

Library Council Meeting
Killam Library Room 2902
17 December 2015
10:00 am – 12:00 pm

Present: Donna Bourne-Tyson (Chair), Carol Richardson (Recording Secretary), Alice Stover, Allison Fulford, Ann Barrett, Anne Matthewman, Brian Lesser, Creighton Barrett, Erin MacPherson, Gail Fraser, Geoff Brown, Gwendolyn MacNairn, Heather MacFadyen, Jackie Phinney, James Boxall, Janice Slauenwhite, Jennifer Adams, John Yolkowski, Julie Marcoux, Karen Smith, Linda Aiken, Linda Bedwell, Marc Comeau, Michael Moosberger, Michelle Charlton, Michelle Paon, Patrick Ellis, Robin Parker, Roger Gillis, Sai Choi Chua, Sandra Dwyer, Sarah Stevenson, Shelley McKibbon

Regrets: David Michels, Dominic Silvio, Elaine MacInnis, Ian Colford, Joyline Makani, Karen Chandler, Lindsay McNiff, Margaret Vail, Mark Lewis, Melissa Helwig, Nicole Tanner, Oriel MacLennan, Phil O'Hara, Phyllis Ross, Sarah Jane Dooley

Donna welcomed Roger Gillis to the group.

1. Adoption of the agenda

The Agenda was adopted as presented.

2. Approval of the minutes of November 19, 2015

The Minutes were approved as presented.

3. Business arising

a. Senate Election Procedures

A brief summary of the revised Senate Election Procedures was presented. There were no big issues with the procedures and any changes were minor.

Motion: Library Council adopt the revised version of the Senate Election Procedures.

(S.Stevenson/M.Paon)

Approved

b. Library Council Terms of Reference

The Library Council Terms of Reference are first approved by Faculty Council, then they go to a number of Committees eg. Senate Planning and Governance Committee (SPGC), Legal Counsel and then finally to Senate.

The following changes suggested by Karen Crombie, Legal Counsel were reviewed by Library Council:

The word "the" was removed where it referred to Library Council and the punctuation was standardized.

2.1 "**and vote on**" was felt not to be necessary.

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

3. It was suggested to move membership from number 3 to number 2 (just flip the order).

3.1 It was felt that naming every single position being added to Council was unusual. It was suggested to have more generic titles like Administrators and Managers, for example. There was also a question about why there isn't a cap on the number of these positions that could be added to Council. It was recommended to limit the number of Administrator and Manager positions to 12 (this would be 1/2 of the number of Librarian positions on Council). There is a clause 3.3 that will allow us to go beyond 12 but as a principal we keep the number to 12.

4.2 We can have an electronic vote providing we have substantial discussion ahead. What if its time sensitive? If that is the case, the chair would call a special meeting and those that could attend would attend.

4.9 Anyone can add things to the agenda but it should be at least 4 days in advance of meeting. This has been standard for other faculties and we try and follow this regularly.

Suggestions:

- At the next all staff meeting, Library Council be added as an agenda item so staff can be more informed about what Library Council does and to let everyone know they are welcome to attend as an observer.
- Replace “At the recommendation of the University Librarian, individuals in the following positions will also be members of The Council... to “At the recommendation of the University Librarian, individuals in the following positions will also be **voting** members of The Council”.
- Instead of having a number used for Librarian positions, a proportion would be a better word than a number or 50% minus 1. Donna will see if Legal Counsel has wording that can be used.

Before the Terms of Reference is approved, a revised draft will be sent out electronically to Council members. Then a final approval will come at the January Library Council meeting before it goes back to Senate.

4. Round table updates

Brian Lesser

- Preparing for semester start with a lot of course setups.
- BrightSpace summer migrations are underway and hope to have them done by mid-February.
- There is a survey for BrightSpace from the first phase pilot and the deadline closes today.

