

Library Council Meeting
Minutes
April 27, 2023
1000- 1206hrs
Microsoft Teams

Present: Jaclyn Chambers Page (Chair), Carol Richardson (Secretary), Allison Fulford, Amanda Sparks, Carlina Gillis, Courtney Bayne, Creighton Barrett, David Michels, Dominic Silvio, Elaine MacInnis, Erin MacPherson, Geoff Brown, Jackie Phinney, Jan Pelley, Janice Slauenwhite, Jason Flynn, Joe Wickens, Julie Marcoux, Karen Smith, Kirsten Huhn, Leah Unicomb, Linda Bedwell, Linda Clark, Lindsay McNiff, Louise Gillis, Mark Lewis, Melissa Helwig, Melissa Rothfus, Michael Vandenburg, Mick Bottom, Robin Bishop, Robin Parker, Roger Gillis, Sai Chua, Sandy Dwyer, Sarah Stevenson, Scott MacPherson, Shelley McKibbon, Tracy Lenfesty

Regrets: Anne Matthewman, Gina Coates, Hannah Steeves, James Boxall, Joyline Makani, Louise Spiteri, Marc Comeau, Ratna Dhaliwal, Samantha Adema, Sarah Jane Dooley

Guests: Allen McAvoy, member of Dalhousie's Communication Team, Angela Scammell, Senior Director, UniForum, Christopher Lake, new member of the UniForum Team, Dr. Kim Brooks, Acting Provost & VP Academic

1. Territorial Acknowledgement

The Territorial Acknowledgement was read by Jaclyn Chambers Page.

2. Approval of Agenda

Motion: To approve the Agenda as circulated.

L. Unicomb / C. Barrett

3. Introductions

New Library Council Members

No new Library Council Members

Recognition of Guests

Welcome to Angela Scammell, Allen McAvoy, Christopher Lake and Dr. Kim Brooks

4. Approval of Minutes from meeting March 23, 2023

Motion: To approve the Minutes from the March 23, 2023 meeting as circulated.

R. Gillis / C. Bayne

Business Arising from the Minutes of the March 23, 2023 meeting

- The Library Council members list has been updated for April 2023 in Brightspace and a copy has been put in the Dalhousie Libraries All Staff Teams space under the Work-related channel.

5. Senior Leadership Team Reports to Library Council

A new template was circulated for the Senior Leadership Team Reports. Any feedback on this new format is appreciated.

Some highlights from the Reports:

Sarah Stevenson

- Lucy Pauker is returning in the summer as the Archives Intern. Sarah will update her report for Brightspace.

- The Atrium windows will be cleaned or replaced at the Killam Library. This will happen during the HVAC renovations.

Allison Fulford

- Staff will be sent an email to update them on the current changes in Primo.
- The Guidelines has been updated on the Gift Guideline webpage and a moratorium has been extended to December 31, 2023.

Elaine MacInnis

- The assessment of laptop loaning is very important.
- The EDIA Committee are working through some of the suggestions from the Assessment Reports particularly for EDIA students plus some educational opportunities for staff and the Dal community are being investigated. Ramping up EDIA meetings.

Dean of Libraries

- Sandy Dwyer and the Dean are serving as the Employment Equity leads for the libraries. They will be attending quarterly meetings starting May 4. Happy to hear that the EDIA are meeting more and moving forward with some initiatives. More to come on the Employment Equity Plan and how the libraries will be involved.
- Joined the Lesbian Visibility Day event accompanied by Creighton Barrett who spoke at the event. There is potential for follow up projects and activities from what has been done by the Archives.
- Management of funds within the library system – Financial Services want to streamline the way the acquisitions budget is handled to make the process more straightforward. The first meeting that was held with the Resources Team was to gather feedback. Project work will be completed to further explore the impact if any changes will be made.

Mick Bottom

- The ATS Team have been working hard on testing the Learning Platform for summer courses. There are lots of benefits for the instructors and the students. It automates the admin tasks ATS staff were doing. Great improvement to LMS.
- AV classroom upgrades have been started.
- HVAC renovations will move some ATS staff temporarily from the Help Desk to other locations.

6. Highlights from the Senate Report

The Senate Report is available on Brightspace [April 2023] 20230427_LC_RPT_SEN

One highlight from the report:

Approval of new Dalhousie Research Centre based in Faculty of Medicine: Solutions for Kids In Pain (SKIP). For more information on this topic, please visit <https://kidsinpain.ca>.

7. Special Leave presentation Part 1.

Rogers Special Leave presentation, part 1. focused on Exploring Open GLAM (Galleries, Libraries, Archives, Museums). Please refer to this link <https://openglam.org> for more information on Open GLAM.

Highlights:

- Open Definition
- Benefits of Open GLAM
- Public Domain
- Copyright is not clear cut when it comes to Open GLAM
- Creative Commons PD tools
- Creative Commons licenses in Open GLAM
- Rights Statements
- Where to from here: OPEN GLAM@Dal

Questions:

Concept of risk and particularly Institutional risk

In your research around all the different issues, what the current direction on risk. The copyright tools around digitization and making things available is a form of risk assessment. We are trying to oblige our requirement's under the copyright legislation but there are situations where what may be seem like low risk types of content or situations where its difficult to determine the copyright status. What did you see around risk and risk management in your research.

