

Library Council Meeting
Minutes
October 27, 2022
1000- 1159hrs
Microsoft Teams

Present: Michael Vandenburg (Chair), Leah Unicomb (Secretary), Carol Richardson (Recording Secretary), Allison Fulford, Amanda Sparks, Anne Matthewman, Courtney Bayne, Creighton Barrett, David Michels, Elaine MacInnis, Geoff Brown, Gwen MacNairn, Jackie Phinney, Jaclyn Chambers Page, Jan Pelley, Janice Slauenwhite, Jason Flynn, Joe Wickens, Joyline Makani, Julie Marcoux, Karen Smith, Kirsten Huhn, Linda Bedwell, Linda Clark, Lindsay McNiff, Louise Gillis, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Helwig, Melissa Rothfus, Michelle Paon, Robin Parker, Roger Gillis, Sai Chua, Samantha Adema, Sandy Dwyer, Sarah Stevenson, Scott MacPherson, Shelley McKibbon

Regrets: Carlina Gillis, Dominic Silvio, Erin MacPherson, Gina Coates, Hannah Steeves, James Boxall, Mick Bottom, Sarah Jane Dooley, Tracy Lenfesty

1. Territorial Acknowledgement

The Territorial Acknowledgement was read by Amanda Sparks.

2. Approval of Agenda

Motion: To approve the Agenda as circulated.

J. Chambers Page / J. Makani

3. Introductions

New Library Council Members - There are no new Library Council members to introduce today. There will be two new members joining Library Council in November.

Recognition of Guests - No guests in attendance today.

4. Committee Chair – confirmation

Jaclyn Chambers Page is the new Chair of Library Council and will start in the new role at the November 24th meeting. Thank you Jaclyn for taking on this new role.

5. Approval of Minutes from meeting September 22, 2022

Motion: To approve the Minutes from the September 22, 2022 meeting as circulated

J. Marcoux / L. Unicomb

Carried

Business Arising

The discussion about the terms for the Library Council Chair and Secretary outlined in the Terms of Reference will be deferred until the November Library Council meeting.

6. Senior Leadership Team Reports to Library Council

Updates and questions for the Senior Leadership Team

Anne Matthewman

There is a correction to the AD_DUNN Report under the Learning and Teaching Team.

Library tutorials are being developed for the new FASS first year mandated course – ~~Earth~~ Arts and Social Sciences.

Marc Comeau

- *The Indigenous Advisory Council are concerned about Indigenous students having connectivity issues with the Multi-Factor Authentication (MFA) if they do not have a smart phone. Is there any other solutions to help students that encounter this issue, maybe a key fob or wispy keys?*

The fob keys are not available for students however there is a desktop application that you can install on your computer and will function. This is still being tested but it is looking good as a solution for students.

- *Has there been any communication around MFA for project accounts?*
This does need to be addressed. The issue with project accounts is they are used in a lot of different ways around the university so it's not an easy thing to resolve. Each account will have to be looked at individually. Step one is to get individual accounts done first because they should only be used by one individual.
- *One of the options instead of having confirmed through a cell phone number, it can be confirmed through another email. Has this ever been considered or is that considered risky and not an option.*
ITS has flagged that option as risky and are not considering it and the same for sending a message to a cell phone. Cell phone attacks are getting more and more sophisticated so ITS has determined that the App is the safest way to go.
- *There is concern about how the MFA was rolled out. It was recommended to be mandatory pretty fast and the end user support was not there. Now there are drop-in help sessions available. This would have been helpful to have these sessions earlier. A more proactive instructional role would have been helpful to staff.*
Marc will take the concerns and feedback to ITS.
- *If we are set up for the text to phone, are we considered to actually be set up for MFA. The instructions for the App are incorrect for an iPhone.*
Marc will verify that you can set up the text to phone option rather than setting up the App (the text to phone option was supposed to be removed but the plans may have changed).

The libraries are doing well over all but we still need about 40% of staff to enroll. If you haven't done this, please enroll soon. If anyone needs help, please reach out to help desk staff or attend one of the help sessions.

7. Library Council Committee Reports

Motion: To accept the Web Advisory Committee Annual Report as circulated.

M. Paon / G. MacNairn

Carried

Additional Comments:

- Krishna Sirivuri from ATS is the person to contact if you want usage stats.
- There hasn't been any discussion within the Committee as why the stats are going up or down. There could be many reasons but no concrete answer at this time.
- Scott MacPherson represents Copyright replacing Lachlan MacLeod on this Committee.