Sarah Stevenson

- The Web Publishers and AUL Discovery are working on Information Architecture for a new web design, hoping to release in July 2016.
- Going to be sending some webpages back to some committees to take a look at and determine whether to keep the page(s) or consolidate them. Feedback would be appreciated within the month of receiving the pages.

Erin MacPherson

- Working on promoting herself in her new role; meeting with Deans and Unit Heads and sending out flyers describing their services to Faculty.
- Doing LiveHelp training with Sexton and MacRae staff. Two more training sessions in the New Year for anyone who wants training.
- Doing background work for Elaine’s Ethiopia trip eg. designing surveys, focus group questions and writing reports.

Janice Slauenwhite

- Still working on CARL stats
- Lots of sorting out with the CHEB.
 - The Libraries are officially running the building (we are the building manager, not the owner). A building manager is designated to each building on campus.

Geoff Brown

- Now the Government Documents Subject Specialist.
- There is a LibGuide for Open Textbooks.
- Open Conference Services is being hosted by the Libraries. Margaret Vail installed the software. If anyone is involved in hosting a conference get in touch with Geoff.

Gwendolyn MacNairn

- There are two undergraduate degrees in the Faculty of Computer Science. One is the Bachelor of Computer Science and the other is the Bachelor of Informatics. It has been proposed and agreed at Faculty Council to rename the Bachelor of Informatics to the Bachelor of Applied Computer Science. The name has not been approved but potentially that name change will be taking place.

Roger Gillis

- Getting familiar with the Dalhousie Libraries and the university itself.
- Working with a number of staff in preparing for a Research Bootcamp in the spring.
- Working with Geoff to bring over the Open Journal System that SSHRC funded to bring the Canadian Journal for the Study of Health Education to Dalhousie.
- Doing copyright presentations with John Yolkowski.
- Will be teaching with Creighton at the Digital Humanities Summer Institute in May.

Michelle Charlton

- Annual Report that's in draft format and working on the design.
- IATUL Conference.

Creighton Barrett

- Working with Peter Dykhuis at the Dalhousie Art Gallery to create an exhibition that will launch January 21 with a reception that evening.
- Creighton will be on parental leave from December 23-April.

Gail Fraser

- Thanks to everyone who made the Kellogg staff feel welcome at the Killam.

John Yolkowski

- Continuing with preparations for the end of Access Copyright.
- Went to the OLA Copyright Conference on December 4.

James Boxall

- A lot of students coming in with Cartography and GIS projects at the end of term.
- Will be doing a day long workshop in the Digital Humanities on historical GIS in the summer.
- Canadian Association of Geographers is meeting between Dalhousie and Saint Mary's the end of May.
- Away the beginning of February as an external reviewer at Carlton University.

Alice Stover

- Novanet Service groups had their annual meetings. Alice is chair of the Cataloguing group.
- On the Search Committee for two of the new C-5 positions. Hope to have them in place by January.
- Continuing staff training in the Resources group.

Allison Fulford

- Is the Academic Library rep on the One-book Nova Scotia Selection Committee.

Marc Comeau

- SPSS is going to be available in January 2016 for students on and off campus.
- Was a guest lecture for Mike Schmit's class.

Shelley McKibbin

- Working on an assessment for a new course in Occupational Therapy.
- Working with the Web Team and Assessment Team on the Architecture of the site.

Michelle Paon

- Taught 26 sessions with students.
- Continuing work with the Introductory Ecology Group. The professor teaches the same course in the winter term and the class is proposed to be much bigger.
- Talking to the Writing Centre about the potential for a grant from CLT.
- There is two holiday book displays in the Killam. See Michelle if you want to create your own.
- Taking an undergraduate course in history.

