

**Library Council Meeting**  
**MCCAIN Bldg. ROOM 1130**  
**June 10, 2014**  
**9:30 – 11:00**



## **DRAFT MINUTES**

**Present:** Linda Aiken, Ann Barrett, Creighton Barrett, Linda Bedwell, Donna Bourne-Tyson, Geoff Brown, Ian Colford, Marc Comeau, Sarah Jane Dooley, Sandy Dwyer, Patrick Ellis, Jason MacDonald, Heather MacFadyen, Elaine MacInnis, Marlo MacKay, Oriel MacLennan, Gwendolyn MacNairn, Anne Matthewman, Lindsay McNiff (Chair), Gwyn Pace, Michael Moosberger, Michelle Paon, Dominic Silvio, Janice Slauenwhite, Karen Smith, Sarah Stevenson

**Regrets:** Jennifer Adams, Allison Fulford, Melissa Helwig, Mark Lewis, Joyline Makani, David Michels, Robin Parker, Phyllis Ross, Margaret Vail

**Absent:** James Boxall, Shelley McKibbon

1. The agenda was adopted.
2. The Minutes of the April 8, 2014 meeting were approved with the correction of the word “indicated” in Item no. 8 Community Update for Anne Matthewman.
3. The Minutes of the May 13, 2014 meeting were approved as written.
4. Business Arising
  - 4.1 Special Meeting re: Library Council Committees – Lindsay McNiff reported that a Special Meeting had been held on May 14<sup>th</sup>. The discussion was well attended, wide ranging and productive but another meeting needs to be held before there will be any recommendations for Council’s consideration.  
Donna Bourne-Tyson clarified that although LC committees would be providing reports to Library Council the committees were not expected to be reporting in an administrative sense to Council. She asked that members please review the terms of reference previously distributed for both the Faculty of Medicine and the Faculty of Agriculture as potential models for Library Council and its committee structure.
  - 4.2 Dalhousie Libraries Research Advisory Committee Terms of Reference – Dominic Silvio

Dominic had not yet arrived but rather than hold the Committee up any longer the members agreed to approve the Terms as edited to date. (Donna Bourne-Tyson/Creighton Barrett)

#### 4.3 Discovery Layer Team Terms of Reference – Allison Fulford

In Allison's absence Lindsay McNiff indicated that the only change to be considered was making the AUL an ex-officio of the Committee. Motion to approve was passed (Gwendolyn MacNairn/Ann Barrett)

#### 4.4 Revised Gift Policy – Patrick Ellis

The following points were made in response to questions.

- The document will replace the Gift Policy currently on the website. [http://libraries.dal.ca/collection/gift\\_policy.html](http://libraries.dal.ca/collection/gift_policy.html)
- Queries to Library Administration by potential donors will continue to be referred to Elizabeth Boyd.
- Donations brought in to the libraries will continue to be accepted with thanks but these "walk-in" donors will be advised that the new gift policy will be relevant in the future. A gift policy brochure will likely be developed for this purpose.
- Faculty are often now being "paid" for their reviewing services by publishers with the choice of published books rather than money. Some faculty ask for assistance from subject specialists in selecting these books for the libraries. These items do not fall under the gift policy.
- Patrick will discuss the issue of appraisals of potential special collection items with Karen Smith.
- The copyright statement in the gift policy in relation to electronic material was intended to ensure that donors who had access to electronic material ie. databases had the right to give that access to the library.

A motion to approve the policy was passed. (Jason MacDonald/Heather MacFadyen)

#### 4.5 DLI update – Gwendolyn MacNairn

The primary DLI contact for the Libraries is now Gwendolyn MacNairn. Sai Choi Chua is Gwendolyn's backup and can provide the DLI data for users. Choi also helps users with spreadsheets and statistics analysis once they have the data and is also the contact for Equinox, a Stats Can service which is expected to be discontinued in December. Ongoing discussions will be held between Gwendolyn, Choi and Peter Webster from Saint Mary's University Library as to how this data will be made available to users. Gwendolyn noted that she has handled an average of one request per week for DLI data but several hours of work are required for each request.

Gwendolyn expects that it will take approximately a year for her to feel comfortable fielding the wide range of DLI data queries. Gwendolyn recently attended her first DLI national conference. Access to DLI data is limited to one or two staff at each institution/university because of license restrictions. Gwendolyn noted that DLI Statistics Canada requests should be brought to her but she is not available to handle all other data requests. Gwendolyn reminded members that there is a new data portal being developed by the federal government for all government data ([data.gc.ca](http://data.gc.ca)) Stats Canada has deposited many of their older data files with the Internet Archive because they do not have the resources to upgrade them to the new standards being used with the portal.

Gwendolyn indicated that there is a need for more people with data expertise in the system and recommends that a person at each Dalhousie library be designated the point person for data questions.

#### 5. LibQual Presentation – Linda Bedwell

Linda highlighted some of the LibQual Trends analysis data and how the Dalhousie Libraries compared with the rest of CARL in these areas. She noted that there have been increases in faculty and student expectations in many areas and that the libraries are not meeting those expectations ie. print library material, e-resources, access tools, journal collections, the library website and library as place. Members are encouraged to look at the LibQual data at `Share\Library\Share\Assessment\LibQual` and send any questions to Linda.

