

Library Council Meeting
March 26, 2020
10:00am-12:05pm
Microsoft Teams

Present: Donna Bourne-Tyson (Chair), Linda Clark (Secretary), Carol Richardson (Recording Secretary), Allison Fulford, Amanda Sparks, Ann Barrett, Anne Matthewman, Courtney Bayne, David Michels, Deborah Hemming, Elaine MacInnis, Erin MacPherson, Gail Fraser, Geoff Brown, Gwen MacNairn, Helen Wojcik, Jackie Phinney, Jan Pelley, Janet Hathaway, Janice Slauenwhite, Joe Wickens, Joyline Makani, Karen Smith, Kirsten Huhn, Lachlan MacLeod, Leah Unicomb, Linda Bedwell, Louise Gillis, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Helwig, Melissa Rothfus, Michael Moosberger, Michelle Paon, Robin Parker, Roger Gillis, Sai Chua, Sandy Dwyer, Sarah Stevenson, Sarah Jane Dooley, Shelley McKibbon

Regrets: Creighton Barrett, Heather MacFadyen, James Boxall, Julie Marcoux, Lindsay McNiff

Absent: Dominic Silvio, Hannah Steeves, Mick Bottom

Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.

1. Adoption of Agenda

There was no official agenda at this meeting. This is intentional in order to give people time to talk about how the past few weeks have gone, and to ask questions.

2. Approval of the Minutes (from February 27, 2020)

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The approval of the Minutes from the February 27, 2020 meeting will be deferred until the April meeting.

Some suggested changes to the February minutes:

- The brackets next to the attendee name(s) will be removed.
- Jackie's name will be added with Lindsay's under 5. i. Tutorials.
- Those who send regrets won't have the reason for the regrets recorded.

3. Business Arising (from the Minutes)

No Business Arising.

4. Highlights from the Senate Report – Jackie Phinney

The Senate Report is located on BrightSpace. The big highlight of the meeting was the budget. Some meetings such as the meetings of the subcommittees have been cancelled due to the pandemic. Some motions have been passed by SPGC to fast-track some academic processes, in order to move classes, exams, and enrolment online.

If you have any questions about the report please let Jackie know.

5. Reports to Library Council

In lieu of separate Senior Leadership Team reports, Donna shared the COVID-19 planning document which has been taking up much of SLT's time, along with that of other Libraries' staff.

- The Dalhousie Libraries Covid 19 Workplan from the Senior Leadership Team was sent by email this week. This plan is being updated as needed.
 - *Is the plan to work from home until September?*
There is no confirmation to this but it is looking like in-house classes and facilities on campus won't be open for several weeks, and potentially as late as June 1.
- There is a Business Continuity Committee split into two committees (Academic and Student concerns). Marc Comeau is on the Academic Committee and this committee will wind up pretty soon because a lot of the decisions that were being made by the Academic Committee are going through the Associate Deans Academic Council (ADAC) to try and normalize activities and get back to the normal decision making bodies. The Academic Committee was very helpful in planning for the transitioning to online courses.
- There have been weekly or daily meetings of different groups like Deans Council, DRAC, VPR etc and some groups like the President's Executive Management Team have been meeting daily. Facilities Management have been doing a lot of work closing up buildings, managing on half of their usual complement e.g. custodial staff. It was noted, there were some difficult issues trying to keep the CHEB opened.
- Facilities are doing some triaging on a number of construction and capital projects that were going to be happening in the summer and basically they have identified a number that are possible to do.
- International students may have issues trying to come back to Canada for the fall term. Discussions are now being held to see how we could offer first year courses remotely for those students. On campus teaching would continue for students within Canada.

