

Minutes

Library Council Meeting

Killam Library Room 2902

16 March 2017

10:00 am-11:26am

Present: Mark Lewis (Chair), Karen Smith (Secretary), Carol Richardson (Recording Secretary), Alice Stover, Ann Barrett, Creighton Barrett, Dominic Silvio, Donna Bourne-Tyson, Erin MacPherson, Gail Fraser, Geoff Brown, Gwen MacNairn, Hannah Steeves, Heather MacFadyen, Janice Slauenwhite, Jennifer Adams, Joyline Makani, Lachlan MacLeod, Linda Aiken, Margaret Vail, Michael Moosberger, Michelle Paon, Mick Bottom, Robin Parker, Sandra Dwyer, Sarah Stevenson, Shelley McKibbon

Regrets: Allison Fulford, Anne Matthewman, Brian Lesser, David Michels, Elaine MacInnis, Ian Colford, Jackie Phinney, James Boxall, Julie Marcoux, Karen Chandler, Linda Bedwell, Lindsay McNiff, Lucy Kiester, Marc Comeau, Marlo MacKay, Melissa Helwig, Oriel MacLennan, Roger Gillis, Sai Chua, Sarah Jane Dooley

1. Adoption of Agenda

The Agenda was adopted with the following change: Item 2. Approval of the Minutes of ~~January 17, 2017~~ January 19, 2017.

2. Approval of the Minutes of January 19, 2017

The Minutes of the January 19, 2017 meeting were approved with the following changes:

4. Presentation on Digital Archives Collection Assessment – Creighton Barrett
Last paragraph “Is there any format for ~~peer~~ peer reviewed”.

8. Roundtable updates:

Sandy Dwyer

- The new Diversity and Inclusion Committee met for the first time last week. Our first initiative will be discipline related book displays in each Library for ~~Black History~~ African Heritage month which is in February. The committee has sought input on books to be displayed from the Black Faculty and Staff Caucus.

Dominic Silvio

- Was on Sabbatical from July – December 2016. ~~Will give a report next month~~ He is easing into a regular routine.

3. Business Arising from the Minutes

Senior Leadership Team Reports

One of the items discussed at the Training and Development Working Group was the fact that the Senior Leadership Team Reports are not getting attached to the Library Council minutes anymore

and having access to these reports would be very informative for all library staff. The Library Council Agendas and Minutes are currently added to DalSpace and then to the Library Council webpage which allows all staff and the public to see them but since September 2016, the Senior Leadership Reports have not been added to Library Council minutes. It was suggested to put the reports in a folder where all staff could have access to them eg. BrightSpace. It was noted, DalSpace or the repository is not a great spot for the minutes and other documents to be stored. It may be best just to continue putting them on the Library Council webpage. It was mentioned that Librarians across the country will be disappointed if we remove our documents from the web because the Dalhousie Libraries are held up as a model (other institutions will lose that development opportunity). After some discussion, it was decided to continue using DalSpace and Library Council webpage for now. This item will be tabled to a future meeting so Mark can discuss better options with Creighton and Michael.

Motion: To have the Senior Leadership Team Reports appended to the Library Council minutes.
H.MacFadyen/M.Vail
Carried

Library Council response to the Senate Review

The document was circulated in draft form to Library Council on February 7, 2017. Some edits were suggested. One recommendation, in particular, was suggested for edit:

Recommendation 11.1: Library council notes that a master plan for space that is controlled locally on 4 separate campuses might be difficult to create and, more to the point, implement as the development of spaces is often interdependent with various local units. Space reviews have been requested at locations but these reviews are not completed at a pace determined by the library. There is also a problem of central funding, a master plan would suggest there is stable funding available on a year to year basis for physical renovations when, in reality, such capital funding is not an annual line item. Given this a master plan would, in effect, be little more than a wish list.

