

Library Council Minutes
February 24, 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, (Currently No Grad Rep.)

Guest(s):

Regrets:

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

Welcome to new SU representative Maggie LeClair

Land Acknowledgement

- **Approval of Agenda** -Approved
- **Approval of Minutes** (January 27, 2022) - Approved
- **Follow-ups on Pre-submitted Reports**
- CUPE
 - January library council proposal for temporary library building closure due to COVID-19 Item was not added to the agenda in advance of the meeting (no time to consider/understand the intent) We feel we should have more opportunity to review/know the proposals to get feedback from other CUPE 1870 members, so it is not just our personal opinions.--**discussion ensued about the necessity of providing proposals to library staff in a more timely manner**
 - Returning to full hours
 - there is some concern: should we jump right back into full open hours, or should we transition more slowly?--**deferred to discussion below**
 - Questions regarding Peter's retirement
 - Has the position been posted?--**no**
 - When is Peter's last day?--**April 11, 2022/last day at work is March 4 2022**
 - Will the new hire be in place prior to Peters retirement?--**No (hope to have someone by official retirement date)**
 - How will this affect the functioning of day-to-day operations at RL--**D.Moses is working with everyone who can help ease the transition; C. Matthews asked for clarification of the steps taken to advertise the position that Peter is vacating; W. Collett asked for a timeline and D. Moses hopes to hear something by end of next week; W. Collett requested that we all be informed of who is next in line of contact if there are issues and D. Moses will be updating that contact list soon**

- **Student Reports**

Undergraduate students–**No reports at this time; M. Belvadi asked about the survey of first year students that is being done by the Registrar’s Office(?); M. LeClair has not heard, doesn’t think it has gone out but will follow up**

Graduate students–**Absent (No grad rep at this time)**

- **Past Items for Discussion or Proposals**

Library Policies

Library Operations

Library Planning / Future Directions

Other

- **Items for Discussion or Proposals**

Library Policies

- (Submitted by M. Belvadi, Facilitator: K. MacPhail) That UPEI Robertson Library formally endorse in full the position statement attached herewith: Position on Protest and Disagreement related to Collections, Programs and Speakers in Libraries. An Interpretation of the Canadian Federation of Library Associations’ Statement on Intellectual Freedom and Libraries as released in January 2022, and add a [link](#) to it on our website Policies page:

<https://library.upei.ca/policies>

- M. Johnson has mixed feelings about the statement and refers to the Toronto Public Library/Murphy protest and if similarities would come up
- K. Mears is questioning the broadness of the statement
- S. Lloyd also believes the statement harkens back to the TPL protest
- M. Belvadi addressed the issues brought up by K. Mears and M. Johnson and noted in the chat that members of the public are not covered by the student code of conduct policies
- K. Mears would like to see policies in place before endorsing the statement and asked that M .Belvadi pursue this before the next council meeting
- M. Belvadi refused to take on the extra work of reviewing/creating policies and suggested that the endorsement should not be hostage to her doing extra work that is not in her portfolio
- M. Johnson brought up concerns that this endorsement would open the door to hate speech and actually encroaching on civil liberties
- S. Lloyd is willing to look at the procedural and policy piece of this
- M. Johnson questioned some of the recommendations suggested in the statement

