

LIBRARY COUNCIL ANNUAL REPORT 2018/2019

Submitted: October 10, 2019
Chair: Gwen MacNairn
Faculty unit: University Libraries, Dalhousie University

Introduction

This Library Council Annual Report summarizes activities from September 2018 through June 2019; Gwen MacNairn served as Chair, Melissa Rothfus as Secretary, and Carol Richardson as Recording Secretary. It takes more than one person to collect and distribute all the files that support Library Council. Many thanks to both Melissa and Carol for their support during this time period.

Overview

Library Council convened on a monthly basis from September through June, for a total of ten meetings. Council does not meet during July and August, as per our Terms of Reference. Membership fluctuated throughout the term due to special leaves, new arrivals, and retirements. In September, one new member was added, Courtney Bayne, University Records Manager; in November and February, two new librarians arrived, Morning Star Padilla and Kirsten Huhn. At most meetings during the 2018/2019 term, there were 52 members on Library Council, serving as voting members or non-voting members. Quorum for Council is 50% + 1 of the voting members, and was reached for eight of ten meetings. Business matters requiring votes cannot proceed without quorum being present but exchanging information was deemed valuable enough to hold all scheduled meetings.

VOTING MEMBERS (40)			NON-VOTING MEMBERS (12)
Allison Fulford	Karen Smith	Alice Stover	Ann Barrett
Creighton Barrett	Kirsten Huhn	Amanda Sparks	Anne Matthewman
David Michels	Linda Bedwell	Brian Lesser	Donna Bourne-Tyson
Dominic Silvio	Linda Clark	Courtney Bayne	Elaine MacInnis
Erin MacPherson	Lindsay McNiff	Gail Fraser	Janet Hathaway
Geoff Brown	Mark Lewis	Helen Wojcik	Janice Slauenwhite
Gwen MacNairn	Melissa Helwig	James Boxall	Marc Comeau
Hannah Steeves	Melissa Rothfus	Jan Pelley	Marlo MacKay
Heather MacFadyen	Morning Star Padilla	Joe Wickens	Michael Moosberger
Jackie Phinney	Robin Parker	Karen Chandler	Michelle Paon
Joyline Makani	Roger Gillis	Lachlan MacLeod	Sandy Dwyer
Julie Marcoux	Sarah Jane Dooley	Leah Unicomb	Sarah Stevenson
	Shelley McKibbon	Margaret Vail	
		Mick Bottom	
		Sai Chua	

Business of Council

Meetings were scheduled on the third Thursdays of each month. Council continued to function as a planning and information sharing venue for all libraries and library-related matters. Specifically, in the 2018/2019 term, Council revised our Terms of Reference, established a documentation protocol that supports the universities' records management framework, promoted and supported the Dal Libraries

2019 Survey (using Insync instead of LibQUAL+), welcomed Teri Balsler, our new Provost and VP Academic, and gave the roundtable activity a singular focus.

Presentations

These topics were presented during this term in addition to the routine business presentations.

- Short Snappers – Gwen MacNairn
- UNIWeb – Donna Bourne-Tyson
- Dal Libraries 2019 Survey – Linda Bedwell
- Bibliographic Management Update – Shelley McKibbon
- Research Presentation: *Community of Practice* – Sarah Jane Dooley
- Visualization Wall – Mike Smit (in the LINC/Collider)
- Reference Training Course in Brightspace – Sarah Jane Dooley
- Insync Survey Data: At First Blush (early highlights) – Linda Bedwell
- Insync Survey Data: What Dal Libraries are doing well (early highlights) – Linda Bedwell
- Presentation & Discussion – Dr. Teri Balsler, Provost and VP Academic
- DDA 2018/19 Summary Report – Kirsten Huhn
- Conflict of Interest Policy – John Hope, Legal Counsel Office, Dalhousie University
- UNIWeb (progress and early adopter experience) – Ann Barrett
- Revisions to our Library Collections Assessment Guidelines and Template – Michelle Paon

Motions

19 motions were passed during this term in addition to the routine business motions of meetings.

