaboratory, and Learning Commons.
 - Updated image for iMacs and deploying it.
 - Repairing / replacing equipment
 - Worked with ITSS to revise wireless instructions including instructions for library chromebooks.
 - Provided support to help students connect to wireless.
 - Central Printing is working with ITSS on an app that will allow them to migrate off of UIS.
 - Returned Room 306 to the group study room bookings.
 - Extended service contract for Nursing Exhibit development
 - Preparing service contract for Equinox support for Evergreen upgrade
 - Preparing messaging for the “Sharing our Research” course planned for Winter 2022 in collaboration with Seniors College.

Other Updates

- IslandArchives
 - Helped the team relaunched Island Archives – <https://islandarchives.ca>
- Continuing to work with E-Learning Office and Teaching and Learning Centre on the [Academic Instructional Skills Program](#) for graduate students, instructional staff and others interested in developing their teaching.

- Supporting the creation of the UPEI student led publication *Arts Review* again this year and the editor plans to produce both a print edition and an online edition on our Pressbooks instance.
- Had an initial meeting with interim UL at Memorial University regarding the planned Faculty of Medicine at UPEI.
- Participated in Fall CAUL-CBUA Board Meeting
- Submitted the library news item for *APLA Bulletin*

CUPE Report from Post Council Meeting (Submitted by Wendy Collett)

Members to be in Attendance: Andrea Caza, Wendy Collett, Robert Drew, Sarah Fisher, Shawne Holcomb, Cindy MacDonald, Judith MacNeil, Pauline MacPherson, Cynthia McKenna, James Murph, Alexander O'Neill, Dorothy Peters.

Members not in attendance: Leo Cheverie, Peter Lux, Christine MacLauchlan, Paul Pound, Robyn Thomson, Larry Yeo.

Meeting started at 11:00 with Dorothy taking the lead.

Follow up on Wifi Issues and connectivity for students Discussion:

- Wifi, there have been at least 4 students per shift with issues (20 min per device)
- Had lots of problems yesterday (2 Nov 21) Mainly chromebooks. Almost impossible to get wifi working - bigger issues. Larry had to help with most of them - the problem is out of our skill level
- Please send request for action ASAP - [followed up with James and Larry, yes our chromebooks and still issues, apparently my account is a problem]
- (sent to Donald via email 3 Nov 2021(WC))
- Donald, Larry and IT are working on this (15 Nov 21)

If Vax passes are not submitted to UPEI - students on and off campus will lose access to moodle for a period of time, concern that the access will not be reinstated on weekends and evenings (not automated)

- no new reports from staff, one report last month - was there any follow up with the ELearning team?

Review of Proposal for Service Desk Coordinator Working Group

- Document read by Dorothy - reminded this is not confirmed as a 'position/role'
- Staff agree that this is a needed position/role
- Staff raised a concern about job duties shifting, which should be discussed as part of the working group
- reminded staff they can be part of the working group- if/when the proposal goes ahead
- Reminded we need to be sure to meet union rules and hr policies/procedures

Questions to bring back to Library Council

1. Follow up on ELearning moodle concerns with VAX Status
 - a. Expect to have more questions with the new term in January
2. What is the status of Robertson Library Renovation
 - a. Any Update?
3. What updated cleaning is being done in the building.
 - a. How will this change in January with full return to classes
4. What is H&S doing about policing mask wearing
 - a. lots not wearing masks in library - service desk staff are in agreement this is an issue - Masks are not being worn ,when asked they put on the mask until you turn around

Can we ask patrons to leave?

b. H&S committee representative responded that we are to report to H&S or Liz & Shelly

Follow up question - what about Weekends?

c. More signage or signage in different locations? (This has been improved - However the signage states if seated they can take off their mask, clarification on if Sunroom, etc are common areas?)

d. With full opening in Jan - can we have clear direction?

Follow up discussion with Liz, and Shelly (15 Nov 21) - they have been over a couple of times and find the sunroom to be a particular challenge (Shelly). They suggested we print the policy and highlight key components and ask that students follow the directive, and if they cannot follow the policy- they will need to find alternative study locations

Can the signage committee take this on?

