Library Council Meeting Minutes

March 12, 2013, Room 1130, McCain Building, 9:30 – 11:00

Present: Jennifer Adams, Linda Aiken, Creighton Barrett , James Boxall, Geoff Brown , Linda Bedwell, Donna Bourne-Tyson, Ian Colford, Marc Comeau, Sarah Jane Dooley, Patrick Ellis, Allison Fulford, Mark Lewis, Jason MacDonald, Heather MacFadyen, Elaine MacInnis, Marlo MacKay, Oriel MacLennan , Joyline Makani, Anne Matthewman, Shelley McKibbon, Lindsay McNiff, David Michels, Michael Moosberger, Gwyn Pace, Michelle Paon, Robin Parker, Helen Powell, Phyllis Ross, Dominic Silvio, Janice Slauenwhite, Karen Smith, Margaret Vail

Regrets: Sandy Dwyer, Melissa Helwig, Gwendolyn MacNairn

Absent: Sarah Stevenson

Note: The snowball mic has been moved to the centre of the room, and Council members are now requested to stand while speaking.

1. The Agenda was adopted with a slight change to item 7.

2. The Minutes of February 12, 2013 were approved without change.

3. Business arising
    3.1 David suggested a future revision of the Library Council ToR to allow for electronic voting, and asked for formal endorsement of the Dalhousie Libraries' statement of support for Dale Askey and McMaster University. **Motion for Council to endorse Dalhousie's statement of support for Dale Askey and McMaster University**. Moved by Creighton; seconded by Heather. **Motion carried.**
    3.2 Changes to the Communications Committee ToR and Scholarly Resources Management Group ToR have been made as Council instructed and will be circulated as changed.
    3.3 Donna received a request to have a DLI representative and a backup DLI representative. The backup would be required to assist Phyllis with some work involving access, teaching, and reference. Training will be provided at Saint Mary's. Anyone interested in this opportunity should contact Phyllis.

4. Linda updated Council on the preliminary results of LibQUAL+.
- The volume of responses (3608, up from 871 in 2010) has enabled analysis by many more user groups
- Linda reported that the UX&A committee was late receiving the raw data and has not yet received the Results Notebook from ARL, which somewhat impedes data analysis

- Sandy and Lindsay are working on the qualitative analysis of close to 1500 comments
- Robin and Joan have been working with Linda on the quantitative analysis beginning with the Library as Place dimension; some preliminary results include the following key points:
    o MacRae and Kellogg are within the zones of tolerance; Law, Killam, and Sexton fall below minimum expectations. Expectations for quiet study at all libraries exceed expectations for group study, and quiet study is a category in which we are not performing well
- Linda will be meeting with SMT later this month to determine what data is most in need of analysis

5. Gwyn and Jason are working on a copyright education plan for faculty; they have met with Marlo and will soon be meeting with faculty groups to distribute information about Fair Dealing guidelines. They have already initiated discussion with the Print Shop and campus bookstores about coursepacks and the need to adhere to the guidelines.
    - They are looking at creating guidelines for e-reserves in order to speed up the process of putting material on reserve and reduce the need for Jason to double-check all material
    - Jason, Gwyn, and Donna have had initial discussions about revamping the Copyright Office website. Currently, two concurrent websites are providing copyright information – the Copyright Office site and the Copyright LibGuide. Jason and Gwyn asked for feedback from Council on any reservations about or arguments against eliminating the LibGuide and consolidating all information in CQ5
        o Council members agreed on the need to consolidate the information in a single location, with some disagreement over which of the two platforms should present the information
        o LibGuides are more flexible and may be preferable to students who are already accustomed to the interface. Gwyn noted that Jason would be diligent in updating the website, and that their goal is to create a user-friendly interface with tabs applicable to different user groups
        o Robin mentioned that copyright may be perceived as a strictly library-related issue if appearing on the LibGuides platform; Gwyn agreed and stressed that copyright issues and liabilities are university-wide concerns
        o Members were asked to forward any other comments or questions to Jason or Gwyn

    6. Sarah Jane gave an overview of some highlights on the ToR for the SIM/Libraries Collaboration Group.
- The group has decided to broaden their scope beyond SIM internships and practicums in order to consider internship projects by students in other faculties at Dalhousie
- The group will meet to collect a list of all possible practicum projects to present to SIM in the Fall
- There is no expectation for the committee to design the practicum projects; their role is to consolidate ideas and coordinate calls for practicum supervisors
- Projects from international students may be considered as well; in these cases the group would act as a primary access point for the student in locating the proper supervisor. All ensuing paperwork would fall under the purview of the supervisor and participant
- **Motion to accept the Terms of Reference for the Libraries Internship/Practicum Coordinating Committee (LIPCC).** Moved by Sarah Jane; seconded by Robin. **Motion carried.**

7. Joyline and Phyllis presented their Research Data Management Services Report & draft three-year plan, created after a four-day workshop in Toronto.