- M. Belvadi is requesting endorsement of the document up to and including the first bullet list
- S. Lloyd is not prepared for the library to endorse this statement
- S. Le Faive agrees with S. Lloyd
- C. Matthews also agrees with S. Lloyd
- M. Belvadi wishes that everything S. Lloyd says is true but not clear that we have a clear unanimous philosophy on intellectual freedom; should we reaffirm our commitment to the current statement of intellectual freedom
- K. Mears does not oppose that people have a right to their own opinions but disagrees that we (the library) must provide people a platform to express their opinions; M. Belvadi feels that this is a contradiction and lack of support of intellectual freedom
- M. Johnson who do we serve? Who do we want to serve?
- K. Mears doesn't oppose people having access to the library to access information on any topic; why does the library have to provide a place, through public presentations, etc., for people to express potentially harmful opinions?
- M. Belvadi defended intellectual freedom
- L. Le Faive we don't have the same role of the Canadian government; believes that an endorsement of this statement would send the wrong message
- M. Belvadi would like to pull the proposal and would like to reissue a proposal that we (re)affirm our commitment to intellectual freedom
- **M. Belvadi's proposal for endorsement of the Position on Protest and Disagreement related to Collections, Programs and Speakers in Libraries has been officially removed from consideration**
- (Submitted by K. Mears, Facilitator: S. Lloyd) From the past few meetings, it's become clear that the Library Council Guidelines need more details on items. I am asking for suggestions on items to consider adding to the guidelines.
<https://docs.google.com/document/d/1ThWJEM5vDMtC0PSJr0p6LQqgKRIJ4DBNiaTbbxHIha8/edit>
- S. Lloyd clarified what K. Mears is asking for
- K. Mears is requesting that council members suggest items that need to be clarified in the consensus process that can then be addressed in a later meeting
- Suggestions were added to the document linked above
- K. Mears wanted to remind everyone of the purpose of consensus and why it was chosen for Library Council

- S. Lloyd called for a vote of support for revised guidelines to be brought forth for review at a future meeting

Consensus was achieved

Library Operations

- Library Hours
 - there is some concern: should we jump right back into full open hours, or should we transition more slowly?
 - D. Moses stated that given that students are returning to campus, we should return to regular hours
 - M. Le Clair asked for the hours and D. Moses sent a link to the hours;
 - K. Mears asked for more information about the concern; W. Collet replied that a staff member was concerned about the opportunity for COVID transmissions especially considering the lack of mask compliance;
 - K. Mears asked about the acceptable occupancy numbers for the learning commons;
 - M. Le Clair suggested that an email to students reminding them of COVID restrictions/policies for the library could be helpful; she would ensure that that email will go out to students; email will be generated by the library (D. Moses will follow up on email)
 - W. Collett had questions concerning verification of the numbers of people in the learning commons

After discussion, D. Moses decided that we would be opening our regular hours

- Website Working Group
 - M. Belvadi and C. Matthews are chairing
 - Developing a project charter to define the scope of the project and the constraints and will seek additional members

Library Planning / Future Directions

- Strategic Planning
 - D. Moses is looking at the possibility of someone in the region who could facilitate a discussion on the development of a strategic plan for the library

Other

- **Roundtable**

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)
 - Easeback 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)
 - Islandora (R. Le Faive)
 - Systems (C. Matthews)

Library Council – Feb. 24, 2022 – Chair’s Report

Budget

- Monitoring expenditures. Updated budget sheets.
- Budget transfers for SMCS, Climate Change and Adaptation, and AHS

Staffing

- Welcomed Courtney Matthews as new Systems Librarian. Thank you to all who have helped with his orientation.
- Posting for an Access Services Coordinator position has closed and proceeding through next institutional processes.
- Have extended Shawne Holcomb’s term position until March 20th.
- Draft posting for Circulation position created.
- Peter Lux will be retiring on April 11 and has holidays and so last day at work is March 4.

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

- Met with the President and Development and Alumni Engagement regarding the renovation and the Library’s renovation is a priority for the President. Working with Facilities re: phases.
- 6 work orders submitted in February, 2 resolved
- Organized a meeting with ventilation consultants, VPAF, WCB and library staff to provide an overview of the results of the UPEI Classroom Ventilation Report. Organized follow-up site visit with Joe MacAulay, WCB Officer.
- Met with Easeback Committee re: planning for return to in-person classes and updating library’s 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

- o APCC

§ Reviewed APCC New Course forms. Reviewed 4th Curriculum Report.