We use risk tools to determine whether we would digitize in the first place but digitizing could also fall under other exceptions. Certainly high-risk collections like Lesbian Oral History collection would not go near the Creative Commons license unless the made explicit desire to have that themselves. You need to consider vulnerable groups and need to factor in risk in the content when applying it in an open approach. It was noted, letting go is hard and people may take these in directions that weren't anticipated. You need to weigh the content and the risk.

8. UniForum question and answer follow-up with Angela Scammell, et all

There is a big place for the libraries in UniForum but it is only a small piece in the overall scheme of things. UniForum information that enters Dalhousie matters and the context that UniForum considers libraries matters. There are many more conversations to take place.

Highlights of the presentation:

1. Where are we in the UniForum process?

UniForum: Compared to other universities

- a. How effective and satisfying is the use of an administrative service and/or a library service?
- b. How much does it cost the university to deliver that service (including all effort (people) involved across the entire university regardless of what department they are in) eg. hiring process (there are a lot of people/departments involved). The UniForum program allows us to acknowledge all of the effort across the university.
- c. UniForum Engagement Schedule – Staff and Faculty Service Satisfaction Survey part. 2. Looking at work that gets performed all across the university, how much time it takes for people to perform that work and what is the overall cost of having that work done regardless of the department.

Context

- UniForum assesses services, not departments or people. There will be an assessment of 70 different services to find out how satisfied people are with those services, where the most effort is put into those services and where are the costs related to those services. The libraries or librarians will not be receiving an evaluation of their role.
- Libraries provide many services and some non-traditional eg. IT Help desk which will be assessed by UniForum, across the university, and not restricted to just the libraries.
- Each university has a unique service mix.
- Simplistic version of what UniForum will show us –
 - How much activity is going on in each department for different types of services.
 - Any data from the Dal Libraries will be shared with the Dean of Libraries.
 - Each service will be compared across the university and other universities, to determine the cost of the service and the level of satisfaction. This will start the conversation which will draw on additional data. This will identify the kinds of conversations we can have about the results.
 - Some services may cost a lot and the satisfaction may be low for the cost. Do we need to make changes or consider something else? Or are we satisfied with what we provide and the cost to provide it.
 - How can we align our priorities with our goals.

2. Answers to your questions previously submitted

- *DFA Librarians are academic so why are we included?*
There is no intention to treat or view librarians differently.

- *The next stage in the UniForum process is coding of labour. Is it expected that a DFA librarian work be coded?*
We code labour so we can understand how much effort and cost goes into providing the service. We have good data to review, compare it to other institutions in order to make good decisions.
- *Are the library questions even appropriate? Are the questions specific enough to help identify service improvements?*
There were 5 questions in the survey with respect to each service that mattered the most to you. They fall into 5 categories: Reliability, Responsiveness, Assurance, Empathy, Tangibles. The information that is provided through the survey will help UniForum focus in on what aspect is most troublesome and will help in responding to feedback in a more efficient way. It was noted, UniForum will be looking at more than one type of data.
- *Will people answering the survey understand that "Library" also means the GIS Centre, the Archives, and other library services that users might not link to the libraries? Why are they looking at in-person support when there are others ways the libraries help people? The current questions can't measure our more invisible work such as correctly configured links to existing resources because faculty used the reserve service?*
Many of the activities the libraries do will be captured in the time coding process. The time coding activity is quite robust and will give you good insight on how time is being spent.
- *Will the collection data from the surveys be shared with us?*
Yes, the data will be shared. The format is not known yet but protecting the confidentiality is key.
- *How does this fit with existing mechanisms for review such as Senate Reviews?*
UniForum looks at services and not the library as a department. All information is good information so it may be blended with a Senate Review to give a better robust picture to allow better choices to be made.
- *University of Alberta underwent drastic cuts to their library system.*
Please review the UniForum website under University of Alberta for more information on this topic.

3. Discussion

Any questions remaining in the chat discussion were captured and sent to Angela for follow-up.

Please don't hesitate to send any questions to Angela Scammell or Dr. Kim Brooks. Angela is willing to come have another chat with Library Council or any other groups within the Libraries.

9. Succession Planning overview with Michael Vandenburg

This agenda item will be deferred to the May meeting.

10. Announcements

No announcements.

Resources/Sexton Design & Technology Library

Library Council Report

Submitted by: Allie Fulford

Date: April 27, 2023

Monthly highlights (1-5 key events, meetings, etc.):

- Resources' staff completed Achieve goal setting, phase one
- AF attended a ChatGBT session, Centre for Learning and Teaching, March 24
- Resources had our fiscal year roll over paused in Alma to accommodate purchase order line (POL) cleanup, followed by the workflow milestone of beginning to process last fiscal invoices
- The Donations Project Group had its initial meeting April 21. This Group's mission is to revisit the Gift Guidelines
- AF attended an ALSIS Roundtable: Beyond Diversity, Creating Inclusive Environments for International Students, April 25

Important news (Notable news with a University or Library-wide impact):

- André and Asmeret have been spending a lot of time cleaning up admin logins for vendors and for products (removing personal contacts, personal emails). If anyone has any logins that should be centralized or logins that have been created for centralized services (MARC records, usage stats, for example), please get in touch with André or Asmeret to see if they should be updated. If you need data related to a product or to usage, please get in touch using the email: library.licenses@dal.ca
- A number of Primo updates were implemented April 21, 2023. The Dal discovery group will compile a complete list of these updates and send them to all Dal Libraries' staff in the next week.