There was concern and it was suggested that critical issues are not being addressed in this recommendation such as humidity and flooding within the collections. And that putting a note in this recommendation to address a need to endorse the state of collections, storage, and also an acknowledgment from Library Council that these issues are recognized.

Motion: To add "However, Library Council recognizes the need for ongoing maintenance to support the facilities and to address concerns regarding flooding and humidity".

C.Barrett/K.Smith
Carried

Mark will revise the Libraries Draft Response to the Senate Review and send it via the Library Council listserv before the document is brought back to Library Council for approval.

4. Library Council Brightspace site

It was suggested that documents for sharing with Library Council be put on a shared space so a BrightSpace site was created to be used as a functional space only. Documents would still be emailed as well. Library Council members who do not have access will be given access. It was noted, when SharePoint is built out, BrightSpace will not be managed. Because of the questions and concerns expressed, this item will be revisited at a future date.

5. Amendment to Terms of Reference

These recommendations were discussed and voting will be tabled to a future Library Council meeting. These recommendations have not been approved by Senate yet.

2.1 "and vote on" was felt not to be necessary by Legal Counsel because it was redundant and misleading.

Motion: To remove "and vote on" from recommendation 2.1

C.Barrett/G.MacNairn

Carried

2.1.2 This body has a role but not a decision making body. It was suggested to take "identify" back out for grammatical reasons.

No further action because the word "identify" has already been removed.

3. Move membership from number 3 to number 2 (just flip the order).

Motion: To move membership from recommendation number 3 to recommendation number 2.

G.MacNairn/H.MacFadyen

3.1 - The Library Council shall include as voting members all those holding appointments...

This recommendation will be tabled to a future Library Council meeting. Some suggestions to amend this recommendation were:

- Do not list specific positions in case there is a change in title.
- In order to have quorum, "not to exceed 50% of the voting members of the committee".
- The 12 members referred to as Managers and Administrators are voting members and should be capped at 12.
- We would want the majority of voting members to be faculty librarians.

4.2 - Voting on extraordinary time sensitive issues may be done electronically via the Dalhousie ITS Opinion survey software. The responses will be anonymous.

Motion: to add "provided a substantial discussion has occurred already taken place".

J.Makani/S.McKibbon

Carried

4.9 - Any member of Library Council including ex-officio members may propose an agenda item. Any member of Library Council including ex-officio members may make a motion. It was suggested to add provided it is done 4 days in advance but the recommendation will be left as is for now.

6. LC Committee discussion

a. See ToR 2.1.6, 2.4.

At this point there is nothing in the Library Council Terms of Reference to address any committees or working groups that are no longer functional. It was suggested to add something in the Library Council Terms of Reference rather than leave it up to the individual committees and working groups.

7. Senate Report (Robin Parker)

- Search is ongoing for a new VP Research to replace Martha Crago who is taking a position at McGill University.
- Averaging one meeting a month through the winter term.
- Still a hold on approving a template for the academic syllabus. Discussions still ongoing regarding academic freedoms versus the merits and the libraries role. It is assumed that the libraries will be housing the repository for the syllabus if approved.
- Having a presentation every Senate meeting about steps to make diversity and inclusion a reality. One thing that stood out recently is the Truro campus and their initiatives and making the environment feel more inclusive.

8. Senior Management Reports

These reports were circulated ahead of the meeting. No questions were asked.

9. Roundtable

Dominic Silvio

- Accepted a donation of Sociology and Anthropology material from a professor at Acadia University who passed away. Most of the material donated is acceptable for our collection.
- In the initial stages of talks with a professor of African Nova Scotia decent wanting to donate his library collection to the Dalhousie Libraries. He currently resides in the United States and Dominic is in discussions on how to get the materials here.
- Submitted two proposals for conferences.
- Finishing his paper from his Sabbatical.

Hannah Steeves

- Met with Michael Moosberger to talk about the records management policies and working on drafting that into the Board of Governors template for the Terms of Reference.
- Working on a presentation for an upcoming Canadian Association of Law Libraries Conference.