- o Senate

§ Attended Feb. 11th meeting. President spoke to freedom of expression, provided an overview of his goals while President. Discussion regarding the Independent Third Party Review of the University's workplace policies and practices with respect to harassment and discrimination and an investigation of allegations that were brought to the University's attention concerning the former president. Discussion about the university's future and brand. Discussion about Winter 2022 – awaiting CPHO guidance. Senate met on Feb. 15 and following discussion it was decided, in accordance with the updated winter 2022 Public Health Measures

for PEI Post-Secondary Education, that in-person teaching and learning for the 2022 Winter Academic Semester will resume for classes of 100 students or less on February 28, 2022.

- Research Advisory Committee

- o No update

- Graduate Studies Advisory Committee

- o Was unable to attend and requested Kim Mears attend on my behalf.

- URC

- o Reviewed promotion files and participated in meeting of the URC.

Unit Updates

- Circ and Admin

- o Preparing schedules for Service Desk and student assistants. Updating hours/scheduling

- o Collecting and compiling statistics (Feb 1-22, 2022).

§ Service Desk Tracker– total of 92 transactions.

§ VRef Questions– total of 71 questions

§ Room bookings – 272 Study Rooms, 20 Online Rooms = 292 total room bookings

§ Entry stats = 1663

- o Weekly Friday Focus messaging out to staff.

- o Coordinating ongoing student projects. Thank you to those that have contributed projects. If you have a desk project for students, contact Sarah Fisher.

- o Contributing to Table of Contents project

- o Participating in Main Campus Health and Safety Working Group

- o Updating Reserves
- o Adding and updating IslandScholar records
- o Reviewing and uploading transcripts from 50 Years, 50 Voices project.
- o Reviewing remaining items in compact storage.
- o Reviewing government documents in compact storage/stacks
- o Supporting PEI Community Reads activities
- o Wendy Henderson is testing the app developed by ITSS to support her move from UIS.
- o Processing Alumni Premiere requests
- o Processing budget dumps
- o Processing fee for service contracts
- o Preliminary work on hosting an Islandora conference on PEI in August.

Other Updates

- CoreTrustSeal Project

§ Prepared fee for service contract that will help support the deliverables for the CoreTrustSeal Project.

- IslandArchives

o PEI Museum and Heritage Foundation staff will provide PDF versions of the Island Magazine.

- Systems

§ Supporting Courtney Matthews and Peter Lux following a power issue in the McDougall Hall server room that caused significant systems issues.

§ A different UPS failure caused the network to drop and worked with ITSS to get the unit running again.

§ Worked with Courtney, Peter, Doug Burton and Geoff Mondoux to update the McDougall Hall UPSes.

- New courses have been added to the Academic Instructional Skills Program for those interested in developing their teaching knowledge and skills.

- Seniors College

§ Participated in Board Meeting

§ Coordinating “Sharing our Research” course for Seniors College Feb 4 – March 11.

- 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 2022. First webinar is Friday afternoon.

- Memorial University / UPEI Faculty of Medicine

§ Have recommended Kim Mears as a member of the Curriculum Committee.

o Virtual Research Data Centre

§ Looking at options to start a Research Data Centre before our anticipated funding from CRDCN is provided in 2023.

o LMMI Board

§ Participated in meeting.

§ Continuing to work with Simon Lloyd and Board on the Bookshelf Project.

§ Helping the Journal of L.M. Montgomery Studies editor with their application to DOAJ. Consulted with Kim Mears re: DOAJ requirements.

• CAUL-CBUA

§ Participated in Winter Board meeting Feb. 22. Prepared UPEI update, Treasurer's Report, the 3rd Quarter Budget Update, and proposed Budget for 2022-23. Am Board representative on the Digital Preservation and Stewardship Committee.

