

Library Council Meeting  
Minutes  
February 15, 2024  
1330- 1533hrs  
Microsoft Teams

Present: Jaclyn Chambers Page (Chair), Courtney Bayne (Vice Chair), Allie Fulford, Amanda Sparks, Carlina Gillis, Creighton Barrett, Dominic Silvio, Elaine MacInnis, Erin MacPherson, Hershan Ferando, Jackie Phinney, Jan Pelley, Jennifer Adams, Joe Wickens, Joyline Makani, Julie Marcoux, Karen Smith, Katie MacAskill, Kirsten Huhn, Kristy Read, Leah Unicomb, Lindsay McNiff, Louise Gillis, Louise Spiteri, Marc Comeau, Mark Lewis, Melissa Helwig, Melissa Rothfus, Michael Vandenburg, Nicole Marcoux, Ratna Dhaliwal, Robin Bishop, Roger Gillis, Sai Chua, Samantha Adema, Sandy Dwyer, Scott MacPherson, Shelley McKibbin, Tracy Lenfesty

Regrets: David Michels, Geoff Brown, Gina Coates, Hannah Rosborough, James Boxall, Jason Flynn, Linda Bedwell, Mick Bottom, Robin Parker, Sarah Jane Dooley

1. Territorial Acknowledgement

The Territorial Acknowledgement was read by Jaclyn Chambers Page.

Approval of Agenda

**Motion:** To approve the Agenda as circulated.

E. MacPherson / K. Huhn

Carried

Introductions

No introductions this month.

Approval of Minutes from meeting January 18, 2024

**Motion:** To approve the Minutes from the January 18, 2024 meeting as circulated.

J. Makani / R. Dhaliwal

Carried

2. Announcements

• The Mid-Winter Feast

Thank you to all who participated and helped make this event so successful. The event was held on both the Halifax and Truro campuses. If the recording of the event is made public, it will be shared with Library Council.

• April is Information Records Management Month. Stay tuned for more information on this topic.

• Resources and ATS collaborated to create an electronic form to submit problems with electronic access using Footprints.

• Blind Date with a Book takes place today, February 15 (rescheduled due to the snowstorm).

• The Annual Dalhousie Agricultural Campus Student/Staff/Faculty/Alumni Fine Arts and Craft Exhibit starts on March 7 and runs for three weeks at the MacRae Library. All are welcome to attend.

3. Highlights from the Senate Report

The Senate Report is available on Brightspace [February 2024] 20240212\_LC\_RPT\_SEN.

4. Shaping Library Council Follow-up

The Library Council Review document is available in Brightspace [February 2024] Library Council Review Summary.

5. Committee Review Round-up

It was suggested that Committees of Library Council give an updated members list sometime in August or early September so staff know who is representing each library location.

➤ Dalhousie Libraries Service Point Committee (DLSPC)

- This Committee was established to facilitate communication between the components of the service points (Reference Services staff and Access Services staff) for each of the locations. The Committee members share changes, updates, and trends from a service point perspective and how we can improve our services for our users.
- The Committee is mandated to meet twice a year.
- During COVID the DLSPC transformed into SEET (Service Evaluation and Enhancement Team) to look at COVID response and how we dealt with the feedback related to measures the libraries took during the pandemic. Archives, Records Management & Special Collections Service Point, ATS, Document Delivery were added as other components of SEET.
- Feedback that comes from the feedback button or tell us how we can improve button, was kept as a regular reporting agenda item once SEET transformed back to DLSPC.
- An annual report is submitted to Library Council.

**Motion:** The Dalhousie Libraries Service Point Committee (DLSPC) should remain a committee of Library Council.  
Carried

➤ Discovery Layer Committee

- This committee is active and meets monthly. The committee has representatives from each of the Dalhousie Libraries; the Associate Dean; Resources; ATS Systems Developer; Manager of Document Delivery; a rep from the Resources Team; a rep from Learning and Teaching and a rep from the Web Advisory Committee plus others as needed.
- This committee is mandated to oversee, manage and maintain and implement changes to the Dalhousie Libraries instance of Primo VE.
- The Terms of Reference has recently been updated.
- This committee is not seen as having an advisory role to Library Council.