Anne Matthewman

- Dunn
 - Had a mini retreat for staff to follow up on the Strategic Plan for the Library. Looked at Dalhousie Strategic plan and where we could focus and what our role will be.
 - Looking forward to David and Mark being back in January.
 - Doing preparations for advanced legal class and marking assignments. Julie will come and teach a class next term on advanced legal terms.
 - We have extra money to extend our hours for exams.
- AUL
 - Worked with Robin Parker, Lindsay McNiff, Creighton Barrett, Jennifer Adams, Suzanne Sheffield and Susan Joudrey to see if we can collaborate to do projects together with Center for Learning and Teaching. Another meeting will take place in the New Year to further the discussions.

Jennifer Adams

- Legal Research class has wrapped up and just marking left to do.
- Finished a chapter for the second edition of Legal Research Textbook that's being published.
- Attended an E-Learning conference at University of Toronto in November with Lindsay.
- We had reference/triage training for Access staff in November.

Linda Aiken

- There has been negotiations with Relais to resolve service and system issues. A new contract needs to be signed. Linda has been listening in on their discussions.

Julie Marcoux

- Moved to Phyllis Ross's old office.
- Did 26 presentations/workshops and had 94 questions with a statistics element in the fall semester.
- Finished work on a survey that will be sent to other librarians in Atlantic Canada to help to decide on a program for the next training day. Hoping to take the survey and adapt it to researchers here at Dalhousie.
- Collaborating with a professor to finish an article that was first started when she worked at the Université de Moncton.

Ann Barrett

- Just a reminder, staff at Kellogg are moving. If students are looking for them, please give them a call ahead. The phones will be working at Kellogg on January 4 but email might be best.
- Starting to develop reference training for the C-5 positions.

Robin Parker

- The final current version of the CIHR grant is due the middle of January and she will be attending the workshop tomorrow.
- Received funding for an Interdisciplinary Primary Care grant. Project will be moving forward in the New Year.
- Robin and Melissa will be teaching the Health Information course at SIM next term.
- Robin and Melissa will be attending a Canadian Health Library meeting in Toronto in May and will be presenting their recent projects at that time. They also presented their previous projects during the CHEB Launch.

Linda Bedwell

- Wrapped up one-on-one meetings with the Dalhousie Libraries Research Assistance Program (DLRAP students) first term.
- Developed assessment priorities (in the hands of AUL's) and coming back in January to present them to Library Council.

Patrick Ellis

- Remind staff that we are moving...it's so close at this point.
- Congratulations to Melissa on getting another article out there.

- The Kellogg subject selectors will be meeting with Heather directly after this meeting to see how we are going to meet our shortfall.

Sandy Dwyer

- Worked with HR to organize 2 workshops: Job Classification and Evaluation for NSGEU and another for Managers for managing within NSGEU. There will be another session for NSGEU staff who missed the first session.
- Doing lots of hiring.

Jackie Phinney

- Seeing students in person and getting emails from them about their research and medicine projects.
- Staffing changes going on in Saint John.

5. Wallace McCain LC Assessment

- The grand opening of the Wallace McCain Learning Commons was on October 15.
- The Guerilla Planning and Implementation meeting was held on November 24.
- The assessment activities took place from November 30-December 8
- The data analysis started on December 7 and will continue into January.
- Results presentation to Library Council will take place on January 21.

6. Senate Review - Jan. 18-19 for internal and Feb. 11-12 for externals

A message will be sent out to professional librarians asking them to send either their full CV, Research CV or their Annual Report in pdf format for the self-study. These should be in to Donna by the end of the first week in January (January 8). The committee is interested in publications, presentations that you have done recently. Anything you want to share re: classes you taught, grants you brought in. The external reviewers are Vivian Lewis from McMaster University and Gerald Beasley from the University of Alberta. Anyone who is not a professional librarian -- you are welcome to submit a CV or Annual Report as well.