Questions:

- *Do you know if field courses like the seaside adjunct program are cancelled or postponed?*
There are a lot of field courses scheduled to be cancelled. The Associate Deans, Academic are working through a plan of what will continue to be offered this summer or cancelled. They are encouraging faculty to give a lot of thought to their courses before final decisions are made. There are probably some courses that can be taught online even though they don't seem like they can. Until the plan is officially submitted nothing is approved.
- *Have there been discussions of layoffs or adjustments if there are issues with budgets.*
There have not been any discussions about layoffs. The Libraries are not hiring any new students for the summer and we are in the process of seeing how many online projects we have for the SIM interns to do. It was noted, we are several months away from knowing what the financial implications will be from this closure. There will be significant savings from travel but costs for moving more courses online. It was strongly suggested not to buy too many print books and push for more electronic resources.
- *Is there a potential to have more funds diverted to electronic material where we are at fiscal year-end.*
Any requests for electronic materials go ahead and purchase. Michelle, Kirsten and Janice can advise on how we do that. The acquisitions budget was given a 3%

increase in the coming year. The US dollar reconciliation fund is a given, so on April 1 start spending even though we don't receive the budget until the end of June. Please go ahead and purchase anything for summer and fall courses. Thanks to Roger for sharing the email about ProQuest opening up some more resources that were not available for us in the past.

Over the past week a number of messages from vendors have been sent indicating they are opening up some sections of their content or changing the status to unlimited for various products. There has been a wide range of offers. A list has been compiled and a LibGuide will be created of the links that are available. It was noted, there will be two lists, one with what we already subscribe to but with added features and the other with new offers that are now available to us. Some of these new offers are textbooks that may benefit our students and others are resources that vary across the subject ranges. Please send any comments or feedback to Sarah or Michelle. It was suggested, some of these new resources we have been given access to may want to be purchased in the future. Contact Kirsten if you have a vendor offering a free product. Please keep in mind, these new resources are temporary and a caveat should be included to remind the users of this. The list on the LibGuide will include the extension dates of these new resources.

An email was received from an IB student from ECE who normally would come in to borrow books and cannot access those right now so there may be an uptick in students wanting help with these new resources.

- *What are we doing to promote this page once it's ready.*
We can add the list to the Libraries Covid 19 webpage (There is a big shiny banner on the landing page). All the services we want to promote plus this list is part of that plan. The liaisons should feel free to share the list when it's ready. It was noted, there will be a message created to go along with the list to send to faculty and anyone else that should receive it.

6. Roundtable – *highlights from members*

Amanda Sparks

- Book drop off
The Access Services Heads Chair has created a list of locations that are available to drop off books. This list will be made available to Live Helpers and to Reference staff who are still answering questions.
- The Sexton Library staff are working on various projects across different units of the Libraries. They are also attending Microsoft Team meetings as needed. It was noted, everyone is still in good spirits.
- Staff are preparing for the Alma implementation.

Allie Fulford

- Thank you for all the email updates. Very grateful for the information that continues to flow out to staff.
- Bringing home the work chair has made a difference ergonomically.

Ann Barrett

- Getting things organized and making sure staff have what they need to work from home.
- Getting some projects underway.
- CHEB has settled down now since the building has been closed.

- Continuing with the UniWEB training sessions. Thank you to Melissa R.

Anne Matthewman

- Learning and Teaching Team
 - Research Bootcamp sessions are being put on BrightSpace (it will be all online). Melissa H and Deborah are working on this project. Will keep everyone updated on the progress. Question: *Can you still do a webinar where people can participate and ask questions?* Some recorded videos with voice over PowerPoints but not sure if any sessions will be interactive. Blackboard Collaborate Ultra could be used so stay posted.
- \$2,000.00 has been donated by the Dal Libraries for a grant in partnership with the Centre for Learning and Teaching for the creation of open education resources (OER). There have been three applications. A telephone conversation will take place this afternoon to decide to whom and how the award will be granted.
- Law librarians helped to set up remote teaching at the Law School.
- Fielding quite a few reference questions.
- First Dunn library staff Microsoft Teams meeting yesterday.

Courtney Bayne

- Archives and Records Management staff have settled in and are getting used to the new normal.
- New resources coming out for working remotely and accessing administrative records as well as Share Drive cleanups.
- Seeing shifts in inquiries about what can be done from home.
- Archives are continuing to work on fonds and looking at how to shift from a digital perspective versus hands on collections.