8. Study Spaces Designing for Well-being in an "Echo" Pandemic (6-month Special Leave Report) – Part 2

Linda Bedwell gave Part 2 of her presentation from her 6-month Special Leave. This part of the presentation focused on Space Design. Thank you Linda, for two very informative presentations.

9. Highlights from the Senate Report

The Senate Report is available on Brightspace [October 2022] 20221027_LC_RPT_SEN

Motion: To accept the Senate Report as circulated.

S. McKibbon / C. Barrett

Carried

10. Staff Planning re: Upcoming retirements

With the upcoming retirements of Gwendolyn MacNairn and Michelle Paon, the Dean has been consulting with individuals and groups across the Dal Libraries to inform a short-term staffing plan addressing these departures. More details will be shared of the plan once feedback is received.

The library's current plan is for Julie Marcoux to take on the Data & GIS Coordinator portion of Gwendolyn's role for the coming year, and a Limited Term Research Assistance & Subject Liaison Librarian position be posted focused on the Departments of Biology, Psychology and Neuroscience, Oceanography, the Integrated Sciences program and the Medical Sciences program. Over the course of the coming year, a more longer-term staffing plan will be developed.

For Michelle Paon's Associate Dean Resources and Head of the Sexton Design & Technology Library role, the plan is to begin a Senior Administrative Appointments process as soon as possible to fill this role for a one-year term and similarly, work over the course of the coming year to confirm and pursue a longer-term plan for our Senior Leadership Team.

Please send any feedback by email to the Dean of Libraries by end of day on November 3. This includes the suggested edits at today's meeting.

Questions:

- *Why wasn't the Killam Library Appointments Committee (KLAC) involved in the consultation?*
The Dean of Libraries will meet with KLAC as a next step to get informed of their role in the hiring process.
- *What part of our compliment does this Limited Term position come from? Does this fill the free complement position or is it filling the vacancy from Gwen's retirement?*
The understanding of the Dean is that the Libraries are in a deficit and right now, can't demonstrate we are in a position to have the resources for an additional position. The Dean will be meeting with Financial Services again to look at the multi-year plan of the Libraries budget and see what can be done for deficit reductions. It was noted, Sarah Stevenson will send the Dean the information about the decisions that were made in writing about the spousal hire and the addition to the complement hire before a meeting is setup with the Finance department.
- *Why is there naming of specific departments for the Limited Term position in the draft posting? Is it necessary because we already discussed the need for a Science Librarian.*
It was discussed whether departments should be named in this posting so anyone applying could modify their CVs and their cover letters. We wanted to make it clear there would be coverage for Gwen's areas. It was noted, there is a plan for Earth Sciences liaison responsibilities.
- *Is the deficit in the budget from payroll or resources or combined?*
The resources budget is a separate pool of money and the funding for acquisitions and operations does not pass back and forth.

11. Library Strategic Plan

The Dean does not see a need for any additional changes to the Library Strategic Plan. The Plan along with the Digital Strategy is organized and arranged to match up with the Universities 3rd Century Promise Plan and gives a good framework and structure for tying our work to the University's Strategic Directions.

There will be communication and proper messaging around the Library Strategic Plan before it is sent out to Library staff and posted to the Libraries webpage.

12. New Business – December meeting date (December 22)

It was decided to move the December meeting date from the 4th Thursday to the 3rd Thursday of the month.

Motion: To adjourn the meeting at 11:59am.

M. Vandenburg / C. Bayne

Report to Library Council

Anne Matthewman –October 2022

AD Learning and Teaching

ADAC

Recent meetings of ADAC have been focussed on the implications of the CUPE strike for academic programming. Three scenarios have been developed by a Rapid Task Force for course and exam delivery depending on the duration of the strike.

Learning and Teaching Team

The Learning and Teaching Team met on October 18th and reviewed several activities. Jaclyn Chambers-Page has joined the Team. We will be looking at the usability of our Libguides and whether it is time for a refresh. 547 people were registered for the Fall Research Camp (compared to over 800 in May). Unfortunately, there was a lower level of engagement and feedback. The Team discussed rolling back the number of offerings but having open enrollment on Brightspace and leaving the modules available for a longer period. The Summer version of the Camp would be the main one. Library tutorials are being developed for the new FASS first year mandated course – Arts and Social Sciences. We have a new liaison with DalOpen and are currently waiting to hear about plans going forward.

