

DRAFT Library Council Minutes - August 31, 2017

1pm - 3pm Library Conference Room

Present: Donald Moses (Chair), Melissa Belvadi, Wendy Collett, Mark Cousins,
Sarah Fisher, Meghan Landry, Rosie Le Faive, Yolanda Hood, Dylan Michaud

Regrets: Simon Lloyd

1. **Appointment of Secretary** - M. Belvadi will be secretary for upcoming academic year
2. **Approval of Agenda** - approved as provided, no changes
3. **Approval of Minutes (May 30, 2017)** - approved as provided, no changes
4. **Standing Items**
 - a. Budget - no updates, still seeking additional one-time funds to cover collections shortfall, possibly buy some books
 - b. Staffing
 - Librarians - welcome to Y. Hood
 - Library Staff - Jerrad Gilbert is moving to ITSS; we will have job description to HR possibly tomorrow to fill; Dale McClure retiring at beginning of October - working on job description
 - Students - 9 new students, 5 continuing, 2 continuing in the Digitization Lab; Matthew Bujold co-op student finished; training of new students mostly done, a few left but on track; students need to know their username/id/pin and we can no longer help with PIN - they have to go to Registrar; we're not even sure if pins still exist
 - c. Travel/PD Plans - M. Belvadi going to CRKN AGM and EBSCO Users Group in October; D. Moses has day trips to Mt Allison and Montreal sometime in September, going to the CRKN AGM in October
 - d. Training/Learning Opportunities
 - D. Moses working on getting training opportunities for staff and students for my.upei.ca
 - R. Le Faive and D. Moses going to special session about my.upei accounts
 - M. Landry taking instructional design course for librarians through ALA, self-paced 6-week;
 - Conference proceedings from ACRL available for free - <http://www.ala.org/acrl/conferences/acrl2017/papers>
 - M. Belvadi will continue to schedule and invite to various ER&L sessions and recommends others schedule whatever screenings you think might be of interest
 - e. Post-Library Council CUPE
 - This is S. Fisher's last and Keltie MacPhail will be the CUPE representative starting in September 2017;
 - Discussion about naming the former current periodicals area with the decision that we'll now call it Upper Floor Reading Room. Will need to update floor plans and communicate this to our staff.
 - MFD with coins is down and need ETA for when it will be fixed.

- Question about the vacant CUPE position and no plans to fill that at the moment.
 - Question about the UL position and no update at the moment.
 - Easy button update requested. R. LeFaive reported that there were hardware issues and will train staff to use the same keyboard shortcut that the button used as a workaround.
 - Updates on M. Landry's and M. Cousin's end dates - M. Landry is currently to last day of January, M. Cousins is Dec 22
 - No feedback yet on compact storage space ideas, but would suggest not to use as classroom space.
- f. Facilities (incl. renovations, Compact Storage, etc.)
- Over 25,000 books have been moved out of Compact Storage, with about 1,000 moving back upstairs and about 24,000 sent to Better World Books. Some have been discarded as they don't fit either category. Corey Collett will continue to provide student assistant support for the Compact Storage project and has done a great job this summer. Other material discarded includes almost 2 ranges of shelves of government documents (almost 4 sides), old reference sets/series, and 50 journal sets. Remaining journals in Compact Storage will be moved upstairs and S. Fisher is working on a plan.
 - Waiting for update from Robert re funds for new study room renovations, looking for endowment funds to see how much we can supplement; M. Belvadi noted conversation with ACLC that rooms to support groups of 3-4 will be most desirable for their program
- g. Student Concerns/Issues
- D. Michaud reports that the GSA is working on graduate student orientation event on Sept 19, 2017 from 12-2 in the Faculty Lounge; Library has already confirmed we will be attending and presenting at the event. D. Michaud that Grad Students are still registering via paper so far, not my.upei;
 - Undergraduate Students - no current rep or other report
- h. Other University Committee Updates
- APCC / Senate New Programs Update. APCC approved calendar dates for 2018/19, new MBA in discussion, not reached APCC yet;
 - ITACT (R. Le Faive) - ITACT is now meeting monthly. The Library now maintaining SIDR and hosting other development VMs for ITSS. R. LeFaive reported that the integration between Evergreen and Colleague is progressing well.
 - Dean's Council - Nothing to report.
 - Senate Library Committee - No meeting has been scheduled. D. Moses will follow up with Robert Gilmour.
- i. Beacon update (incl. New room booking processes) - Dana Sanderson guest speaker
- September 27th will be 2 years into Project Beacon (PB). The project is intended to be 3-5 years in duration with deliverables; Ellucian is the company, Colleague is the name of the software product and it has modules; Finance module other than payroll is up and running; HR is in the middle of converting from old UIS, student information from recruiting