Announcements (staff acknowledgements, upcoming events, etc.):

- Paul Duffy and Susan Hagen were celebrated for 40 years of service at the Dal Libraries at the Milestone Luncheon, April 18!
- André Richard was celebrated for 15 years of service at the same Luncheon!
- Lauren Davis and Robin Bishop both completed HR's Supervisory Development Program in early April
- Mary Lou Caissie presented about Deafblindness at NSCC, March 30th
- Gina Coates, Nora Frauley-Elson, and Kevin Ahern are all participating in the Spring into Action challenge.
- Resources' five-week NSCC work placement intern, Hope Campbell, began April 24
- Sexton Library's NSCC intern, Wanda Hannah Beck, began with the library on April 24

Associate Dean Learning and Teaching / Chief Law Librarian Library Council Report

Submitted by: Anne Matthewman

Date: April 27, 2023

Monthly highlights (1-5 key events, meetings, etc.):

- There have been several meetings for the Digital Strategy Working Group Pillar 2. I am co-chairing a subgroup which is creating an inventory of training for faculty and staff. We aim to have the inventory and a definition of Digital Literacy completed by the end of May.
- ADAC met on April 19th. The major topic of discussion was a new course that has been developed by the Faculty of Open Learning and Development – Foundations for Academic Success. There was a presentation by Jennifer Mason and Melanie Farrimond on the course. This course is built on earlier offerings - Refining Learning Skills and the Academic Refresher Series. It takes a strategic/holistic approach to learning styles, time management, reading skills, research skills, writing skills, critical thinking, exam prep, taking notes, etc. My observation was that there was no mention of the Libraries in the presentation given or in the course modules. I pointed out the many services available from the Libraries.
- I met with the Assessment Librarian on April 10th. We discussed strategic priority 1.1.1 (Create a sustainable and scalable strategy for integrating library-led instruction across the curriculum, ensuring that library-led instruction supports all library users, is targeted to specific courses, and focuses on data and information literacy skills.) and reporting usage data. Linda will attend the next meeting of the Learning and Teaching Team.
- The Learning and Teaching Team met on April 10th. The Dean of Libraries attended to discuss the role of the Team and leadership options after I retire. Important work of the Team includes (but is not limited to) information literacy best practices, digital literacy, Research Camp, DalOpen, workshops, and journal club. We talked about Strategic Priority 1.1.1 and the development of a project charter.
- Interviews and job presentations for the position of Dean of the Law School took place in early April. Law librarians participated in meetings with the candidates and attended job presentations.

Important news (Notable news with a University or Library-wide impact):

- None currently.

Announcements (staff acknowledgements, upcoming events, etc.):

Research Summer Camp -The summer session is beginning on May 15th. Full information is available in the Libguide.

<https://dal.ca.libguides.com/ResearchCamp>

Exams have concluded at the Law School and the Law Library is now on summer hours: 8 a.m. to 4 p.m. Monday to Friday.

AD Library Services & Head, MacRae Library - Report to Library Council

Submitted by: Elaine MacInnis

Date: 26 April 2023

Monthly highlights

- Access Services and ATS are working with Linda Bedwell on the guerrilla assessment of our laptop loaning program. The Service Point staff are currently in the process of following a scripted interview with students as they return their laptops at the desk to find out more about why students are using the program, preference over macs vs windows, is the loan period meeting their needs, what would they do if there wasn't a laptop loaning program, are they aware of the desk tops available in our spaces, etc. Thank you to Access Services staff for quickly coming up to speed and conducting these interviews. Linda is reviewing interview data to consider next steps to most efficiently gather insight into user needs during a busy return period. We are assessing demand for the program and how best to support it.
- Late in March the Document Delivery Department received a visit from a University of Waterloo colleague, Nadeem Lawji (Dana Porter Library). He is the Resource Sharing Coordinator and he was funded to visit libraries in Nova Scotia and PEI to learn about our staffing levels, workflows and the successes and challenges experienced by our Document Delivery teams. Marlyn McCann hosted Nadeem during his on-site visit, and they had a very useful information exchange throughout his time at Dalhousie. Marlyn would be happy to provide more details to anyone interested.
- Jennifer Strang recently spent a week co-teaching a [GIS for Humanities Workshop](#) with Dalhousie's Jennifer Grek-Martin. Attendees travelled in from all over to attend, including some international attendees from Nebraska, Texas, and England. Everyone reportedly had a great time using QGIS to do hands-on work with vector and raster data models, learn about georeferencing, and apply the principles of cartography. Attendees also worked on summarizing their valuable new knowledge using ArcGIS Storymaps. The GIS for Humanities Workshop was held at St. Francis Xavier University from Monday April 17, to Thursday April 20 and served as the third East Digital Humanities Summer Institute (DHSI-EAST).
- A new iteration of the Copyright@Dal online training course is now available in Brightspace. To enrol follow this path: [Brightspace homepage](#) -->Academic Support-->Self Registration-->Online Community-Copyright@Dal-->Register. The purpose of this course is to introduce key concepts of copyright in Canada related to an educational environment. The course is separated into three streams: *For Dalhousie Students*, *For Dalhousie Faculty/Staff*, and *For Dalhousie Libraries eReserves Staff*, with each section containing material relevant to the indicated group. The module for each stream contains two sections: Rights and Responsibilities as a Copyright User and Rights and Responsibilities as a Copyright Owner. The material consists of videos, text, and quizzes. Upon completion of a final summative quiz, participants receive an automatically generated certificate through Brightspace. Thanks to Roger G and Lachlan M for laying the groundwork and Scott M for his assistance in the development of the course.
- The Library Services Team met on March 30th to review the Strategic Plan and strategic priority areas where the Team can focus.
- We were pleased to have Michael join us at the MacRae Library on March 24th for meetings, some social time with the staff, and an opportunity to view the Art Exhibit.