7. Dal 200th Anniversary Update

Michael Moosberger is on the planning committee for Dalhousie's 200th Anniversary celebrations. A number of meetings have taken place. Trying to get faculties to contribute something to the anniversary. Is there anything the Dalhousie Libraries would like to contribute to the anniversary? Is there anything we should be highlighting? Michael will send a list of the focal points through the Library Council listserv and if anyone has ideas or feedback on how the libraries can contribute, please let him know. There is a number of initiatives already started but once the document with the different options is finalized, Michael will send it out to Library Council. There is a faculty champions group that is being developed. Michael goes because he is on the planning committee but wanted to know if anyone else would like to represent the libraries, if so, please let Michael know before January 7. Geoff will create an event archive from any press releases, communications or web content. He will create a whole package around this event.

8. Senate Report (attached)

Robin is also on the Senate Disciplinary Committee. Not seeing a lot of the reflection of the library resources that support academic integrity being used. Please remind your faculty of the resources and promote the tutorials that Lindsay McNiff created.

There is an Inclusiveness and Diversity LibGuide on this topic.

9. Senior Management Reports

LITS – Marc Comeau

Our department is working on a plan for a unified ticket system, likely in conjunction with ITS. We currently use three different ticket systems/spaces which are a result of our historical organizational makeup. We're also going to be discussing options with other groups like CLT to make it easier to work together on problems. The

BrightSpace migration project continues. While the system does have its flaws the feedback through this first term of usage has been positive. Interviews for term training position will begin early January.

University Librarian Report - Donna Bourne-Tyson

Since we last met I've been helping to organize the meeting schedule for the internal Senate Review Committee and supplying additional materials to them. The Committee will be holding a series of meetings on January 18 – 19th, to which anyone is welcome to attend. In advance of that they have started meeting with various senior administrators within and outside of the Libraries. The External Reviewers will be Vivian Lewis from McMaster University and Gerald Beasley from the University of Alberta, and they will be here February 10-11th.

As I noted in an earlier message to the Library Council list, I was at the Coalition for Networked Information (CNI) meeting this Monday and Tuesday in Washington, and it was really worth attending. The sessions cover the latest research and project reports from North American, UK and EU research libraries, and it is difficult to choose which sessions to attend during the breakout sessions. I haven't had a chance to look through my notes yet but am circulating the description of sessions, and am suggesting Dale Askey's notes from the sessions he attended, for those interested in more: <http://bibliobrary.net/2015/12/16/cni-fall-2015-notes/>

In December, there continued to be many meetings regarding the governance of the CHEB, and the upcoming move for the Kellogg to the CHEB and Chapter House, and several of the Strategic Initiatives committees held meetings once classes ended, to try to catch up. With the Deans, I also attended meetings and presentations with the candidates for Vice-Provost Student Affairs and for the Registrar's position.

AUL Discovery | Head Sexton Library | Allison Fulford

1. AUL Discovery

Primo

Just a reminder that it is important to sign into Novanet (Primo) when searching. Sign in via the banner at the top-right of the screen:



By signing in users have access to more library resources and online services:

- Some databases may need to recognize users as registered students or faculty members before even allowing them to search, let alone retrieve certain materials
- You can request items, renew loans, check fines
- You can view your personal account settings
- You can save books, articles, and other items to your e-Shelf
- You can set alerts, save search results, and view your search history

2. Sexton Library

- Sexton Library is cancelling its ENGnetBASE subscription (renewal was for January 2016). The publisher is changing the subscription to one of two perpetual models (all titles must be purchased), and both models offered are not financially viable. Engineering faculty have been notified and were asked to submit feedback prior to the cancellation decision.

Director, Libraries HR - Sandy Dwyer

1. Interviews for the final two C5 positions concluded on Tuesday. The committee is currently checking references and hope to have a decision if not before the Holiday break then early in the New Year.
2. SIT 1 (Former T8 classification) - the competition for the Instructional Technologies Trainer, 14 month term position, has now closed, candidates have been short-listed and interviews will take place the first week of January 2016.
3. Help Desk Technician T7 position will soon be posted. We are just putting the final revision on the posting.