Questions / Comments:

*Regarding reporting, how do we gather the work that is done under and in relation to our standing with committees within Novanet? I'm also thinking about Cataloguing and Acquisitions Service Groups there. It doesn't quite make sense to have this as a Library Council committee, but how do we communicate or manage those streams.*

Novanet has its own governance structure. How as a library, are we represented on those committees or service groups? Often people are represented on those groups for a particular role they play in the library but that is not always the case. We can use Library Council for discussion around decisions that are happening in Novanet but how do we manage all of that Alma type work that is in the system and hosted through Novanet. How do we manage that within the library? A lot of departments within the libraries now have a closer connection to Novanet. It was noted, as we sort through our AD roles, we need to have a clear picture of where this discovery role fits in our organizational structure. This is something that needs highlighting and attention.

**Action:** *This item will be tabled to a future Library Council meeting.*

➤ Scholarly Resources Management Group (SRMG)

- This group is active.
- Membership consists of Dean of Libraries, Scholarly Communications/Research rep, Head of Killam, Associate Dean, Resources and Sexton rep, Resources Management Librarian, Collections Analysis Librarian, Metadata Librarian, Kellogg Library rep, MacRae Library rep, Licensing Manager. It was noted, the Terms of Reference will need to be updated to include the Scholarly Communications addition and the removal of the Head of Kellogg.
- Reports to Library Council through an annual report.
- Mandate is to inform and advise Library Council regarding collection development and the management of print and electronic resources, including selection, de-selection, and discovery, with a focus on system-wide

resources and practices. Also to consult the Senior Leadership Team regarding one-time funds (eg. significant donations, endowments, US dollar reconciliation), major purchases, rationalizations, and cancellations under consideration for the system-wide Electronic Access Fund (EAF).

Questions/Comments:

*Need to understand the purpose and the terms in the way the group works to make sure it is structured in the way it supports both the management of the acquisitions budget and the advisory and feedback mandate that is in the Terms of Reference. And to what extent is this group engaged in managing the acquisitions budget and spending it out versus the discussion and informing decisions piece we would expect from the Library Council mandate.*

This group is integral to decisions made on the system wide spending (EAF) but not related to the entire collections budgets. In the past, talked about donations, gift guidelines, course assessment guidelines, textbooks. There was a EAF group to discuss potential cancellations for EAF. This group was integral in working through the process of adapting during the pandemic particularly when there was a lot of instructor demand for video content so the group took on an advisory role of deciding how to allocate resources and now to pay for those things and work through the process. We did not assess those decisions at this time. Vendor or consortia offers are discussed through this group. The open access agreements and transformative agreements that are unique where the pros and cons need to be discussed has been the forum for that at SRMG.

*Should the work of SRMG be reassessed to split acquisitions and spending decisions as operational matters, and consultation-related discussions/communications be done through SRMG?*

*Maybe the Terms of Reference and duties need to be re-evaluated?*

**Action:** *This item will be tabled to a future Library Council meeting so SRMG can re-evaluate the Terms of Reference and duties of the group and bring a new proposal to Library Council.*

➤ Web Advisory Committee (WAC)

- This committee is inactive.
- This Committee does not align with the mandate of Library Council. It is more of an operational tool (Some of the language and terms of language was seeing it as an operational committee).
- The duties of this Committee are more in the job description of the Manager, Community Engagement, Web Content and Communications to manage and maintain the website.
- It was suggested to create a working group that reports to the Dean of Libraries and consults those who have been on the committee, those who know and understand the website, and those who know our users since we have a variation in users. Because the university has asked all faculties to go through an 8-phase transition program, the working group will work collaboratively and can share updates, consult and use Library Council as a point of contact and bring in experts as needed.