David Michels

- Been on site at the Law Library until this past Monday and now working from home. Previously keeping the library running with a skeleton staff.
- Librarians' time has been spent assisting faculty with the preparations for online courses so this involved training sessions for the faculty and then troubleshooting once online classes started.
- There has been a substantial amount of Reference work. A lot of requests from faculty and government regarding the new legislation that was tabled. It was noted, there is a technical term for a piece of legislation that allow government to override other legislations without parliament's consent which is called the "Henry VIII" clause.
- Now that online exams are set up, getting ready to look at how summer teaching of our research assistants will proceed.

Deborah Hemming

- Transition to working from home has been good so far.
- Departments have been good about sending questions from students in terms of research assistance and accessing online resources.
- Research Bootcamp has been a major focus and is ongoing, thinking about the new environment and how it can be adapted. Those who have offered to participate and present will be hearing from Deborah soon to see how we can use this as an opportunity to think through bootcamp in a strategic kind of way.

Elaine MacInnis

- If you get a question from an IB student, please refer them to a liaison librarian.
- Document Delivery
 - Joe has been in the Killam to scan documents as needed.
 - Limited requests for articles and electronic resources.

- Not moving physical books between libraries. We are one of the few libraries still operating with on site staff, so a fair number of requests have been received. Business has been quite brisk. It was noted that anything that has been filled for course teaching is a priority.
- Laptop lending has been done by many different staff, so thank you. We are loaning laptops to any student who is in need of a device, both on the Halifax and Truro campuses. Elaine will be bringing down a few laptops for loan from the Truro campus tomorrow.
- Book returns are open at this time.
- A lot of effort was put in with Sandy in establishing library hours during the window of time having staff on site. Subsequently work involved closures and staffing issues related to student assistants and interns.

Erin MacPherson

- Migrated the local Dataverse to Scholars Portal Dataverse. Thanks to everyone who helped with that process. It was noted, still holding the local Dataverse until December when a decision will be made.
- The primary focus right now is being Chair for Live Help for Novanet. Since Live Help is a remote service, there may be an uptick in chats so the stats are being checked regularly. The Novanet student assistants are being double staffed in the evenings. Even though normally the evenings are busier, the stats show the daytime chats seem equally busy but that could change. It was noted, our current chat levels are around February break level which is always busy. Working with folks in British Columbia and Ontario to see how they are doing things and they are doing the same as we are for now. Will be moving to Spring hours on April 6 (10am – 4pm) and will revisit the hours if needed.
- Services related to Covid-19 eg. cleaning out study carrels at the Killam.

Question:

Regarding the change to the summer schedule for Live Help, do we have a sense of how many student assistants may be living in other time zones and it may be prudent to adjust the spring schedule to reflect time zone work.

Erin does not have those numbers right now but will investigate.

Gail Fraser

- The biggest challenge has been trying to get 11 direct report staff, who have never worked from home, set up in a day or two. There required the provision of technology and/or training. Access to resources was needed for staff to be able to do their work. Proud of all the staff for patience and resilience in the first week.
- Trying to pay invoices remotely and preparation for year-end.

Question:

Did anyone identify as not having high speed internet at home. Was there any potential relief for people not having internet at home.

This is still being investigated. The university is looking into ways to provide internet access at home or subsidize the monthly bill. For students the university may use turbo sticks or cheaper cell phones to use as hotspots.

Geoff Brown

- Finishing up ongoing projects eg. moving journal backfiles from OJS to DalSpace.
- A new journal launching with the Dallaire Institute.
- Working with Creighton on a web archiving project, putting together a Nova Scotia Covid 19 web archive. Will be reaching out to a number of groups for suggestions on url's to crawl. Doing test

crawls of Twitter feeds and Dals webpages plus looking for more local coverage. Stay tuned for more and will share a google document for staff to add url's.

- Working with national partners on government crawls to track the national response.