- The NIKLA Annual Gathering of Members was held on April 25th. Samantha has completed her one-year term as the Library Community Lead, and was thanked for her service. Our institutional seat on the Council continues for another year.

Important news:

- Michael, Samantha, Erin, Jaclyn and I had the honour of attending the opening of Dalhousie's new office in Millbrook First Nation. The new office is a sub-office of the Office of Equity and Inclusion and will help bridge the gap between community and university for Mi'kmaw students. Click [here](#) for the Dal News article.

Announcements:

- We welcomed Jolene Reid back to the MacRae Team on April 3rd. Jolene had been on secondment to the Brightspace team for almost 3 years and it's great to have her back!
- Congratulations to James Boxall (30), Jennifer MacIsaac (15) and Jolene Reid (15), who all marked milestones in their years of service to the libraries!
- Friday, May 5th, is Red Dress Day, when we honour the spirit of murdered and missing Indigenous women, girls, and two-spirit people. The Red Dress exhibit in the Ko'jua Okuom will remain in place to mark this day and we will be updating the signage. We are also happy to provide posters for any other locations who wish one.

Report to Library Council
Janice Slauenwhite
Manager, Financial & Physical Resources
April 2023

Finance

- Working on year-end processes
- Working on 2023-24 budget
- With other Libraries staff, attended meetings with Financial Services to discuss the PCI (Payment Card Industry) Project.

Facilities

- Attending weekly project meetings for the energy refit of the Killam Library
- Attended town hall meeting held on April 12th by MCW and Facilities Management to discuss energy refit project.

Other

- With other members of SLT, met with Angela Scammel re UniForum
- Attended the staff milestone event on April 18th
- Participated in interviews for the position of Manager, Community Engagement, Web Content & Communications
- With Michael, met with Mary Jane Webber (Facilities Management) and Stefanie Wilson (Communications, Marketing & Creative Design), to discuss a communications plan for Killam building staff and patrons regarding the energy refit of the Killam building.
- Attended a webinar on Best Practices for Completing CARL stats.

Highlights for Library Council for:

February 2023 (meeting cancelled), March 2023 (on vacation), April 2023

Research & Scholarly Communications

Research:

Presentation to DRAC regarding the updated Research Support page: <https://libraries.dal.ca/research.html> Thank you to the members of the Research Commons group for pulling this updated page together and for presentation feedback.

Shelley Brown from ORS submitted some updates for the research page, those changes have been made.

In January 2023, I became the Dalhousie Libraries representative on Faculty of Graduate Students Faculty Council for the remainder of the academic year. In April, 2023, it was confirmed that I will be continuing in this role for the 2023-2024 academic year.

Serving on a Gift Guidelines working group led by Ratina Dhaliwal. In this group, I am wearing both my Health Sciences hat as well as research/scholarly communications hat.

Scholarly Communications:

This year we were able to run a second call for OER funding. The review committee met on February 14 to review 2nd round applications.

ORCID – Canada Consortium: Jason Flynn and I met with John Aspler from CKRN.

Research Data Management:

Love Data Week: Julie and Louise collaborated on events for Love Data Week (Feb 13-17th), offering sessions on DMPs, Excel, ARDC and more. With help from interns Courtney Svab and Maddie Hare, they created a Love Data LibGuide, and promoted the week widely. Events were well attended and included international participation!

Louise, Scott, and Melissa met with Shelley Brown and David Spurrell (ORS) to discuss DMPs.

Louise, Scott, and Melissa met with John Aspler & Mark Goodwin to discuss Data Cite Canada

UNIWeb:

Administrators meeting happened in early March. The team continues to support UNIWeb and respond to inquiries.

Kellogg Health Sciences Library

General updates:

I was invited to review Young Canada Works Internship applications and abstracts for the upcoming CHLA/ABSC conference in Halifax. I continue to be a peer reviewer for Clinical and Investigative Medicine (CIM) which is an open access journal whose editor is affiliated with Dalhousie. In February, I received one request for peer review from CIM.

Jackie Phinney has been invited to serve as a peer-reviewer for the next round of the Faculty of Medicine's Living Lab Grant submissions.

Interviews for the incoming Kellogg interns are complete and job offers have been made.

Interviews to replace Penny David's position are booked for early May and we look forward to welcoming a new team member.