• Islandora

§ Participating in Islandora Foundation Board and Leadership Group Meetings

Kim Mears

Interlibrary Loan (ILL)

- Work continues on migrating and testing the ILL forms on Drupal 9 in preparation for migrating the Library website

Scholarly Communications

- OER Development Program
 - o Accepting applications. More information available at <https://library.upei.ca/OERProgram/grants>.
- IslandScholar
 - o Work is ongoing - Student assistant project: List of citations pulled from Scopus and checking to see if it needs to be added to IslandScholar.
 - o Ingest forms were updated to include fields for grant information. After testing of the forms is completed, a project will begin to add funding information to existing records.
 - o Discussion of migrating IslandScholar to a new version of Drupal have started.
- Pressbooks
 - o Thesis information in the University calendar is being updated. The updates will go to the Academic Planning and Curriculum Committee (part of Senate) for approval.

- Scholarly Publishing
 - More updates added to the [Article Processing Charges \(APC\) Discounts](#) available through Robertson Library webpage. This page is linked on the [Faculty Services](#) webpage.
- Data Services
 - Work continues on migrating data.uepei.ca to the new RDM site [\[https://rdm2.researchspaces.ca/\]](https://rdm2.researchspaces.ca/)
 - CoreTrust Seal Certification Project
 - Candidate has been selected and hiring is in process. This employee will complete work remotely.
 - The [Tri-Agency Research Data Management Policy](#) - Institutional Strategy
 - Work is ongoing
- Systematic Review Service
 - Patient Support Programs (Keltie)
 - Manuscript to be submitted to the journal in the next week or so.
 - Berries, Gut Microflora, and Blood Pressure
 - Manuscript drafting
 - Vaccine Education Interventions in Canada
 - Data extraction has started.
 - The scoping review protocol was submitted to *BMJ Open* for publication. Peer review completed and changes requested. Kim is working on supplementary material for the article (all search strategies).

Acquisitions/Collections/Serials/E-Resource Management/User Experience Unit Report (Melissa Belvadi, James Murphy, Cindy MacDonald), data is for January 21-February 17 unless otherwise specified:

Electronic resources and serials:

- Continued transferring completed runs of 2021 periodicals from current periodicals to bound periodicals. 11 more titles have been transferred (new serials boxes prepared, issues labeled and Ebsco Holdings Management updated),
- claimed 9 print issues, mostly for the 2021 calendar year,
- addressed 2 cases of broken links that were reported to us,
- maintained e-collections of our local newspapers by uploading and linking pdf copies of the Eastern Graphic, West Prince Graphic and Island Farmer newspapers and articles from the Veterinary Ireland Journal,
- processed print journals and newspapers, and updated Ebsco HM to reflect new issues received,
- continued harvesting our yearly usage data,

- continued working on a project tracking journal perpetual access,
- continued working with Wiley regarding the branding of the freely accessible version of Cochrane Library

Acquisitions:

- Books/Videos purchased/licensed between January 24 - February 20:
 - Print: 4
 - STL/ATO: 5
 - eBooks: 27
 - Kanopy: 2
- Continuing to track ebook perpetual access information (updating spreadsheet monthly)
- Invoices processed between January 24 - February 20: 34
- Reconciled and Submitted January Visa Report
- Updated check run information (updating spreadsheet bi-monthly)
- Textbook Project:
 - Winter 2022 Courses: 100% done
 - Spring 2022 Courses: 5% done

Other:

- Worked with Taylor & Francis and Gobi to get spreadsheets, marc records, and "library activity" Gobi links for the new T&F EBA and to make this new content discoverable in OneSearch and Full Text Finder
- Continued work with Geoff Mondoux and multiple vendors to adjust our authentication access configurations to work with new campus SSO.
- Continued to make updates to Ezproxy database "stanzas" as needed for various platforms
- Negotiated one-time-purchase backfile deal for Canadian Science Publishing journals
- Reviewed Kanopy expiring/expired licenses and worked with librarians to see which need to be renewed
- Provided "onboarding" training for Courtney Matthews relating to collections and virtual reference
- Made changes relating to the new/changed assignments of subject liaison responsibilities including in budget earmarks and website / worked with Rob on website updates for these

- Worked with multiple vendors on spendout processes and renewals for EBA programs
- Worked on title overlap analyses for new veterinary full text databases available for subscription, for the Health Sciences librarian
- Restarted Mango trial for the UL
- Working with PsyD faculty and vendor on title selection for psychotherapy.net renewal (requires hand-picking individual titles for the package)
- Continued providing awareness "service" for other subject librarians regarding new relevant products, free webinars relating to our subscribed products, etc.
- Continued providing support for other subject librarians regarding one-time-purchase selection and wish-list management
- Continued to enhance collection of web pages that provide "search hedges" advice on common topic concepts.