Gwen MacNairn

- Have approval from the Provost to go ahead with the search for the Indigenous Services Librarian. Members of the Search Committee are Allie Fulford, Art Stevens (Manager of Indigenous Students on the Truro campus), Dominic Silvio, Gwen MacNairn (Chair), Karen Smith. The presentations will take place virtually on Zoom. There are 3 candidates to be interviewed, self identified as Indigenous. A Zoom link will be provided to staff when the dates have been decided. These sessions will be recorded as space is available.
- Working on a presentation for the Scholarship at Dal series. Introduction to GIS is tomorrow's session.

Research Bootcamp:

Can the Research Bootcamp be done via Zoom because it can accommodate quite a few people, can share the screen and be recorded. Would this be a good option.

One of the challenges with Zoom is it has limited recording space so the recordings would have to be downloaded and saved to something like BrightSpace. It was noted, we don't know when people are going to be viewing the Research Bootcamp sessions so BrightSpace would give more flexibility.

Marc Comeau

- In the last 2.5 weeks the ATS Team have been very productive. A lot of work went into planning and development leading up to the announcement to cancel classes so to provide faculty guidance on how to proceed. It was noted, synchronized recordings were chosen over live sessions primarily from a bandwidth perspective. Expecting to see localized congestion because of the number of users on the system.
- For additional support on BrightSpace or any other tools we are using, faculty and staff can go to our <https://www.dal.ca/dept/remote-teaching/contact.html> for virtual drop-in sessions. It was noted, the Tech Support Team grew from four instructional tech support people to forty two in a few days.
- Gearing up for the Summer plan, its mostly refined and it will be relayed to faculty soon.

Thanks to all the work the ATS team are doing. There has been an incredible amount of work on the Team's part; all were willing to do whatever was necessary to get the job done.

Helen Wojcik

- Have a skeleton staff in place to keep the book bin empty. Expecting more BARA returns and will process them as they come in.
- Nancy is keeping a close eye on reserve requests.

Jackie Phinney

- Meeting virtually with students this week to continue helping with their research projects.
- Taught a group session for one of the units that she tutors.
- Did some additional outreach with Robin and Melissa for Medicine. Talked about the Research in Medicine Program. A number of students do bench research in a lab or they work with folks in a hospital using data they can't bring offsite. Giving Heads of those programs a refresher on how we can help students especially if they have to change their plan for their projects.
- Canadian Health Libraries Association are looking to update their standards. They have been crowd sourcing librarians to help.
- Trying to keep things afloat and adjust to the new normal.

Jan Pelley

- There have been struggles to get staff set up to work from home, but the Team has shown commitment and risen to the challenge.
- Getting staff up and running with projects and getting the technology they need to do their work. Thanks to Graham Perkins for all his help.

Janet Hathaway

- Kings as a university and library are conforming to Dalhousie's messaging. Followed Dal's lead in shutting down buildings and having staff members working from home as much as possible.

Janice Slauenwhite

- Busy with the lending of laptops and receiving deliveries for hardware services.
- Year end work.
- Request from Financial Services to provide them with how our budget is being impacted by Covid 19.
- It's a ghost town in Killam but nice to see a few faces.

Joyline Makani

- Busy with Commerce students and preparing Co-op students writing their reports. Students are communicating by Microsoft Teams.
- Preparing for SSHRC ID Research Grant proposal reviews (38 so far to prepare for next week).
- Been invited to join a research group from the United States. Putting a proposal for the National Science Foundation together. It's a one million dollar grant related to Covid 19. Proposal is due next week.

Karen Smith

- Spending a lot of time with the Reference collection working on weeding in the J.J. Stewart Room.
- Filled first Document Delivery request.
- The Bibliographical Society of Canada Congress has folded and as President, trying to sort through questions about what is going to happen to the Society.
- Working on site and it's very quiet.

Kirsten Huhn

- Incredibly proud of the Resources Team and their cooperation during the transition to their new environment. Thanks for Gail for stepping up and making sure things are running smoothly.
- There is a Teams group set up for the Resources Team and everyone is supporting each other.
- A list of professional development opportunities are in the Team space. Hoping staff will take advantage of these sessions.
- Busy with year end work.
- The US dollar rate is not going in our favor and doing some calculations for Spring and Summer renewals.
- Starting to work on training materials for a new Resource Licensing Manager. The start date has been delayed due to the Covid 19 situation.