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

- **Electronic resource management:**
 - Made various updates to our proxy product "stanzas" as OCLC provides updates for them
 - Addressed 7 cases of broken links reported to us. Of those 7, submitted 3 cases to EBSCO. Also worked with the Wiley technical team to address the problem of the freely accessible version of Cochrane Library not being accessible on campus
- **Serials:**
 - Maintained the e-collection of our local newspapers by uploading weekly pdfs of the Eastern Graphic, West Prince Graphic and Island Farmer newspapers along with the monthly issue of the TSX
 - Submitted 5 claims for print journals while 2 issues were reclaimed, completed regular processing of print journals and newspapers and updated EBSCO's Holding Management system accordingly
 - 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.
 - Set up an administrative account with the American Holistic Veterinary Medical Association to enable us to download issues of their journal so that we can host it locally. Began downloading issues. Had a folder set up for those issues on the proxy server so that authentication is needed to access this publication. Created an ERM file for this resource as well.
 - Completed the JSTOR weeding project
- **Acquisitions:**

- Books/videos purchased/licensed between October 22 - November 21:
Print: 22

STL/ATO: 25
eBooks: 19
Kanopy: 1
- Continuing to track ebook perpetual access information (updating spreadsheet monthly)
- Invoices processed between October 22 - November 21: 74
- Textbook Project: Winter 2022 Courses: Continued compiling data from the Bookstore website
- **Other:**
 - Completed assigned portions of CARL 2019-2020 data survey
 - Participated in beta program for new EBSCO "Experience" platform that will be replacing the "Eadmin" customer administrative dashboard platform in the upcoming year
 - Negotiated renewal/re-alignment of IEEE package for next year that will enable us to take advantage of the CAUL negotiated pricing going forward
 - Continued routine email alerts/forwards to subject librarians regarding announcements of auto-purchased ebooks, changes to database services, etc., of relevance to each
 - Provided new Table of Contents enhancement project title lists, including this time titles in Special Collections, Reference, and perpetually-purchased ebooks
 - Finalized deal for new IGI EBA program with the publisher, completed the necessary paperwork, and provided the needed information to cataloguing
 - Provided detailed analysis of ACUP ebook package past purchases and current special deal pricing (CRKN) for the librarians to consider
 - Provided detailed analysis of Cambridge journals package (CRKN) offering and related turnaway data for the librarians to consider
 - Completed Library Report for the Diversity & Social Justice Studies department self-study
 - Researched options for acquiring access to the Publication Manual of the APA online

Rosie Le Faive (Cataloguing and Systems)

Cataloguing

- eagerly awaiting our new metadata librarian!

- Work progressing on enriching records by adding tables of contents (both print and electronic). Andrea, Wendy, Judith, and students working on this.
- Apparently there is a new free trial of 45,000 books on the De Gruyter platform. Getting ready to add these.

Systems

- Planning an ILS upgrade to Evergreen 3.7 on Dec 22 (done by Equinox Library Services)
- We will be switching Proxy to a new authentication service that uses the Microsoft Azure SSO (similar to logging into outlook)

Instruction/Student Engagement/Service Desk (Yolanda Hood)

Instruction

- Brooke (student assistant) will be working on our video tour that students can use for the winter semester; deadlines have been created so that this will be ready
- An instruction meeting will be scheduled to take place before winter semester begins
- Cindy will be using the Refworks "how-to" videos provided by Proquest in our video tutorial section on the library page; she will also update the latest library-created Refworks tutorial

Student Engagement

- Student engagement team will meet again next week
- Collaboration with Student Union on Light Therapy Lamp Pop Up--students will have 15 slots of time to sit in front of the light therapy lamp. Rescheduled at request of Student Union for November 22nd. Despite the popularity of the lamps, no one showed for the drop in (although 2 registered)
- Student Union was only able to purchase 2 more lamps, the library bought 3 more; they have been processed and are checked out
- Working with Mawi'omi Centre to host a movie series in Winter Semester sponsored by NFB
- Creating a video for community reads with Kristy, Richelle, and Nouhad
- Book Club is scheduled for Tuesday, November 30, 2021
- Desmond Cole is scheduled to "visit" PEI March 2nd