Jan Pelley conducted a tour with NSCC LIT students.

Our compact shelving has been fixed again and we are able to start afterhours access again for Faculty of Medicine, Health, and Dentistry students in the Kellogg Health Sciences Library.

Jan Pelley, Janice Slauenwhite, Nellie Renzelli met with Noel Pendergast about potential changes to the classrooms adjacent to the Kellogg Library Learning Commons on the 2nd floor of the Collaborative Health Education Building.

Meetings with Michael Vandenburg, Karen Smith, Drs. Marble & Baskett about History of Medicine collections.

Submitted and presented the Health Sciences Library Committee report to the Faculty of Health Faculty Council and Faculty of Medicine Faculty Council. Submitted the report to the Faculty of Dentistry for review.

Meeting with Linda Bedwell regarding Assessment priorities for the Kellogg Library & Kellogg Library Learning Commons as well as Research & Scholarly Communications needs.

Accreditation work and site visits for the Faculty of Dentistry wrapped up this winter.

Accreditation work for the Faculty of Medicine is just starting with the first documents due for this by the end of April

Resource News:

Usual meetings with the Resources team members as we work to wrap up year-end purchases.

Scholarly Activities:

Jackie Phinney will be delivering a presentation for the Northern Ontario School of Medicine's Continuing Professional Development (CPD) series on May 4th, in collaboration with Dr. Sarah Burm from the Faculty of Medicine's CPD department. This presentation will report on the findings from a scoping review of physicians' and nurses' experiences with grief during the COVID-19 pandemic, and the work is funded by a SSHRC Knowledge Synthesis grant.

Attended:

- Meetings with NS Health, IWK, Heads of NSHealth Library & IWK Library
- UMECC meeting (Med Curriculum meeting)
- Scholarly Communications meeting
- CHLA/ABSC board meetings
- CHLA/ABSC CPC Halifax meetings
- MHLA/ABSM Board Meeting
- UNIWeb support team meetings
- Research Data Management meetings
- Dal Libraries Heads meeting & Senior Leadership Team meetings
- KLMG meeting
- Meeting with NSHealth Librarian at the Dal School of Nursing Yarmouth campus
- Elsevier webinar titled: Analyzing Research Contributions to UN SDGs
- Faculty of Graduate Studies Faculty Council meeting
- AFMC Network on Libraries Winter meeting
- AFMC Transformative Agreement working meeting
- Digital Strategy Pillar 3 meetings and interviews
- AAHSL eSalon on Hybrid work

Dean of Libraries Library Council Report

Submitted by: Michael Vandenburg Date: 2023-04-25

Monthly highlights (1-5 key events, meetings, etc.):

- March 31 – The Senior Leadership Team met with Angela Scammell, Dalhousie’s director of UniForum. Angela provided an overview of Dalhousie’s approach to the UniForum benchmarking program and spoke to several of the questions submitted by library staff as well as additional questions from our leadership team. I’m looking forward to having Angela join our Library Council meeting later this week as a guest.
- April 3-4 – I attended the [CNI Spring 2023 Membership Meeting](#) in Denver, CO. Meeting highlights included a briefing on the Educational Materials Made Accessible (EMMA) project to reduce duplication of effort in university disability service offices through the development of shared storage and access infrastructure supported by HathiTrust, the Internet Archive, and the Accessible Content E-Portal (ACE) at Scholars Portal. This was of interest to me given my own involvement in Scholars Portal during my time at Queen’s and OCUL. There could be benefits to participation in ACE or EMMA by Dalhousie and other CAAL libraries. As expected, there were a number of sessions focused on ChatGPT. Fresh knowledge about how peer institutions are grappling with ChatGPT proved useful in the Deans Council meeting on April 12 where ChatGPT was on the agenda. There is an emerging understanding of the role of information literacy in Dalhousie’s response to these new, powerful AI and machine learning tools.
- April 12 – Leslie Philmore, Dal’s AVP Academic, and Laura Godsoe, Director of Executive Recruitment and Employment Equity, led the kick off meeting for the Centre for Learning and Teaching Executive Director search. The CLT is a critical partner to Dal Libraries and the ED is an important colleague, so I’m pleased to be included on this search committee.
- April 14 – Dal Library Heads met with members of the Resources Team to discuss the possible impact of suggested changes to the structure and organization of library acquisitions funds. Our current structure complicates some processes and workflows in Alma, and Financial Services is recommending changes that could simplify fund management. Resources staff are working on a project charter to explore these changes in-depth with the possibility of introducing the new structure in the next fiscal year.

Other meetings of note:

- March 24 – I travelled to Truro to meet with MacRae Library staff and see the Dalhousie Agriculture Campus Community Fine Arts & Crafts Exhibit. It was nice to connect with library staff in person and I appreciated the opportunity for a great in-passing discussion about how we should respond to book and other resource challenges in an academic library setting.
- April 17 - Novanet Executive meeting
- April 18 – Represented Dal Libraries at a meeting of the University Risk Management Team to establish a risk framework for the university that will help us move beyond responding to issues and help establish guidelines and procedures to prepare for and reduce risks.
- April 19 – Advancement visit with Rod and Ruth MacLennan, namesakes of the university’s MacLennan society recognizing steadfast donors (<https://alumni.dal.ca/giving/impact/donorstories/steadfast/>). A portion of the MacLennan’s annual gift to the university is dedicated to libraries, and it was very nice to have the opportunity to connect with Rod and Ruth and thank them in-person for their generosity to the university and to Dal Libraries.
- April 17-21 - Interviews for Dal Libraries’ Manager, Community Engagement, Web Content & Communications.
- April 24 – Dalhousie Advancement Campaign Priorities meeting with Sheila Blair-Reid and Siobhan Doherty.
- April 24 – Digital Governance Council meeting including endorsement of two projects: an ERP Finance Extension that will improve our procure-to-pay workflows at Dalhousie and a new campus-wide bulking email tool.