Questions/Comments:

*Will the vision for this working group fit in with the work of the overall digital strategy and would we have to be mindful of those goals. Are the two still separate or be married together? And where are we with the digital strategy work.*

The five pillar groups of the digital strategy are still doing the work they initially were set out to do but the 5<sup>th</sup> pillar group who focused on foundations was completed earlier around digital governance framework that's been approved. The overall steering group for digital governance has been formed. The focus for digital governance and framework is in two parts; one to focus on data governance and the other around information systems governance. There is not a strong focus on a web presence. Our work around understanding how to best describe and promote our services using the website would be situated within the library and do not see it as being part of digital strategy work. Communications are proceeding with a university wide redesign of the website and will need to do specific project work around that. Eventually the library will see a redesign of the website possibly using a project charter and a dedicated group to do this work.

*When the new Working Group comes into existence, could we announce that in the Libraries Connect Teams, and maintain a list of members?*

Yes

**Motion:** The Web Advisory Committee as a Committee of Library Council be dissolved in favour of the Website Committee Working Group that is separate from Library Council.

Carried

6. Any Other Business

There was no other business.

7. Adjournment

The meeting adjourned at 3:33pm.

## Senate Meeting 12 February 2024

### 1. Approval of Agenda

Indigenous land acknowledgement statement

### 2. Consent Agenda

2.1 Approval of Draft Minutes of January 8, 2024 Senate Meeting

### 3. Matters Arising from January 8, 2024 Meeting:

None

### 4. Steps to Make Diversity and Inclusion a Reality:

Presenter: Laura Godsoe, Director, Executive Recruitment and Employment Equity

Title: Pilot – Senior Administration Acting Appointment Process

Presentation on tracking process for acting/interim positions in senior administration. Very few of these positions are held by members of equity-deserving groups, and fewer than the availability at Dal. (As later pointed out in the question period, “women” are listed as a single grouping but this categorization includes members of other equity-deserving groups and it would be useful to have more details.) A pilot process has been developed to improve transparency and hopefully the fairness of such appointments. HR is more involved, expressions of interest will be solicited, clearer statements of duration, responsibilities, and required qualifications. Review process for the applicants should involve a panel, possibly interviews, and as clear and fair a process as possible.

### 5. Reports:

5.1 Chair of Senate’s Report -- Senator Spiteri, submitted in writing. Senate Planning & Governance Committee continues to address the external review of University governance. Revisions to Senate constitution, if needed, will be proposed by this committee.

5.2 President’s Report – Senator Brooks spoke on the government funding update described in the email sent to all members of the university on Feb 2<sup>nd</sup>. Dalhousie has serious questions about some of the proposed government “holdbacks” – for instance, unless 97% of “health training seats” are filled, there could be a 10% holdback of funding. The government has not defined how that percentage will be calculated – based on first year entry? Graduation? Something else? Do proposed “holdbacks” like this create pressure to graduate candidates who may be unsuitable for their professions? President Brooks emphasized that this conversation is just beginning and no answers are currently available.

### FOR APPROVAL

### 6. Senate Academic Programs and Research Committee (SAPRC)

Proposed Termination of the Mineral Engineering Centre\*

Presenter: Jamie Blustein, Chair of SAPRC

Motion: That Senate approve termination of the Mineral Engineering Centre as a research centre at Dalhousie. (Rationale: no faculty have been directly attached to the centre for a number of years, it has functioned in the role of a laboratory and will continue in that role.)

Motion carries.

### FOR DISCUSSION

### 7. Provost and Vice-President Academic Search Consultation\*

Facilitator: Laura Godsoe, Director, Executive Recruitment and Employment Equity

*Internal discussion.*

### 8. Report – Meeting of Representatives of the Board of Governors, Representatives of Senate and the President\*

Presenter: John Hope, General Counsel & University Secretary

Presenter: Senator Westwood

Conversations were productive and representatives of both sides expressed the hope that meetings would continue.

Next meeting: 26 February 2024 (think tank meeting)

Respectfully submitted,  
Shelley McKibbin