Keltie MacPhail-Digital Collections Report to Council - February

- We are getting closer to finishing up work on the Université de Moncton's CAIRN site (hopefully).
- Working with Donald and Courtney to (gradually) handoff point-of-contact duties for the rest of the VRE and CAIRN sites that the library hosts
- One of our [Matilda "Tildy" MacMillan Good Mentorship students](#) continues work on transcribing the diaries of [Stewart MacIntyre](#)
 - Keltie and Paul have been looking into the best method for making these transcriptions available alongside the digitized images.
- Prep continues on a workflow for ingesting new content into IslandLives and IslandNewspapers (Guardian and UPEISU newspapers for the moment).
- Now that we are back in the office, going to try and pick back up on some physical digitization projects including the scanning of non-map pages from the [Cummins atlas in IslandImagined.ca](#) (these pages contain people and place names that were not included in the original scanning of the maps from the atlas).
- As noted in his report, Keltie met with Simon regarding several possible upcoming digital collections projects. The majority of these are still in the initial planning stages and we'll provide further updates as more details become available.
- IslandArchives suffered a few outages this month - big thanks to Peter and team for their quick response.

Simon Lloyd—Progress has continued with the ongoing items mentioned in my January 2022 report. Items of note include:

- Thanks to James for his continued good work ingesting online UPEI publications and documents into the Library's PEI POD islandora repository: ~120 files have now been added to PEI POD. With James now spending more time in the Library, we'll be adjusting his UASC work to a more "hybrid" model, bringing more work with paper publications and documents back into the mix, but we do plan to continue working with online materials, as well.
 - Some of the materials ingested were annual / serial publications already catalogued in Evergreen, but updates to existing records and creation of a number of new records will be required; I have discussed this with Cataloguing, and will begin sending tickets on this during the coming week.
- With Leo working (mainly) remotely in recent weeks, he and I have set up a project for him to undertake similar work as that described above for UPEI-related content, but instead focusing on PEI-related digital publications, with a particular emphasis on PEI government documents (thanks to Donald for his support of this initiative).
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- In-person traffic in UASC has remained light into February, 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, e-mail, or forwarded from chat) enquiries daily on PEI-related research (including LM Montgomery) and, to a lesser extent, on St. Dunstan's / Prince of Wales College / UPEI. I've also had a couple of more occasions to do some more proactive "Twitter librarianship" in recent weeks, as I see PEI-related research questions arise on social media.
 - It is also been gratifying to note that UASC has supported and assisted -- directly and indirectly -- with a couple of Black History Month initiatives: we recently helped the UPEI Sport Hall of Fame provide information and images for a project by Atlantic University Sports (AUS) profiling Black athletes at universities in the region; research supported by the PEI Collection last year on slavery on Prince Edward Island has also been highlighted on social media by the PEI Museum and Heritage Foundation.
- It would appear the full(er) implementation of the Community History Librarian role is fortuitously-timed, as a couple of enquires have been received in recent weeks about expanding content in several digital collections, including islandvoices and islandlives. I am coordinating carefully with Keltie to ensure that any requests / recommendations for additional content in PEI-related digital collections can be accommodated by the Digitization Lab and the Community History portfolio.