Important news (Notable news with a University or Library-wide impact):

- March 29 – I attended the Dal Reads event with Desmond Cole and El Jones. I enjoyed the opportunity to meet with Desmond Cole and hear him read from *The Skin We're In*. The event was well attended and the audience engaged in a lively Q&A period led by El Jones after the reading. Thanks to Nora Frauley-Elson for taking the lead on rescheduling and organizing this event after we had to cancel the initial event earlier in the winter due to weather.
- April 6 – I attended a stakeholder meeting led by Jud Mullen of MCW introducing the Killam Infrastructure Renewal & Sustainability Program. This meeting and the town hall meeting for library staff and occupants of the Killam on April 12 followed weeks of planning and engagement between MCW, Facilities Management and Janice Slauenwhite to prepare for the project beginning this summer. Thanks for sharing your questions during and following the town hall. It's important that everyone impacted by this project is well informed about the plans, disruptions and expected outcomes.
- April 19 – It was great to see several colleagues from Dal Libraries at the official opening of the Indigenous Community Engagement sub-office of the Office of Equity and Inclusion at Millbrook First Nation, marking the first formal presence of Dalhousie University in a Mi'kmaw community.
I look forward to finding opportunities for library engagement in this space.

Announcements (staff acknowledgements, upcoming events, etc.):

- April 18 – Congratulations to the following library staff members recognized at our milestone luncheon on the 18th. Every good thing about Dal Libraries depends on the dedication of our people and I really enjoyed time together with recipients, sharing conversation and recognizing these important milestones. I will note that with this event we were recognizing time at Dal Libraries and that several recipients have many additional years of service in other units at Dalhousie.
 - Five years
Philip Laugher, Mike Duggan, Spencer Cantley, Graham Denman, David George, Jeff Langille, Richard Payne
 - Ten years
Lindsay McNiff, Melissa Helwig, Robin Parker, Graham Perkins, Gino Ranieri
 - Fifteen years
Marc Comeau, Jennifer MacIsaac, Jolene Reid, Andre Richard
 - Twenty years
Allie Fulford
 - Thirty years
James Boxall
 - Forty years
Paul Duffy, Susan Hagen
- April 26 - Lesbian Visibility Day event from 4:00-6:00 at the MSVU Art Gallery highlighting materials from the MSVU Library Lesbian Pulp Fiction Collection and including materials from Dal Libraries' LGBT Senior Archive and Lesbian Oral History Project. Speakers will reflect on lesbian visibility and invisibility and the need for collections highlighting the lives of women who love women.
- June 14 – Look out for more details about an all-staff event and luncheon that will include recognition for library staff retiring this year. Plans are also being made for an all-staff planning event later in the summer.

- Testing was completed and Ellucian Intelligent Learning Platform (ILP) is now live. This platform connects Banner with Brightspace directly resulting in streamlined data synchronization. This addition will result in several benefits including:
 - Courses will appear in Brightspace earlier than they have in the past.
 - Enrollments/drops will occur promptly after a student has registered or withdrawn from a course in DalOnline.
 - Name changes will occur automatically in Brightspace after they have been updated in DalOnline.
 - Courses that are cross-listed in the Academic Timetable will be automatically cross-listed in Brightspace.
 - Eased our administrative tasks associated with course management.

- This week saw the launch of a summer of exciting classroom audio-visual teaching equipment upgrades:
 - AV equipment in 17 common pool second floor classrooms in the Marion McCain Arts and Social Sciences building is currently being upgraded. This work is expected to take 4 weeks to complete.
 - From May 5th to 19th, an upgraded projector and screen will be installed in the Potter Auditorium in the Kenneth C. Rowe Management Building.
 - Commencing May 29th, work gets underway on the Truro campus. A total of 19 classrooms in various buildings will have the AV equipment upgraded. This work is expected to be completed early August.

- Teams Phone Migration – as part of the University project to replace all campus landlines with VOIP phones, Library requirements have been submitted. Users who will be transitioned to Teams phones have been notified. Migration is expected to be completed in the coming weeks. Please note that service phones are remaining as landlines at this time.

- Preparing for the Learning Commons/Killam Help Desk closure effective May 23rd during the HVAC/lighting retrofit. Help Desk staff will be relocating to the KLSP while the work is underway. Normal services will continue. I will be moving to the ATS office on the Killam 3rd floor.

- Job posting to fill the vacant Classroom Support Technician position is live.

- We have been rewriting the hours widget that was previously used on the library website to display the open hours across the different locations. Testing is underway and we hope to go live soon.