Julie has made her data instruction inventory available through One Drive. Other discussions included Proctorio, the Evidence Synthesis Institute, a webinar on Covidence for Dalhousie users, and Allie's work with international students at Sexton and with the EAP2 programme.

We are looking forward to hearing from the Dean of Libraries about Pillar 2 of the Digital Strategy and about the role of the Team at our next meeting in November.

Dunn Law Library

The Law School recently unveiled a portrait of Justice Corrine Sparks in the Atrium of the school. Justice Sparks is an alumna of the School and she was the first black judge in Nova Scotia and the first black woman judge in Canada.

The School has been gifted an Eagle Feather by its Mi'kmaq alumni. The Eagle Feather is a sacred reminder of our responsibilities to each other and the territory on which we live. It is an honour to be gifted with an Eagle Feather.

I am currently working on the job posting for the Administrative Assistant position in the Law Library. We hope to have a permanent hire at the beginning of the year.

Many thanks to Julie Marcoux for teaching a session on finding and using legal data and statistics in my Advanced Legal Research course.

Over the past month I have attended several meetings both in my role as Chief Law Librarian and my role as AD Learning and Teaching. I have also been having one on one meetings with the Law Library staff and librarians.

AD Library Services & Head, MacRae Library

Report for Library Council

October 2022

Access Services – Seventeen access service team members have been registered to attend the Access Services Conference on November 16 & 17. Sixteen staff will attend virtually and one Manager, Library Services will attend in person. <https://www.eventleaf.com/e/2022AccessServicesConference>

Data & GIS Services - Our team has been busy with a full spectrum of teaching and research activities. Guest lectures for a variety of classes have been provided by Julie, Jen, James and Gwen. Jen has also provided eight *Lunchless Learn* presentations – 2 each week (one in ArcPro and the other in QGIS). All team members support research projects that incorporate the use of data: Thomas has developed an algorithm to detect clusters of points along a timeline; James is generating a work project plan to create a digital Atlas for Nova Scotia; Jen and Thomas continue tracking where our graduating doctors choose to practice; and Choi supports health researchers matching postal codes to health regions, which are constantly changing over time but not in ways that make it easy to combine variables from different datasets.

Julie has released some of her data instructional material under a Creative Commons license and shared it with the DLI community. She also made a Census 2021 update to her “From Data to Map” series (available [here](#)) that shows students how to download census data and visualize it in ArcGIS Pro through a series of slides and screen recordings.

Choi has identified two very interesting data activities: the [Fall 2022 Data Forum](#) for the CRDCN (Canadian Research Data Centre Network); and for achieving greater health equity across our province, the [Nova Scotia Community Socio-Economic Status \(SES\) Snapshot reports](#). These reports highlight 301 Communities, 23 cancer types and 99,000 cancer cases diagnosed over the period of 2001-2017.

Coming in November will be a new issue of our *Layers* newsletter. Gwen is currently coordinating content highlighting our data initiatives and GIS activities. It will be distributed on November 16th, International GIS Day. This will be followed by Gwen's last working day on November 18th. We are happy to celebrate her upcoming retirement! (G. MacNairn & J. Marcoux)

Indigenous Services

- Last week, Samantha, Michael and Sarah met with Catherine Martin to talk about art work in that Ko’jua Okuom. We are in the process of reviewing options for the renewal of the Downie-Wenjack Legacy space.
- There has been great response to the beading workshops lead by Michelle McDonald. There is one more workshop being held in November.
- We are doing a screening of *The Secret Path* from the original CBC release event. The event is happening in the Ko’jua Okuom today (October 27th) at 12:30 and we encourage everyone to attend.
- We purchased Waltes game sets for the Ko’jua Okuom in the Killam Library and the Indigenous Community Room in the MacRae Library.

LibGuides

- With the Alma transition, a lot of things broke, including links, so a box was created to add to the guides to help with the transition. Thanks to David Ryan for his help with the transition for the librarians.
- Anne Summerhays and Hailey Frenette, Multidisciplinary Interns, did some literature searching about the use of A-Z list that is part of LibGuides. Resource icons have been added to wherever they were needed plus a legend was created for them. A-Z database descriptions are being updated offline and they will go live once they have been approved by the subject liaison.