Thank you to the whole Resource Team for their help during this time.

Lachlan MacLeod

- The main focus, before everything shut down, was to wrap things up for copyright presentations but they were canceled.
- Preparing for paternity leave. Working on a training guide for the new hire and making sure everything is up to date.

- Working with Marlo on a blog or guide announcement for how copyright will work during Covid 19.
- Worked with Linda on the Data Analysis for Michelle's report.
- Working with Chua, Erin and Ahmed on Dataverse.
- Possibly train the new person if they are hired before head off on leave.
- Fielding copyright questions. Most copyright issues apply the same way in BrightSpace.
- Preparing a report for Marlo with Linda B.
- Training Louise on Dataverse so she and Gwen can work on projects while on leave.

Leah Unicomb

- A shout out to Senior Leadership Team. Really felt supported in the transition.
- Had difficulty working from home but is better now.
- One staff member in the building at MacRae for a few hours from Mon-Fri.
- Staff at home are working on various projects.

Linda Bedwell

- Business as usual. Catching up on assessment projects from last year.
- Insync quick reports are being created for the Senior Leadership Team.
- Working on a project for the FASS new first year courses for student success. Meeting with Deborah, Dominic and Karen to plan for library instruction for those courses and student assessment.
- Continuing to catch up on data analysis.
- The online Library Assessment Community will be meeting tomorrow.

Linda Clark

- Thanks to all the staff for their work in Document Delivery.
- Having daily meetings with staff.
- The Relais Team has been very helpful.
- Grateful to everyone for all they have done to make this transition smooth.
- Working with Karen Tarum in the Resources group to get ready for year end and the Alma cleanup.

Louise Gillis

- Fielding occasional reference questions.
- Planning for summer interns with Deborah and Sarah.
- Training for Live Help.
- Working on other small projects

Mark Lewis

- Teaching faculty how to add their courses online.
- Preparing for law exams.

Marlo MacKay

- Became part of the ATS team and the lead on the remote teaching website. It started out as an edit of the eLearning site but late last week it transitioned to becoming a brand new website with remote teaching on its own. The eLearning website was restored. Thanks to Alex and Sarah for helping out.
- Doing her best to keep up with library communications with the Covid 19 landing page. Will try and get the information looking better and updating the page as needed.
- Promoting our services online. Reminding our users we are there for them. A document has been developed and the Senior Leadership Team will review and give feedback. The document

outlines all of the services that are available online eg. Live Help, Document Delivery, eReserves. This will also go out to all staff for content additions.

Thank you Marlo because this new website was a huge help to Live Helpers.

Melissa Helwig

- Citation Management as part of the Winter Scholarship series is done and available on the LibGuides. Please share as appropriate.
- Work as usual with students and faculty online.
- Checking in with various research assistants to make sure they are doing okay.
- On the Board of Directors of the Canadian Health Libraries Association. Congratulations!

Melissa Rothfus

- Doing a lot of things online as usual.
- Used Blackboard Collaborate for the first time and it went smoothly.
- There have been a few hiccups from all the changes happening so some events have been deferred until the fall.

Michael Moosberger

- Contract staff are still working and are ahead of schedule on their projects.
- Working with Courtney developing an email management and deletion project. This project will be made into a contest to see who can organize their email most effectively.

Michelle Paon

- Most days have been at the Sexton Library.
- Had a water leak so it's nice to have staff be able to check on things there.
- Staff are checking the book drop and pickups are still being done.
- Attending Senior Leadership Team, Resources and other group meetings.
- Thanks to all of the Teams for their hard work during these circumstances.

Robin Parker

- Working from home and teaching a residence class online. Session went well and will continue.
- Been trying to deal with anxiety and stress by working on a collaborative project, an international project that is mapping some of the COVID-19 evidence as it comes out.
- CARL Library Research Institute will have a notice posted soon about postponing their event in June. Webinars may continue but in person sessions will be postponed.
- Chaired a Senate Disciplinary Committee meeting on Microsoft Teams.