Mick Bottom

- Novell decommissioning is taking place and staff are working hard to get it finished before the deadline.

Robin Parker

- Working on a project that will be presented at the Medical Library Association Conference in Seattle in May.
- Working on a LibGuide for LBTGQ Health Information in partnership with the Health Authority and the Public Libraries.
- Busy with hiring for Jackie Phinney's maternity leave as well as hiring interns for the summer.

Gwen MacNairn

- The GIS & Data Services team are working on our next newsletter. It is called LAYERS and will be distributed at the end of April. Copies of our first issue can be found in DalSpace.
- Statistics Canada has promised researchers that the results of the 2016 Census will be available as soon as possible. Several files have already been released, most recently the Population and Dwelling Counts.
- As an Esri Canada Centre of Excellence, we will be awarding both a GIS Scholarship and a GIS Award. The deadline for students to apply is Friday, March 17.
- Jen is testing new versions of the ArcGIS software before recommending which one to put onto the image for the 2017/2018 academic year. We anticipate that all workstations in our computer labs and learning commons will be running the same version.

Heather MacFadyen

- Spending time with GreenGlass, a collections analysis tool. Currently using it to produce reports around duplicate holdings for the Dalhousie Libraries. Heather is willing to show any staff how the tool works and help with any analysis if anyone is interested in pairing your collection within Novanet or within Canada.
- Will be leading the Novanet discussion around GreenGlass in the coming months.

Sarah Stevenson

- Finding GreenGlass really useful.

Donna Bourne-Tyson

- GreenGlass is funded by the money Novanet received from the Government under the Strategic Initiatives Fund to look at an offsite repository. GreenGlass is to help us rationalize our collections and try to eliminate some duplicates to make our collections more manageable without an offsite repository.

Ann Barrett

- Caroline Korbel and Alicia Whidden have been hired as the new summer interns at the Kellogg Library.
- Submitted a Young Canada Work's grant application.

Creighton Barrett

- Digital Forensics Lab is now operational on the 5th floor. This is very powerful computer equipment. Forensic software has been purchased to create forensic images of hardware, CDs, external hard drives to process that data to select files for archival preservation. The case currently being worked on is Bill Freedman's digital archives which was acquired last year. Will be talking to members of the Computer Science Faculty about it and Michael and Creighton will give a talk about it at the

Council of Nova Scotia Archives Conference in May. This item should be on the agenda for Library and Archives Canada (LAC) Information Management Day in September.

Michael Moosberger

- We are one of very few institutions that are at this point with digital forensics. Library and Archives Canada are very interested to see what stage we are in this project.

Margaret Vail

- Margaret's Co-op student, Ningyuan Pei, built a new employee and staff directory for the libraries webpage. This page will be going live within the next week.

Shelley McKibbin

- Was the Search Committee Chair for the Dalhousie Medical New Brunswick search for Jackie Phinney's maternity leave. The other members of the committee were: Robin Parker, Joyline Makani, Lucy Kiester, Jennifer Hall and Sandy Dwyer (exofficio). The interviews are complete and paperwork is in process.

Mark Lewis

- Anne Matthewman has been out of country for last couple of weeks.
- Professor Emerita Dianne Pothier from the Law School passed away after Christmas. There are several parties competing to receive some of her materials she left behind.
- Secured a research assistant through the Law School for a couple of months this summer to work on a project about content analysis of publications of the faculty members in conjunction with faculty members and grad students from computer science.

Probably will have a subscription to ORCID ID within the next two months. This is a national subscription through CRKN and CARL. It was noted, we want to make sure any of our in house tools has an ORCID ID field in it so we can link our datasets and publications (It's an international recognized unique author number.).

Erin MacPherson

- Linda Cormier, a staff member at MacRae had her contract extended until June 2017.
- Future renovations to the top floor is on everyone's mind. Currently going through a lot of donations that were received.

10. Any other business

Library Council meetings from April-July will be held on Thursdays due to room availability.