Linda also presented Canadian University Survey Consortium (CUSC) statistics for Dalhousie which she received from Dalhousie's Office of Institutional Analysis and Research. Student satisfaction with library services and ranking of library services were in line with the rest of Canada and were relatively high. The statistics include many aspects of the campus and do not focus just on the library but students did rank the libraries as the 3<sup>rd</sup> top priority for improvement by the university.

#### 6. Budget Update – Donna Bourne-Tyson

Donna reported that the final budget numbers have still not been received from the Finance office. There is still a 1.2% cut to the operations budget and even with the 2% increase to the collections budget it is anticipated that there will still need to be a \$500,000 cut to the collections budget to meet the increased costs of subscriptions. The Wiley package may be targeted but that will still leave \$100,000 to be cut elsewhere. Dominic Silvio suggested the use of the term "realignment of resources" rather than "cuts". Members agreed that the term could prove useful however concern was expressed that the library message has to be straightforward and not appear to be obfuscating.

7. Staffing Announcements – Donna Bourne-Tyson

Congratulations were given to Michael Moosberger on his new appointment as AUL Research Services.

Recommendations for the successful candidates for the Collections and Information Literacy positions have made by the appointment committees but the names of the successful candidates cannot yet be announced as the confirmation processes have not yet been completed. Next year there will be a replacement for Gwyn Pace's position. Input will be sought as to what is needed for that replacement.

8. Satellite Learning Commons Projects – Donna Bourne-Tyson

The library portion of the CHEB Building will be more than a satellite learning commons and plans are for it to open in January 2016. The Learning Commons previously slated to be built in the Life Sciences building is now going to be built along the link between the Chemistry & Chase buildings and the Life Sciences Centre. It is scheduled to open in 2015.

9. Community Update

Michelle Paon reported that another meeting of the Learning Commons tenants and service providers is being planned for late August.

Ann Barrett reminded Council that both Robin Parker and Melissa Helwig were both currently acting as research trainers at the evidence based workshop sponsored by McMaster University for physicians from around the world. Robin and Melissa were two of only eleven librarians from across the country participating in this prestigious workshop. It was noted that their involvement supports the Libraries strategic priorities and enhances the reputation of the institution.

Ann also noted that there have been several respondents to her call for participants interested in a session on research services and searching. The meeting will probably be held in the last week of June.

Jason MacDonald announced that he and Michelle Paon have been invited to repeat this September the copyright and library services sessions which they provided last year during the new faculty orientation.

Donna Bourne-Tyson wished to congratulate all staff, including LC members Janice Slauenwhite and Sarah Jane Dooley, who successfully completed the challenging Supervisor Certificate Program offered by Human Resources.

Donna attended the CARL "One Copy" and is pleased to report that LAC is now fully participating in the library community once again and is resurrecting their role as a leader in preserving Canadian content (written by or about Canadians and published in

Canada or abroad). LAC is expected to introduce their new Worldcat search interface within the next year. CARL is focusing on federal government documents and preserving last copies of that material. Novanet is recognized as a leader in the recording and sharing of collections information.

Donna noted that a retirement party for 4 retirees this year is being planned for June 25<sup>th</sup> in the Art Centre Sculpture Court. An all staff meeting is scheduled for Friday June 13<sup>th</sup> and council members are encouraged to attend.

Lindsay McNiff reported that the College of Continuing Education is running a new initiative this year called DALvantage - the program is geared at graduating grade 12 students to help them make the transition to university. Lindsay will be teaching a session on research techniques to this group. Lindsay has also agreed to a two year commitment as Copy Editor for Partnership: The Canadian Journal of Library and Information Practice and Research.

Linda Bedwell will be attending the Assessment in Action (AIA) components of the ALA Conference in Las Vegas later this month and has been sponsored by CARL to attend the ARL Library Assessment Conference in Seattle in August. Linda has been asked to continue as CARL LIBQUAL Co-ordinator this coming year. Donna applauded Linda's efforts with LibQual and supports her continued involvement. The role provides an opportunity for Dalhousie to contribute to CARL and provides Linda with experience which benefits the assessment program and projects at Dalhousie. Linda will be seeking support from her colleagues before making the commitment. Concerns were raised by members regarding available time for assessment at Dalhousie, collections, information literacy, and reference services.

Elaine MacInnis may plan a retreat to discuss and possibly realign collections & reference services provided by Killam librarians.

#### 10. Library Council Elections - Chair & Secretary

The Chair reminded Committee chairs that annual reports need to be prepared and distributed to members prior to the meeting in September.

Dominic Silvio offered to be Chair if the meetings could start at 10 am rather than 9:30. Gwendolyn MacNairn seconded. All were in agreement.

Sarah Stevenson offered to be Secretary. Donna suggested that perhaps Carol Richardson could be asked to be recording secretary and Sarah be the official secretary. Gwendolyn MacNairn seconded. All were in agreement.

#### 11. Other Business – none.

#### 12. Next Meeting – September 9, 2014 9:30-11am Killam Library Rm. 2616