Roger Gillis

- Was on leave in January and February.
- Planning for Lachlan's replacement. Getting documentation in place.
- If there are any copyright concerns or questions, please send them their way.
- Paying attention to copyright developments.
- Historic NS project had to be adjusted but continuing as planned.
- Using screen capturing tools to help demonstrate processes through email.

Sandy Dwyer

- The start date for the Resources Licensing Manager has been postponed until May.
- Elaine, Roger and Sandy interviewed for the Copyright replacement for Lachlan's leave. Announcement will be coming next week.
- Setting up interviews for the System Developer position. Continuing to hire for critical positions. Ann B, Jason and Sandy will be interviewing for this position.

- An offer went out for the Instructional Technologies Architect. More on that next week.
- Alma Implementation Steering Committee has created a blog on the Novanet website. There is a member from each of the Novanet Libraries on that Steering Committee. Let Bill know if you would like to volunteer for any of the working groups by April 3.
- Encourage staff to take the Alma training. This can be found on the Novanet website.
- Thank you to Access Services group for working so hard during these circumstances.

Sarah Jane Dooley

- A training session for Live Help was held last week with 14 attending. Seven staff are new to Live Help and the others attended for a refresher. We are ready if there is a need to add staff to the schedule.
- Online planning is underway for the Intern Enrichment program. A BrightSpace page has been created for this purpose.

Sarah Stevenson

- Thank you to Marlo, Alex and Marc for allowing me come back to the Web Team.
- Most faculty have been shutting down their research so not as many reference questions at the moment.
- Looking forward to the email contest.

Shelley McKibbon

- Working from home since a lot of the work is easy to move online.
- A lot of sessions are being held with faculty and students to help them with their research.
- Basically working well at home.

7. Announcements

None

8. Any Other Business

No other business; the meeting adjourned at 12:05pm.

Senate Representative Report to Library Council

March 2020

The most recent regular meeting of the Dalhousie University Senate took place on March 9th 2020. The following is a report that summarizes the highlights of this meeting:

Honorary degree nominations:

The meeting opened with an in-camera session where honorary degree recipients were discussed and voted on. Senate voted in favour of the nominees for honorary degrees. It was noted, though, that in order to achieve even more diversity in the honorary degree nominees, faculties need to take the initiative and submit nominations.

Termination of Master of Architecture (post-professional)

A presentation was given to discuss the termination of the Master of Architecture (post-professional) program. The program has not had a graduate since 2006, and the Faculty of Graduate Studies recommends terminating a program if a student has not been admitted within the past 4 years.

Motion carried.

2020-2021 Budget report

Provost Teri Balsler gave a presentation on the proposed 2020-2021 budget. She began by noting that the Budget Advisory Committee has two main goals: Ensuring fiscal responsibility of the university, and supporting the university's academic mission by recommending the allocation of funds. This committee does not make recommendations about managing unit-level resources, salaries, staffing, government decisions, etc.

To inform the budget-making process, large-scale consultation took place. Key themes emerged from these consultations, but it's important to note that the respondents' perspectives are diverse and informed by their own perspectives. Not all needs can be addressed and the goal is to strike a balance. Other factors that impact the budget include the following: Salaries and benefits take up 72% of the budget. Over time the percentage of governments grants is decreasing. At the time of this meeting, it was expected that Covid-19 will affect enrolment this year. Domestic students are currently paying above the Canadian average, while international students are paying below the Canadian average.

Draft recommendations for the 2020-2021 budget included the following:

3% increase in tuition; 3% increase in auxiliary fee for facilities renewal; 3% increase in student assistance; 4 million dollars for facilities renewal; an average funding of 3.4% to faculties and units; 9 million dollars for strategic investments and initiatives.

Respectfully submitted by Jackie Phinney

March 23rd, 2020

Reminder: Some Council members have scent sensitivities. For this reason, we encourage a "No Scents, Makes Sense" policy within the Libraries. Thank you in advance for keeping this in mind.