Service Desk

- Service Desk Meeting/Workshop (Nursing Education Students) was Wednesday, November 24th at 10:30
- 2nd Floor Lobby Computer--Larry will be replacing the computer (for quick look-up) by Friday, November 26th
- Messy Service Desk--things have been a bit messy by the service desk. Contact Dot about any stray/broken furniture, boards, etc. and she will have them removed from the service desk area to go to storage, trash, etc. Contact Larry to have broken tech removed from the service desk. If things aren't removed in a timely manner, follow up with Dot or Larry please. Broken furniture and tech should not be left at or around the service desk.
- Vaccination Attestation: students submit their attestation which will prompt the folks managing that to update their list of accounts that goes to ITSS which restores access. If there is a mistake my understanding (Jason Hogan) is that they should email vaccine@upei.ca. My understanding is that the okay has to come from that channel for ITSS to restore the account. We will ask Donald to further verify this and give an update after Library Council (11/25).
- Reminder when dealing with wifi, chromebook, and other tech issues: do not spend more than 5-7 minutes on this; have the students report to ITSS for them to fix any issues; be sure to highlight to students the importance of them going to ITSS with these issues so that ITSS has a sense of how often these issues are happening and can know the true nature of the problems
- Instructions for Chromebook setup (wifi, etc.) have been included in the chromebook bags just in case they are needed by students
- We would like to thank everyone for their patience and diligence working with ITSS issues this semester
- Online Rooms--We will continue to have 4 of the research rooms set aside as online rooms. They will continue to be bookable online. We can/will revisit this in winter semester.

University Archives and Special Collections (SimonLloyd)

- We have recently received word that the funding proposal for the LM Montgomery Online Bookshelf digital collection, noted in my previous reports, was well-received by the donor. The goal is for a launch at the June 2022 LM Montgomery Conference.

- As predicted in my previous reports, the PEI Collection is experiencing a busier-than-average semester for student visits. In addition to students from the PEI Pre-Confederation History class and the Research Methods in History (2110) course, we are also seeing a few students from a UPEI 1030 class researching various aspects of UPEI history. Most students have been making initial consultation appointments with me, as

recommended, but we have had some unannounced visits: thanks to Leo Cheverie and the Service Desk team for their extra assistance in assisting with these students.

- Major kudos to Rosie, Keltie, and the Digital Collections and Systems teams for their work with the islandarchives migration. Thanks to their efforts, links to digitized islandlives local histories are now working reliably; relatedly, I am currently working with James to update and correct links from Evergreen and Ebsco Holdings to locally-digitized periodical titles available via the islandarchives site.

- James is also working on two other large Archives projects:

- processing a sizeable collection of Institute of Island Studies research publications (additional thanks to Wendy Collett for training James in Evergreen in the coming days, so that he will be able to add duplicate and replacement copies for IIS titles already held to the catalogue);
- inventorying a very sizeable (~14 boxes) total of records of the UPEI Faculty Association; these were deposited here many years ago, and have been taking up shelf space in the technical services area ever since. It will be good to get this material properly sorted and filed.

- Leo is beginning preparations for another Bindery shipment; he and I are also working to ensure that all PEI and Archive titles that have been catalogued in recent months will be on-shelf and ready-for-use in UASC by December.

Digitization and Digital Projects - Report to Council - November Meeting (Keltie MacPhail)

- Work continues as we try and get the new microfilm scanner and computer connected to the campus network. Thanks to Larry for his help on this
- Ongoing projects in the digitization (transcription, digitization of PEI related materials from special collections
- Great big shout-out to everyone who assisted with the launch of the new and improved islandarchives.ca site. Have a look and let Keltie or Donald know if you notice anything off.
- Work continues on the following projects:
 - Preparing Université de Moncton's Cairn site

- Fielding several miscellaneous questions and requests from our other Cairn institutions
- A few cleanup projects on IslandImagined, SDU Archives, and IslandArchives collections

Interlibrary Loan (ILL) (Kim Mears)

- 573 requests submitted via the ILL form in October 2021

Scholarly Communications

- OER Development Program
 - All webpages on OER and the OER Development Program were reorganized and updated: <https://library.upei.ca/oer>
 - Pressbooks: There are now 11 texts on the Library's Pressbooks platform: <https://pressbooks.library.upei.ca/catalog/>
 - Grants: A call for proposals for grants will occur in Winter 2022. The 2022 grants will give priority to applications from faculty teaching first year courses.
 - Faculty Textbook Champions: The Student Union is interested in partnering with the Library on recognizing the next round of Faculty Textbook Champions in 2022.
- 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
 - [APC Discounts](#): a new APC discount for the Royal Society of Chemistry APC discount will become active in Jan 2022
- 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	Searches completed, data extraction
Vaccine Education Interventions in Canada	Kim	Searches completed, article screening
Miscarriage education interventions for emergency department nurses	Kim	Consultation

- Other
 - Completed APCC forms for new biology courses