Libraries HR Library Council Report

Submitted by: Sandra Dwyer

Date: April 24, 2023

Monthly highlights (1-5 key events, meetings, etc.):

- Attending weekly project meetings for the energy refit of the Killam Library and I also attended the town hall meeting held on April 12th by MCW and Facilities Management to discuss energy refit project.
- Along with Janice Slauenwhite, Jan Pelley, Amanda Sparks, Joseph Wickens, Gina Coates and Leah Unicombe I am attending meetings with Financial Services to discuss the PCI (Payment Card Industry) Project.
- With other members of SLT, met with Angela Scammel re UniForum

Important news (Notable news with a University or Library-wide impact):

- The posting for a Classroom Technology Technician to replace Brett MacDougall will close on May 3rd. Members of the search committee are Mick Bottom, Sandy Dwyer, and Chris Richardson, Service Delivery Manager, MedIT.
- The posting for a Library Services Assistant position within the Resources Unit closed on April 11th. Search committee members, Robin Bishop, Kirsten Huhn, Amanda Sparks and Sandy Dwyer are currently in the process of short-listing applicants.
- We are still in the process of finding a temp to replace the vacancy created when Jodie Walker moved to a permanent position at the Killam Library. Alex Nwankwo, Weekend Evening Supervisor at the Killam will be covering the Saturday and Sunday supervisory shifts there, when we move to Spring/summer hours, from May – August and once we have hired a temp they will work 3 days in the Kellogg and two days in the Killam.
- Document Delivery is currently reviewing staff needs with the Office of the Dean to determine how best to manage the vacancy created by Clare Cheong's internal promotion.
- A Limited term librarian position will be hired to fill the vacancy that was created at the Sexton when Allison Fulford accepted the position of AD/Head of Sexton for one year.
- Interviews have taken place for the Manager, Community Engagement, Web Content and Communications formerly held by Marlo Mackay. Search Committee members are Michael Vandenburg, Janice Slauenwhite, Samantha Adema, Nora Frauley-Elson, Sandy Dwyer and Ryan McNutt, Associate Director, Integrated

Communications & Publications from communications, Marketing & Creative Services. We are currently at the reference checking stage of the process.

- Interviews for the vacant Library Services Assistant position in Killam Access Services will take place the first week of May. Search committee members are Amanda Sparks, Sandy Dwyer and Joe Wickens.
- Interviews for the Administrative & Library Services Assistant, Penny's replacement, will take place the second week of May. Search committee members are Jan Pelley, Melissa Helwig, Nellie Renzelli and Sandy Dwyer.
- The Limited Term Librarian (Research Assistance & Subject Liaison) search is at the offer stage.
- Janice Slauenwhite has official announced her plans to retire as of September 1, 2023. Congratulations Janice and all the best for your retirement!
- An employment requisition to fill the Manager, Financial & Physical Resources position to replace Janice Slauenwhite has been approved. Michael and I are reviewing and finalizing the posting and it should be posted this week. We are hoping to have the position filled in time to allow for some overlap with Janice prior to her leaving for vacation at the beginning of July and then continuing on into her retirement.

Announcements (staff acknowledgements, upcoming events, etc.):

- The Libraries Health & Wellness Committee has once again coordinated the Dal Libraries participation in the Spring into Action Challenge. There are 31 teams (226 participants) from across the Atlantic provinces, although primarily from Nova Scotia, participating in the event. We have two teams this year the Green Monsters - Jolene (Team Captain), Clare, Bennett, Sandy, Nellie R., Melissa R., and Nora and the Library Liberators - Guy (Team Captain), Gina, Robin, Kelly, Ratna, Kevin and Courtney.

Last week was week one of the Challenge and the Green Monsters qualified for the week one prize. We are currently waiting for our prize to arrive to see what we won!

A bit about the event: The Spring Into Action challenge has been an annual event sponsored by Horizons Community Development Associates Inc. for several years. Our goal has been to get our participants up and moving at least 30 minutes each day, five days each week, to improve and sustain your health and well-being. It has also been our goal to have FUN while we do it!

AD Archives, Records Management & Special Collections | Head, Killam Memorial Library

Library Council Report

Submitted by: Sarah Stevenson

Date: 25 April 2023

Monthly highlights:

- **Interns:** Our first group of Multidisciplinary interns completely their time with us at the end of March. On April 21 the supervisors and Heads had a follow up discussion about the multidisciplinary approach: strengths and weakness. The immediate beneficiaries of this conversation – which included feedback from the interns via their exit interviews with the supervisors – are our incoming interns Alison Brierly and Alissa Kossar. Archives intern: Lucy Pauker is returning to the Archives this summer.
- **Meeting with Uniforum coordinator.** On March 31, SLT had an opportunity to hear from the coordinator, Angela Scammell, about the Uniforum survey and ask questions. The meeting ran more than 30 minutes overtime because there was so much to discuss. While there are some concerns about the potential outcomes, Angela emphasized that this was not in response to a crisis and indicated it was an opportunity to engage in a thoughtful process. I'm sure that Council members will have an engaged discussion with her at this week's meeting.
- **Donations Project Group:** The Donations project group (a working group under the Scholarly Resources Management Group: SRMG) had their first meeting on April 21. From the project charter, the purpose of the group is *"The purpose of this project is to extend the gift moratorium for the period required to review and recommend updates to Dalhousie Libraries gift policy with consideration to our current strategic priorities. The resulting recommendations will situate donations of physical gifts within our broader collection development goals and priorities and ensure that our guidelines and processes ensure coordination across library units and take into account available library staff and financial resources when considering prospective donations."* Members, including myself, are currently doing an environmental scan of U-15 and other university's gift and collection policies to help inform revised policies/guidelines at Dal. The Archives is also reviewing it's acquisitions policy, so I'm looking through these external policies for ideas pertaining to the Killam and to the Archives.
- **FSPA video project:** The Archives will be working with a graduate student in music to preserve and catalogue archival recordings of theatre and music performances produced by the Fountain School of Performing Arts (FSPA) and its predecessor units. Funding for this student is being provided through the Fountain School. The student will be working in the Archives with Creighton and Roger.