- There is a working group being created. The members are Jaclyn Chambers Page, Robin Parker, Lindsay McNiff and Allison Fulford. The Group are talking about the refresh of the layout, how the LibGuides are being used and the potential for usability testing. Anyone who wants to be part of the Group should reach out to Lindsay.

Reference & Research Services

- The Reference & Research Services Team has been having active discussions around the service models and met with the Dean, Heads and Sandy for more discussion. There are some key things that the Team want to focus on, including additional reference training for Access Services staff and increased promotion of the service.
- LibAnswers Implementation Team are working on the FAQ database and compiling a list of each unit's FAQs and will collate to make one list. Gina Coates and Jaclyn Chambers Page have been invited to the Team so we have representation from all Units. The LibAnswers Team has reps from GIS, all library locations, Archives and Copyright.
- Julie and Sarah Jane will be doing a presentation on Reference dataset statistics at the November meeting of Library Council.

MacRae Library

- I neglected in my September report to announce that Daryl and his wife, Jenn, welcomed their second child, Felix, into the world on September 8th. We all got to meet Felix at a celebration we had for him earlier this month.
- Daryl took 5 weeks of parental leave and returned to work on October 23rd.
- Jennifer prepared an awesome exhibit for Homecoming week to mark 10 years since merger.
- Plans are underway for the return of the DalAC Student, Staff, Faculty and Alumni Fine Art and Craft Exhibit at the MacRae in early March. Leah and I had an initial meeting with the curator, Stephanie Peach, and we had a second meeting with Marlo to go over the promotions. The call for exhibitors will be going out soon.
- We were fortunate that there was no damage to the MacRae during Hurricane Fiona. We lost a lot of trees on campus but no damage to buildings. The Colchester area, however, was hit quite hard and many of the MacRae staff were without power for a week or more (myself included).
- Alicia Cattiaux has accepted a new position at Université Ste. Anne. Her last day at the MacRae Library will be Sunday, November 6th. We are in the process of determining how best to fill the remaining five months of this backfill for Jolene.

Meetings & Events

In addition to my regular meetings, I attended the following other meetings and events:

- The Library Services Team had a regular meeting last week with Michael in attendance.
- The Faculty EDIA Committee – made up of EDIA representatives from all areas of the University
- The Pan University EDIA Committee for Research & Innovation (on behalf of Melissa Helwig)
- Faculty of Agriculture – Academic Leaders
- Faculty Council, Faculty of Agriculture
- I greeted visitors during the Open House for the Ko'jua Okuom during the Mawio'mi
- Regular meetings with the Dean as well as the Associate Dean Academic, Faculty of Agriculture.
- LIPCC Meeting
- LibAnswers Implementation Team meeting
- Virtually attended the Library Workers Day event with other members of the MacRae team, via the video conference system in my office/meeting room

Report to Library Council
Janice Slauenwhite
Manager, Financial & Physical Resources
October 2022

Facilities

- Attended project close-out meeting for electrical project at Sexton Library
- With Michael attended a meeting to review the proposed Killam HVAC and lighting retrofit project

Finance

- Submitted mid-year variance report

Other

- Assisted with the organization of the Your Voice Survey facilitated sessions
- Assisted with the Open House in the Ko'jua Okuom on October 5th
- Attended DPMG meeting

ATS Library Council Report – October 17, 2022

Marc Comeau – Director, Academic Technology Services

- The team has put a lot of work into preparing for the CUPE strike. In other strike scenarios, Dalhousie shuts off access at the account level. Since most CUPE members are also current students who are studying, a different approach was required. We conducted a careful carve-out within Brightspace of CUPE roles without altering other roles based on the best data available. Edge cases were found in the first few days of the strike and were remedied as soon as we could.
- We also put some development work into the Brightspace pop-up to notify students in affected classes. This also needed to be done carefully as the effect on students is course dependant.
- We've been working with ITS on solutions to have our classroom AV setups operable on the new network when it rolls out. The existing switches that are in place don't work with the advanced network that's coming. There are a few possibilities so we're exploring those with ITS and IMP to determine the best one for our situation.
- There were some minor issues with the new network build that have since been resolved. There's no specific date for the rollout to start, but I would expect it to be early November. The new network with roll out building by building so depending how the rollout goes, it might be some time before larger, more complicated buildings are switched over. The project has a communications component so there should be notices going out as they make their way through Dalhousie.
- We are approaching the Multi-Factor Authentication (MFA) deadlines for adoption. The deadline for staff is October 31st, faculty is November 21st and students are November 30th. If anyone has not setup MFA, it's important that you do well ahead of the listed dates as we expect the support load to be high immediately after the deadlines pass. If anyone needs any help, please reach out to ATS, we're happy to help.
- I've been part of a working group that is looking at how people's names are presented in Dalhousie systems and what happens when people want to change their name. The group has spun off into three sub-groups and I've volunteered to be on the technology group. As of right now, Brightspace doesn't use the Preferred Name field in Banner, but with a coming integration between Banner and Brightspace, we will be able to enable that. We will have to spend time looking at all of our systems to see which field is used in the current state.