AUL Research and Scholarly Communication – Michael Moosberger

- Met with John Newhook AVP Research, Donna Bourne-Tyson and Sarah Stevenson on 11 December for a briefing on the RDC Workshop for Research Data Management at University of Alberta that John attended and to discuss upcoming RDM work that is required at Dal to address Tri-Agency compliancy requirements.
- Discussed with Sarah the request she has received from one of Mike Smit's students who is interested in a reading course on RDM. Sarah would like to have her work with Anna Metaxas on her retrospective data and developing data management plans for future projects. The development of the reading course and Dr. Metaxas's participation are still pending.
- Continued to have meetings with Drs. Paul Neumann and William Baldrige around the Libraries' support for the website and associated database development for the Programme in Anatomical Terminologies (FIPAT) of the International Federation of Associations of Anatomists (IFAA; www.ifaa.net). A preliminary memorandum of agreement has been drafted and circulated for comment and possible revision with its signing to take place early in the New Year. A significant amount of initial one-time funding for technology development and ongoing annual funding for maintenance of the site from the Department of Anatomy was also discussed.
- Met with Marc, Mick, Margaret and David on 25 November to discuss the Libraries' and in particular, LITS role in supporting FIPAT and Dean Irvine's Modernist Commons project. A letter of understanding outlining the Libraries' level of contribution to the Modernist Commons initiative has been prepared by Donna and sent to Dean Irvine.
- Briefed Donna on the proposed changes for Scholars@dal, which will be a complete re-set of the project and position it as an open access repository for each faculty member within their own faculty or departmental community in DalSpace rather than a bibliographic showcase.
- Completed the review and justifications for the RFP's for the Libraries new over-sized book scanner which have been accepted and approved by the Head of Procurement and the VP Administration and Finance. The scanner to be purchased is Analogue Imaging's ScanMaster 0 which will allow us to scan materials up to 50" x 36" up to a resolution of 1200 dpi. It will be delivered early in the New Year.

University Archivist

- Continued to meet with Creighton to plan for the reallocation of his work responsibilities during his 4 month parental leave from January – April 2016. These discussions included the type and amount of Young Canada Works funding the Archives should be applying for in 2016-2017. We exploring projects that will deal with the electronic records that we hold in various environmental and sustainability collections and for the continuation of our digitization work on University publications.
- Attended the University's 200th Anniversary Planning Committee meeting on 1 December and outlined the proposed oral history program. Also renewed my dialogue with oral historians at Pier 21 who had expressed interest in supporting the development of the project when it was initially proposed two years ago.
- Had discussions with Dr. Andrew Wainwright (English) and Jenny Munday (Playwrights Atlantic Resource Centre) and Richard Oland (Olands Family) concerning the donation of additional accruals of material to the Archives and finalized the donation of the Nova Scotia related portion of former Parks Canada staff member Dr. Susan Bugey's papers from her estate.
- Zac Howarth-Schueler has completed his contract with the Archives for the data migration of our legacy databases into AtoM and the clean-up of metadata and holdings information for descriptions already in the system. The AtoM staging server has over 240,000 records waiting to be published to the public server, which should take place later this week.
- Met with Copyright Librarian Roger Gillis and provided him with an overview of the current projects in the University Archives, Scholarly Communications and Research.

Donna noted there is a link to Dale Askey's blog sent to members this morning. She encourages you to read his blog. There is also a booklet that Donna brought back from the CNI meetings that anyone can take a look at if they want.

10. Other business

FIPAT Con't

The Libraries have agreed to support the migration of their databases from the University of Freiburg to Dalhousie. As a result LITS has set up through open projects a virtual research environment. We will be able to use it ourselves. It's like the Conference Service initiative, it's easy to use. If you have collaborative projects you are working on, this would be useful (<http://projects.library.dal.ca>).

Library Council Chair

Welcome nominations, volunteers. Give it some thought over the holidays.

Donna wished everyone a happy holidays.