- After performing an environmental scan, Joyline and Phyllis concluded that research data management services need to take place at a national level, and that collaboration with others to develop an infrastructure in Canada is essential
- In terms of research data management, Dalhousie is at about the same level as most Canadian and American universities, which presents us with an opportunity to leap forward
- Current data services at Dal include: Collection services (data librarian, specialists in each library), User Services (finding, instruction, GIS activities), Access Services (not linked to OPAC), Preservations Services (DalSpace)
- The draft three-year plan involves the creation of a Data Services Working Group consisting of five members from within and outside the library. The plan also includes a template on how to connect with outside partners. At the recommendation of Patrick, a representative from Medicine will be added to the list of proposed partners.

8. Donna presented an overview and timeline of new SMT structure, which will create four openings – two Heads/AULs appointed internally, and two permanent Librarian I-II positions (national search).

- Early discussion favoured the Hybrid model, but feedback over the ensuing weeks indicated a shift toward the Distributed model because it seemed simpler and promoted leadership and championing opportunities for all librarians at Dalhousie
- The new proposal now distributes AUL roles amongst the 5 Heads; these will be tweaked in June/July to allow areas of expertise/interest of Heads to be represented
- Role is administrative; to support/champion, enforce deadlines and accountability (expertise in AUL areas is not necessarily preferred)
- The new Distributed model is the proposed structure for foreseeable future, but will be reviewed at the end of the year unless the need for earlier review arises. Regular feedback will be sought and administrative support will be provided to Heads
- While Heads already have AUL appointments, the new structure will provide a more formal acknowledgement of their AUL status and new opportunities for heads to lead system-wide
- More management opportunities will emerge for paraprofessionals as they take on some of the work of their librarian colleagues
- While the AUL/Head positions are internal 5 year appointments with option to renew, SMT is considering asking Heads not to stand beyond two terms
- Call for nominations will be posted in March; interviews will take place in April. Heads of Sexton and Killam must be filled before filling the Librarian I positions so the job descriptions will be tailored to the vacancies left by the successful candidates. One committee will handle both searches

9. Donna asked Council to express any comments, concerns, or feedback about the Connex recommendations or the All-Staff meeting. Some members claimed they found the session useful, practical, and focused.

- Donna expressed thanks to Connex and the Strategic Alignment team for their hard work in organizing the day
- Gwyn announced that the Connex team has started to work on process mapping for the Technical Services area. They will be interviewing everyone involved, and may require help/feedback later
- David asked Connex to be incorporated into April 9 agenda; however, Connex is working toward a deadline of April 15 and will not be ready to report. Connex will report to Council after their deadline, and Alice Stover (Connex Chair) will be invited to that meeting

10. University Librarian's Moment – waived

11. Community Update

- Lindsay announced that the Camtasia Alternative Working Group will be presenting a poster on screencasting software at APLA.

- Oriel reported that the job ad for the Digital Archivist position should be posted by end of the day.

- Dominic spoke about the Library Research Advisory Committee. A student will be enlisted to describe Dal libraries' research activities over the years. The committee is also discussing Research Cycles; similar to the Learning Commons Meet & Share, Research Cycles provide a forum for ideas and discussions on how to move forward and gather advice for grant-writing.

- Marlo announced that on March 26th at 7:30pm, the Canadian Literary Collections Project will be hosting Zachariah Wells and Rachel Lebowitz in the Special Collections Room.

- Lindsay reported that the Information Literacy Committee will be hosting a one-hour session on new techniques in information literacy instruction on May 31st at 1pm. Anne Matthewman will be instructing, and further details and a save-the-date notification will be circulated in the near future.

- Patrick announced that Gail Fraser has been listed to be the new treasurer for APLA; this is a three-year appointment.

- Linda has received confirmation from ARL to conduct a workshop on LibQUAL+ data, trends, analysis, and how this impacts realignment of budgets at The Evidence Based Library and Information Practice Conference in Saskatoon.

- Michelle announced that Killam has hired three new SIM interns who will be joining the Research and Reference Services Department in May: Nicole Bloudoff, Keriann Dowling, and Samantha Fritz

- Joyline is on a program committee for CASE, and has been invited to be a reviewer.

- Linda reported that she, Dominic, and Lindsay have submitted a proposal for a major assessment program. The goal of the program is to provide one-on-one research assistance for FASS students who have applied for readmission; the long-term goal is to measure the libraries' impact on retention.

- Shelley reported that Kellogg has also hired two SIM interns: Maggie Neilson and Marc Harper.

- Ian has been asked to join the board of directors for the Atlantic Book Award.

- Elaine announced that on March 21st from 7 – 9pm MacRae will be hosting an opening reception for their first ever art exhibit. They have just concluded the submission process and are now selecting exhibit pieces. The exhibit will run until March 27.th

- Janice has lost track of who in each library uses Vimeo. Our Vimeo Plus subscription has expired and currently we are using a basic Vimeo account. Please let Janice know if we should be upgrading to Vimeo Plus.

Meeting adjourned at 11am.

Date of next meeting: April 9, 2013