General Updates

- Produced an issue of the *Connected Classrooms* newsletter.
- Coordinated promotions for multiple beading workshops and a film screening in the Ko’jua Okuom.
- Assisted with the open house in the Ko’jua Okuom on Mawio’mi Day.
- Worked with SLT on preparations for Hurricane Fiona.
- Took part in the poppy beading workshop led by Michelle McDonald.
- With Elaine, formed a LibCal user group to discuss challenges with the calendar, best practices, etc.
- Web renewal project continues: Presented a refreshed information architecture to the Libraries’ Web Advisory Committee and to SLT. Feedback is still being collected before a version is shared more widely.
- Assisted Sandy with sending questionnaires on behalf of Joanne Fraser (as part of a follow-up to Your Voice survey results).
- For the sixth year, I am on the university-wide steering committee for the United Way. Communications work is ongoing.
- Assisted with preparations for Faculty of Agriculture Fine Arts & Craft show at the MacRae
- Assisted with event for Canadian Library Workers Day.
- Represented the Dal Libraries at Dal’s open house event.
- Assisted with preparations for a reception in celebration of Guy Berthiaume’s honorary degree from Dalhousie.

Meetings & Events (highlights)

- SLT
- Dal Libraries Health & Wellness Committee
- United Way Steering Committee (several)
- Ongoing briefing meetings with Dean of Libraries
- Indigenous Program Planning Team
- Web Advisory Committee
- Libraries Fundraising (with Advancement)
- DPMG general meeting
- Library Council

Highlights for Library Council, October 2022*

*Note: I was on vacation from October 5 to 21, 2022, and spent my time finding the best croissants (mais oui!). The winner: La Halle aux Pains (Toulouse) for the chocolate almond croissant.

Research & Scholarly Communications

Scholarly Communications:

It is open access week. Melissa Rothfus conducted an interview with Julia Kontak which was featured in Today @ Dal: https://www.dal.ca/news/today/2022/10/24/bridging_the_knowledge_gap_with_open_access.html?utm_source=Today@Dal&utm_medium=email&utm_campaign=dalnews

Research Data Management:

A Knowledge Synthesis Collection in Dalhousie Dataverse @ Borealis has been created by the RDM Team and an initial deposit has been made. This collection will include search strategies and related documentation by Dalhousie librarians. Melissa R and Louise presented at The Centre for Transformative Nursing & Health Research (CTNHR)'s "Wednesdays @ Noon Research Rounds" on RDM and Scholarly Communications topics. Their presentation sparked much discussion and was well received.

Louise Gillis and Jackie Phinney presented at the Faculty of Medicine's Research Advisory Committee meeting on Part 1 of a 2-part series dedicated to upcoming requirements for research data management from the Tri-Council funding agencies.

Other:

Reviewed documents and recording for Core Facilities Management RFP.

Kellogg Health Sciences Library

General updates:

Melissa Rothfus and I met with the new NSHealth Librarian at Yarmouth Regional Hospital/Dal School of Nursing site for usual orientation/meet and greet. Vinson Li (former Kellogg Intern) was the successful candidate for the position, and we are looking forward to continuing to work with them in this new role.

The Kellogg team celebrated Cinnamon Bun Day (Kanelbullens dag) which was October 4th with a Swedish "Fika" style break. We celebrated potluck style and enjoyed some tasty treats including 2 or 3 different types of cinnamon buns.

Resource News:

Linda Saunders and I met with the Ovid rep for a quick chat about standing orders and the DEI collection.