Senate report to Library Council

Submitted by Robin Parker, Dalhousie Libraries Senator

Refers to Senate meetings 23 Nov 2015 and 14 Dec 2015

Senate Chair reports

- Highlights of readings relevant to diversity and inclusion discussions
- Dal Med student selected to participate in Climate Change conference
- Senator Baylis will be attending prestigious bioethics meeting
- programs approved - integrated BSc in Physiotherapy; new minor in Black and African Diaspora studies
- New Senate Constitution (revised) approved by Board
- Next Senate workshop Jan 25th

President reports

- Good progress on Dal crowdfunding (and matched) for student refugees
- Black faculty caucus meeting with Dal President
- Attendance at Treaty Education event and TRC event in Saskatoon – more to come of universities and Dal's role and activities regarding TRC; aboriginal advisory council follow-up – curriculum can be customized to improve access for aboriginal students and better coverage of treaty knowledge;
- Remarks on opening of new Learning Commons
- New executive director of diversity and inclusion – Norma Williams
- New diversity faculty awards

Provost's reports

- Follow up from earlier meeting – reports on funding discrepancies for IB&M program funding and Black Studies Research Chair funding
- BAC meetings – facilities management: replacement value 1.4 billion; targeted upkeep and maintenance is 2%; 150 buildings, including 45 houses and about 45 on Truro campus
- IT network – put in 10-15 years ago. No money set aside for upgrading and maintenance; have to budget to bring up to current standards. 2.5 million dollar gap.
- 6 month review of budget year – no big surprises. Slight discrepancies that more or less balance out.
- Unfilled residence rooms; and FASS that has declining enrollment and resulting constrictions on budget
- Education advisory board meeting in Washington; U15 provosts meeting; APLU meeting (includes U15 and Mexican universities) – meetings on diversity and inclusion at both of latter two meetings
- E-textbooks on the agenda across the universities of N. America – discussions with UL
- E-learning committee comment – LMS and distance teaching restricted by bandwidth

Student Rep report

Draft proposal to increase student representation on Senate – to include representation from all 12 faculties, DSU, and 5 equity groups; questions arising regarding which equity groups, exclusion, and intersectionality

Senate business

Guest speakers regarding the student experience of Black/African Canadian and Aboriginal individuals – very moving accounts that reflect on the importance of specific services, resources, and spaces for them

Presentation on A Report from the Committee on Aboriginal and Black/African Canadian Student Access and Retention: A Focus on Financial Support

- Moral and economic imperatives to do something: largest growing population (young) and want to attend – but are we doing enough to attract them to Dalhousie (and keep them here through their degree (s)).

- About 50% Mi'kmaq (status and non); atlantic and western metis – don't qualify for Mi'kmaq specific support
- Largest disparities for populations on reservation – and only 13% of the students here come from on reserve communities
- Diversity within both Aboriginal and Black/African student populations (demographics and first in family or non)
- Funding available – FNIB (first nations indigenous black scholarships); IB&M; TYP
- Argue for 6-8% increase in dedicated funding to meet the double baseline pop rate (4% each group would be 16% overall – we are at about 10%)
- Gap between actual renewal rate and the potential renewal rate (these are 3 year renewable) – should ensure that the pot dedicated to scholarships gets invested into retention

No good centralized source of information on what is available (LibGuides?)

Many recommendations are also in the 1989 Breaking Barriers report – we need to ACT on these recommendations now if not 20 years ago.

See report for recommendations

Questions regarding support for faculty diversity in recruitment and retention

Question regarding curricula changes to help reflect diversity and underrepresented groups and perspectives

Good point about importance of student accounts to be heard in Senate

Presentation on Strategic Planning for the IT Network

Presentation on Interim Report on Divestment from Fossil Fuels – Town Hall conversation around Jan & (McInnes Room, 4-6 pm)

****Please send comments or issues you would like me to address at Senate to robin.parker@dal.ca****