to registrar to grades is up and running - all grades must go into Moodle so all classes must use it for at least grades; room booking except library study rooms will be in the 25Live product which integrates with Colleague for all "bookable" rooms. The service is available now, but is in testing. Next semester the project will be focused on stabilizing registrar/student information system and reporting; HR and payroll are delayed and are running concurrently with existing (UIS) systems. Students don't get username/password until they've paid and when they're accepted they get a username, id# and pin, but not password (eg panthernet, gmail, moodle) until payment. Students can plan their courses with username/pin but are not actually registered and "in" those courses until they have registered which requires you to have made a payment. Will collaborate with ITSS to ensure specific Library staff have permissions to look up PINs. Printers are moving from Novell to Active Directory by Sept 28 across whole campus and PaperCut and paying for printing will resume following the changeover. ESET is the new antivirus solution and will be replacing Kaspersky will be within next 30-60 days. The revision of Acceptable Use Policy should be finished by December. ITSS is working on a proposal for a major revision of the entire campus network infrastructure, wireless and wired, server rooms, closets, etc. with the goal of working beginning by May 2018.

- j. Service Desk update - meeting sept 11, Y. Hood will take over chairing these meetings.

5. Business Arising

- a. Lobby Display(s) in Fall - Brian Wagner's fluorescence display sometime in fall; S. Lloyd plans to have a home coming themed display in the lobby.
- b. Printer/Copier/Scanner update (incl. Zeta) - We are still looking at purchasing another book scanner (Click Mini).
- c. Health & Safety (D. Moses) - Pauline MacPherson and S. Lloyd are revising the emergency plan and wardens for the building. Also reminded Council about incident reports. We will need to re-visit WHMIS training.
- d. Telescope Update (R. Le Faive) - The telescope is now available for checkout with events planned for mid-Sept. It has a 1 week checkout period, can place hold, but no renewals are allowed.
- e. Self-Checkout Unit - R. LeFaive/D. Moses decided to salvage the hardware from the prototype, but not the wooden case.
- f. Student research project - power outlets.
 - <https://drive.google.com/open?id=0B9XaOKp03SzmNjITM04xbkVSRnc>

6. New Business

- a. 3D Printing (Y. Hood) - Planned service launch on Oct 2. Y. Hood is pulling together a working group and they will create policy and procedures and solicit feedback before go-live.
- b. New Library website (R. Le Faive, M. Belvadi) - There are still a few minor issues including responsiveness and https conversion, but those are getting resolved.
- c. Library Hours

- i. https://docs.google.com/document/d/1H6oczGjmC7l422aGZsagkezMMYoEY_Eh94HwQ3KufTg/edit
- ii. reviewed, send further comments to D. Moses

7. **Article for discussion: [discussion was postponed to next meeting]**

- a. *Leading from the Library Loo: An Illustrated, Documented Guide to New York City Academic Library Bathrooms*
<http://www.ala.org/acrl/sites/ala.org.acrl/files/content/conferences/confsandpreconf/2017/LeadingfromtheLibraryLoo.pdf>

8. **Roundtable**

- a. M. Belvadi - end of CUFTS tonight
- b. M. Landry - Saleh finishing PEI Postcards project tomorrow, he continues as digital student