Robin Parker has organized Covidence training – please share with anyone you might think is interested:

<https://dal.libcal.com/event/3698430>

Embase refresher training has been set up for anyone that is interested. Training will be held on November 17, 2022 from 10 am to 11:30. Embase has a focus on general medical/health, drugs, health administration/business, and bio-medical engineering.

Attended:

- UMECC meeting (Med Curriculum meeting)
- KLMG
- Scholarly Communications meeting
- MHLA/ABSM Board Meetings
- UNIWeb support team meetings
- RDM team meetings

I'm delighted to announce that in the coming weeks, the Dal Libraries Resources team will be welcoming two new members:

Ratna Dhaliwal has been appointed as the Dal Libraries' Collections & Metadata Librarian. Ratna is a recent graduate of the Master of Information program at Dalhousie University and has a Diploma in Library Information Technology from Langara College. She also holds a Bachelor of Arts with Honours in Film Studies from Brock University. Ratna has previously worked in Acquisitions/Cataloguing roles at the University of Saskatchewan, King's College Library (UK) and at Inspire Health in Vancouver. Ratna will join the Dal Libraries as Collections & Metadata Librarian on November 1, 2022.

Robin Bishop has accepted the position of Manager of Acquisitions & Content Management with the Dal Libraries. In this role, Robin will be responsible for the day-to-day operations of the Resources unit and will supervise Resource staff located across the Dal Libraries. Robin holds a Master of Library & Information Studies degree from the University of Alberta and a Bachelor of Arts in Sociology from the University of New Brunswick. Prior to joining the Dal Libraries, Robin worked for more than 15 years in the post-secondary sector in the United Arab Emirates, most recently as the Manager of Library Services at the Higher Colleges of Technology (HCT). Robin will step into the role of Manager of Acquisitions & Content Management with the Resources team on November 14, 2022.

In the coming weeks, please join me in welcoming Ratna and Robin to the Dal Libraries!

The Web Advisory Committee met to discuss modifications to the Libraries website information architecture (IA) proposed by the Dal.ca Renewal team. A mockup of the IA has been sent to the Libraries' Senior Leadership Team for their input.

The Dal Libraries Discovery Layer Group circulated a request to Libraries staff to submit issues they have encountered with Primo VE. A number of comments were received and compiled and submitted to the Novanet Discovery Optimization Group.

The Novanet Discovery Optimization Group has compiled a spreadsheet of Primo VE issues submitted by Novanet staff from across the system. The group met several times to discuss the process by which it would consider and prioritize the issues. In the most recent meeting, the group began to consider individual Primo VE issues in the spreadsheet, with input being provided by Novanet office staff.

Sexton Library

With the return of students to Sexton classrooms, labs and studios, we have seen steady use of the Sexton Library's spaces, services and resources. On October 27th, the Sexton team will participate in *Promoting Community Connections on Sexton Campus*, which will give students the opportunity to learn about a variety of student supports and services, including those of the Dal Libraries.

Report to Library Council
Sandra Dwyer
Director, Libraries HR & Access Services
October 2022

Libraries HR Highlights

Staffing

- Robin Bishop is the new Manager, Acquisitions & Content Management and she will begin in this role on November 14th. Robin holds a Master of Library & Information Studies degree from the University of Alberta and a Bachelor of Arts in Sociology from the University of New Brunswick.
- Ratna Dhaliwal is the new Collections & Metadata Librarian and she starts in this new position on November 1st. Ratna is a recent graduate of the Master of Information program at Dalhousie University and has a Diploma in Library Information Technology from Langara College. She also holds a Bachelor of Arts with Honours in Film Studies from Brock University.
- Employment requisitions have been submitted to fill the currently vacant Video Conferencing Coordinator and the Archives Assistant positions.

Activities

- I worked with Elaine, Marlo and Janice to plan and organize the “Your Voice Survey” facilitated sessions and with Jolene on technical set up and questions related to Teams. Within the results of the Your Voice Survey conducted by the university in November 2021 Dalhousie Libraries staff identified a number of areas of improvement for the library. To follow up on the survey we arranged facilitated sessions to discuss the results and potential strategies to address them. We have engaged the assistance of external facilitator Joanne Fraser for these sessions. You may remember Joanne from when she worked in Human Resources at Dalhousie. The sessions are as follows:

Thursday, Nov. 3rd 2:30 pm – 4 pm (Managers)

Friday, Nov. 4th 10 am – 11:30 am (Staff)

Wednesday, Nov. 9th 1:30 – 3 pm (Staff)