Mackenzie Johnson–Cataloguing–This has been a challenging month for the unit, as ongoing issues with Evergreen have severely hampered the unit's workflows, particularly bulk ingesting. However, with the help of Courtney and Peter, we have reached out to Equinox support -- who helped diagnose what seems to be causing these issues -- and we are currently in the process of reaching out to the wider community of Evergreen users. Personally speaking, I am hoping beyond hope that we manage to resolve this issue soon! However, despite this significant setback, the unit has been able to make some progress on our cataloguing and metadata work, even if it is not quite the amount of progress as we'd like:

- Mackenzie
 - continues professional development efforts, primarily working with SQL and Bash Shell
 - has started handling larger bulk deletions of MARC records (Evergreen permitting)
 - 1383 records deleted this past month
- Judith
 - 299 new ebooks added (purchases and subscriptions)
 - 341 deletions
- Wendy
 - 4 new records added
 - 5 new Special Collections items added
 - 2092 typos fixed
- Service Desk Projects
 - The "Library of Congress Table of Contents Note" project is complete! Thank you, Andrea and Wendy!
 - 70 records updated this past month
 - 200 records updated with publisher descriptions from LoC
 - 30 stacks records updated with Table of Contents
 - 81 reference records updated with Table of Contents

Yolanda Hood–Teaching and Learning/Student Engagement/Service Desk (Yolanda Hood)

Instruction

- Instruction meeting was held in January
- Instruction sessions for FYE are still coming in and probably will through mid-March Student Engagement

- NFB movie collaboration is on hold and the engagement team will meet in early March to determine what happens with it.
- Community Reads Committee has been having weekly meetings to prepare for Desmond Cole visit which is Wednesday, March 2nd at 7pm by Zoom. We met with Cole, himself, on February 11th for prep of the virtual visit.
- Cindy has worked/is working with students to translate the library tours into languages other than English. EAP and International Studies think this would be well received by students
 - Han - Mandarin
 - Aakash - Bengali
 - Megan - French
 - Yvi - Hindi

Service Desk

- Circ Desk Coordinator position applications are being reviewed

Wendy Collett–January Library Council Proposal: Temporary Library Building Closure - due to COVID-19.

- Item was not added to the agenda in advance of the meeting (no time to consider/understand the intent)
We feel we should have more opportunity to review/know the proposals to get feedback from other CUPE 1870 members, so it is not just our personal opinions.

Returning to full hours

- there is some concern: should we jump right back into full open hours, or should we transition more slowly?

Questions regarding Peter's retirement

- Has the position been posted?
- When is Peter's last day?
- Will the new hire be in place prior to Peters retirement?
- How will this affect the functioning of day-to-day operations at RL

Courtney Matthews–Systems: I have a brief update from the Systems unit. We are in a state of transition. In late January I joined the library as the new Systems Librarian. By mid April a long time staff member Peter Lux, Programmer Analyst, will be retiring. I have had the pleasure of working with Peter for over two years and wish him the very best in his retirement. As a unit and a library we will miss Peter's expertise, dedication, and his sense of humour. Congratulations Peter. Other updates from Systems:

[Peter Lux](#), Programme Analyst

- Led the weeks-long recovery effort from the recent outage in the library's server room.
- Continues to draft hand-off documentation and onboarding and orienting the Systems Librarian.

Larry Yeo, Systems Technician

- FOG server image maintenance including the addition of [Jamovi](#).
- Preparing a return to in-class instruction: e.g., reenabling network in the language lab.
- Maintenance of staff and patron hardware, e.g., Mac in the Collaboratory.

[Courtney Matthews](#), Systems Librarian

- Onboarding and orientation by librarians and staff.
- Working closely with [Peter Lux](#) on transition on Systems onboarding and debriefing.
- Received assignment of liaison responsibilities: Applied Climate Change and Adaptation; Applied Human Sciences; Biology; Chemistry; Environmental Studies; Indigenous Knowledge, Education, Research, and Applied Studies
- Meeting library staff.

I would like to extend thanks to all my library colleagues for the warm welcome you've extended to me during my first three weeks with the Robertson Library.