Motion: To accept the Library Council Annual Report for 2017-18.

Motion: To add the University Records Manager position to Library Council as a voting member.

Motion: To accept the Web Advisory Committee Annual Report.

Motion: To keep a record of all committees but identify them as previous committees of Library Council.

Motion: To approve the Web Advisory Committee Terms of Reference.

The next 8 motions pertain to Membership in the Terms of Reference 2.1 and 2.2.

Motion: To replace “Management” with the word “Leadership” and remove “up to twelve” and “to the maximum of one third of the voting membership” and replace with “as long as the academic librarians are no less than fifty-five percent of the voting membership” under Terms of Reference 2.1.

Motion: To remove “and all members of the Senior Leadership Team (SLT), excluding those noted in 2.2.”

Motion: To table previous motion until next Library Council meeting and have the words for this revised Terms of Reference 2.1 sent to all members prior to the meeting.

Motion: To accept the revised Terms of Reference 2.1.

Motion: To remove the entire phrase, “The University Librarian, and the Associate University Librarian members of the Dalhousie Libraries’ Senior Management Team (SMT),” and replace with “Members of the Dalhousie Libraries’ Senior Leadership Team” in Terms of Reference 2.2.

Motion: To postpone the vote on the previous motion until next Library Council meeting.

Motion: To accept the revised Terms of Reference 2.2: Members of the Dalhousie Libraries’ Senior Leadership Team are non-voting ex-officio members of Council.

Motion: To add “Provost” to the Vice President Academic in Terms of Reference 3.8.

Note: Making changes to our Terms of Reference required and received a 2/3 majority vote.

The revised Terms of Reference document was completed in February 2019.

Motion: To accept the Scholarly Resources Management Group (SRMG) Annual Report.

Motion: To accept revisions to the Scholarly Resources Management Group (SRMG) Terms of Reference.

Motion: To hold Library Council Meetings for the 2019/20 term on the 4th Thursday of the month.

Motion: To accept the 2018/19 Libraries Internship/Practicum Coordinating Committee Annual Report.

Motion: To accept the 2018/19 Communications Committee Annual Report.

Motion: To accept the 2018/19 Dalhousie Libraries Service Point Committee (DLSPC).

Records Management

Monthly files including reports are now distributed using Brightspace (for short-term storage). Reports are appended to the monthly Minutes for a complete record of our accomplishments. Any file that ends in GV13 is an official LC file and will be stored in DalSpace (for long-term storage). These can be used to inform members on leave and sustain our knowledge over time.

DalCLASS: GV13 - Faculty Council and Committees

Examples:

20180920_LC_MIN_GV13 Minutes, for the meeting held on Sep 20, 2018

LC_ToR_201902_GV13 Terms of Reference, last revised in Feb, 2019

Round Table Discussion Topics

These topics were discussed during this term in addition to the routine business discussions.

- *One* activity you accomplished during the summer.
- If Dalhousie were to be successful in doubling our number of PhD students, how might this change what you are currently doing?
- Share our own answers to Dr. Teri Balser's listening survey questions:
What you think makes Dal, Dal? What are our greatest assets? What should we protect?
What would we like to see changed or be reimagined? How can I help?
- Tell us about your committee experiences.

Conclusion

It has been a productive year and I would like to thank all members of Library Council for your participation in our meetings, activities and initiatives – with a special acknowledgement to all Council Members writing monthly reports and sharing relevant highlights. We are ready to embrace our new Provost, and soon a new President.

Our meetings for 2019/2020 will move from the third to the fourth Thursday of each month. This places an additional week between the monthly SLT Meetings and the monthly LC Meetings. I hope we can more fully engage our Council discussions with current Senior Leadership Team activities by providing more time to write and then read all the monthly reports.

In the absence of member nominations to be the next Chair, our University Librarian will serve as Council Chair for 2019/2020. Thank you Donna. Assisting her will be Linda Clark, as Secretary, and Carol Richardson, as Recording Secretary. I expect the coming year to be a productive one and I look forward to supporting your roles.