Thursday, Nov. 10th 10 am – 11:30 pm (Librarians)

- I have arranged for an onboarding refresher session for Managers/Supervisors/Heads for November 14, 2022. Sheila MacLean, Alicia Kirk and Sasha Sears from Talent Management will speak with us about the onboarding process for new employees. They will talk about the importance of the onboarding process and share an overview of documents found on the HR SharePoint site such as the Manager’s Onboarding Toolkit.
- I participated in the poppy beading workshops on October 6th & 13th.
- I will be virtually attending the Access Services Conference, along with 15 other Libraries staff, on November 16th & 17th. Leah Unicomb, Manager, Library Services, MacRae Library will be attending in person this year.
<https://www.eventleaf.com/e/2022AccessServicesConference>
- On October 21st I attended the event - Canadian Library Workers Day: Nurturing a Healthy Workplace with Janice MacInnis

As usual, I participated in the following regular meetings: Heads, Access Services Managers, Alma Implementation Steering Committee, Dal Libraries Health & Wellness Committee, Senior Leadership Team, DLSPC, Library Services Team, Human Resources Integration Team (University- wide Team), and the Healthy Workplace Collaborative (University-wide Committee).

Library Council Report: 27 October 2022

AD Archives, Records Management, Special Collections | Head of Killam: Sarah Stevenson

Archives, Records Management & Special Collections (ARMSC)

- I have spent a lot of time updating the Job Fact Sheet for Joan Chiaisson's position, with excellent input from Courtney Bayne and Creighton Barrett. Many thanks to Sandy Dwyer for helping me skate through this process. It is quite different from filling a DFA vacancy.
- Creighton, Roger and I have started identifying things that will be sorted into a business plan/priority plan for archival processing. There is no shortage of work to be done and putting it all together in plan is going to be a fulfilling project. It is helpful to have experience in the Dal archives (Creighton) and fresh questions (Roger and me) in this process.
- Highlights for Archives/Special Collections: Researcher from Brock University has been making use of the LGBT Seniors Archive materials; researcher from University of Windsor on-site during the week of October 17 to use the MecMechan materials; the Archives has provided supporting materials for the Department of Obstetrics and Gynecology's 100th anniversary coming up next month. We also had a query about the loan of the [Labrador Duck](#). I did not anticipate learning about ducks in this role.
- Welcome to Lucy Pauker: Lucy is a first-year student in the MI program and our fall intern hire. Lucy started on October 19 and will be working half days in the Archives on Wednesdays and Thursdays.

Joint Meetings with the Dean:

It feels like Michael and I have spent quite a bit of quality time together this month.

- Courtney Bayne and I had a meeting with Michael to walk him through the Records Management program and consider future directions in records management.
- Michael and I also spent some time going through the "Penultimate draft" of the Libraries' Strategic Plan. I expect there will be more to say about the next steps in the implementation of the Strategic Plan at the November meeting.
- Last week, Michael attended a Killam Reference and Research Services meeting for an engaged discussion with that group about reference services, how that group interacts with each other and across the system. It was one of our most lively conversations in a while – nothing like a fresh perspective!
- I was also part of a wide-ranging discussion with Michael, Sam Adema and Catherine Martin. It started out as a conversation about art in the Ko'jua Okuom and branched out into how to better utilize the Legacy Space as part of our TRC response, future programming for the Ko'jua Okuom, and the North American Indigenous Games coming up in July 2023.

Accessibility Week at Dal

Tereigh Ewert (CLT) is the Chair of the Disability Caucus. She is working with a group of students on programming for upcoming Accessibility Week at Dal at the end of November. The students are looking at creating online educational material in a game format. It sounds a bit like Julie Marcoux's Zoombol game for teaching Boolean logic. I was one of four volunteers to work with Tereigh to develop 'scenarios' representing various types of invisible disability. We were asked to share what we would like others to know about our disability and advice for interactions with individuals with those particular invisible disabilities.