Important news:

- **Access 2023 conference:** Planning is underway for Access 2023 to be held in Halifax October 23-25th, 2023 at the Prince George Hotel. The host committee is a coalition of interested people from across the Maritimes, chaired by Jennifer Richard of Acadia. Jennifer is also filling the role of treasurer as the funds will be going through Acadia. Peter Webster (SMU) and Stan Orlov (MSVU) are the program committee chairs with Katie Puxley (NSCADU) also providing input. Sandra Sawchuk (MSVU) is rebuilding the Access website, Margaret Vail (StFX) is handling promotions and social media, Michael Vandenberg has agreed to look into sponsors and I'm working with Courtney Matthews at UPEI on registration. I've probably forgotten a couple of folks too. There will be more information soon, particularly once the ailing website is rehabilitated.
- **Killam HVAC project:** The [Killam Library Deep Energy Retrofit](#) starts next month in the Downie-Wenjack Legacy Space. The contractors have been careful to schedule work for the least disruption, but it is still a construction zone and there will still be significant disruptions to our spaces over the three years of the project. Various units may need to leave their usual spaces for a time to allow work to be done.

Scope of work (From the Facilities Management page)

The Killam Memorial Library is undergoing energy and water retrofits, as well as some infrastructure renewal to improve sustainability and building performance.

This includes the following work:

- *Ventilation, air distribution and controls improvements;*
- *Energy-efficient lighting upgrades;*
- *Plumbing fixture upgrades to energy efficient, touchless fixtures in washrooms;*
- *Upgrading main air handling units in basement and 5th floor of the Killam building;*
- *Conversion of heating systems from steam to hot water;*
- *Maintenance and/or replacement of failed windows and glass on all floors and in the atrium.*

Yes Virginia, the atrium windows are getting cleaned!

Janice Slauenwhite, Sandy Dwyer and Nellie Renzetti meet with the project team every Thursday morning at 10am. The Project is in the process of scheduling group meetings with various Killam resident groups to follow up on the Town Hall meetings.

Announcements

- Clare Cheong started her new position with the Archives on April 3.
- NS Book Arts Group will be visiting Special Collections on the evening of Tuesday May 2nd to see and hear about the [Cockerell Fine Bindings](#) collection, hosted by Karen Smith.
- My plans: After much thought and several discussions with the Dean, I have decided not to renew as AD/Head. I will be leaving those roles on June 30th for administrative leave and retiring at the end of January 2024. At the time of writing, I still have a couple of smaller Killam-based collections projects that I would like to see through as part of that post-AD time. On July 1st, I will mark 22 years with Dalhousie Libraries – a pretty good considering I initially only planned to stay for two years. One of the compelling reasons for my career change to librarianship was the unanimous testimony from my librarian friends that they learned something new every day. My time here first as a Science Services intern and then as a librarian, Interim Head, & lastly as Head &AD has been filled with unexpected opportunities, lots of new things, and some very fine people. My thanks to every one of you for sharing the journey and the immense privilege to work in a university library.

Senate Representative Report to Library Council
10 April 2023

The most recent meeting of Senate took place on Monday, 10 April 2023. This report describes highlights of the meeting.

Chair's Report:

Presenter: Senator Spiteri

Attended a 6-hour retreat with the Bicameral Governance Working Group to work on the implementation plan for the recommendations of the Governance review report. The results will be presented at the 24 April meeting of Senate.

Thanked student Senators for their service.

President's Report:

Presenter: Senator Harvey

Submitted written report.

Approval of new Dalhousie Research Centre based in Faculty of Medicine: Solutions for Kids In Pain (SKIP)

Presenter: Senator Blustein

MOTION:

THAT Senate approve the creation of Solutions for Kids in Pain (SKIP) as a Dalhousie research centre, as presented, and recommend it to the Board of Governors for further approval.

MOTION PASSED

Renewed Equity Ethos Statement to Guide Admission Practices at Dalhousie: What's Next?

Presenter: Adam Robertson

Information on proposed framework.

Consultation on Proposed Institutional eLearning Framework

Presenters: Suzanne Sheffield, Acting Executive Director, Centre for Learning and Teaching; Leslie Phillmore, Associate Vice President, Academic; Marion Brown, Associate Professor, School of Social Work

Next meeting, 24 April 2023

Respectfully submitted,
Shelley McKibbon