During the week of October 20th, Killam reference services were contacted by a journalism student at King's about accessibility concerns with the built environment of the Killam. While we are refining our response to the query as I prepare these notes, the query has been a good prompt to reflect on what we are doing at this location in terms of accessibility. All of the libraries were included in a campus building audit conducted by Facilities Management a couple of years ago in preparation for the university's response to [Access by Design 2030](#). There are a lot of changes that will need to be made in the coming decade, particularly with rearranging our stack space to meet the requirements of a power wheelchair. Two of our more recent projects include widening the aisles in the stacks in the music collection to allow for a power wheelchair as part of the recent upgrades to that part of the building. We also have an on-going project to evaluate our ebook platforms for accessibility standards for those with low vision. We have two height-adjustable desks in the Legacy Space, as well as a dedicated study room and workstation with specialized software and Access Services does provide stacks retrieval services for those who need that type of assistance.

Head of Killam

Succession planning:

There were some excellent conversations at Senior Leadership Team, continued the next day with a smaller group (myself, Sandy Dwyer, Elaine MacInnis and Michael Vandenburg), around the upcoming vacancies created by Gwen MacNairn and Michelle Paon's retirements. This will be an agenda item for this month's Council meeting so more will be revealed at that time. At the time of writing this report, we are actively engaged in preparation for the Council discussion. Gwen and I both started with Dal Libraries in 2001. Michelle had been my supervisor when I was an intern 2000-2001, so it is a little surreal to me that they will soon be moving on. To make things work in the short term, I will be temporarily covering the liaison role for Oceanography. Kirsten and I are tag-teaming the Earth & Environmental Sciences liaison role, particularly in November while she is involved with on-boarding the two new additions to the Resources team.

Liaison role:

This month I have more meetings with grad students and research groups than usual. While it has been a bit stressful to stay on top of all the topics and feedback while juggling other parts of my portfolios, working with these students reminds me of why I chose academic librarianship in the first place. The topics have been challenging (a systematic review involving government and Indigenous relations in environmental policy, finding environmental thresholds for soluble pollutants in road water run-off, assessing outcomes for environmental education) and a refreshing reminder of the role of libraries in the university.

Selected meetings:

- Regular meetings with ARMSC team, University Records Manager, ARMSC Operations group (Courtney, Creighton & Roger), mid-semester check-in with Archivists, Killam Reference & Research Services.
- Indigenous Program Planning group
- Senior Leadership Team Oct 18
- Faculty of Science Council Oct 13, FASS Faculty meeting Oct 11. The potential for a CUPE 3921 job action featured prominently in both of these meetings.
- LIPCC meeting Oct 5
- Michelle Macdonald's Poppy beading workshop Oct 5
- Earth & Environmental honours seminar workshop Oct 5
- CRKN Conference: sessions focussed on collections analysis/management and accessibility
- Keep Calm, it's only Conflict: Conflict management workshop with Dal's Ombudsperson.

Respectfully submitted,

Sarah Stevenson

Senate Representative Report to Library Council
24 October 2022

The most recent meeting of Senate took place on Monday, 24 October 2022. This report describes highlights of the meeting.

Steps to Make Diversity and Inclusion a Reality

Presenter: David Gray, Dean, Faculty of Agriculture

Curriculum development to make agriculture more accessible. Partnership between African Nova Scotian Affairs, NS gov't, and Dalhousie. Entrepreneurship as well as agriculture. "Bridge Into Agriculture." "Grow Where You're Planted" is a 2 day workshop for African Canadian and African Nova Scotian students. Dal presence in Millbrook is being developed, Indigenous student group will mentor students in the community on STEM subjects. Also first year Faculty of Science programs being offered in Truro to encourage rural students to engage with Dal.

Interim Chair's Report:

Presenter: Senator Spiteri

No verbal report.

President's Report:

Presenter: Senator Saini

CUPE bargaining: Board has proposed interest arbitration (where both sides agree to be bound by the decisions of a neutral arbitrator.) Waiting to hear from CUPE.

Mission to India: Developing relationships with universities in India.

Open Houses: Halifax is past, Truro and online upcoming.

Full Proposal for Proposed Consolidation of Faculty of Management:

Presenter: Kimberly Brooks, Dean of Management

Description of process taken to restructure the faculty. Proposal was approved.

Full Proposal for Proposed Transfer of School for Resource and Environmental Studies from Faculty of Management to Faculty of Science

Presenter: Michelle Adams, Director of School

Description of process taken to decide on the transfer. Proposal was approved.

External Governance Review Report – Senate Feedback Collection

Presenters: John Hope, University Secretary and Bob Mann, Manager, Discipline and Appeals

Informational presentation on the governance review, the working group on bicameral governance, and the process of implementing findings of the review.

Respectfully submitted,
Shelley McKibbon