Library Council Meeting
Minutes
April 11 & April 18, 2024
1330-1530 & 1200-1400
Microsoft Teams

April 11, 2024
Present: Jaclyn Chambers Page (Chair), Carol Richardson (Secretary), Allie Fulford, Amanda Sparks, Creighton Barrett, David Michels, Dominic Silvio, Elaine MacInnis, Erin MacPherson, Geoff Brown, Gina Coates, Jackie Phinney, Jan Pelley, Jennifer Adams, Jolene Reid, Joyline Makani, Julie Marcoux, Karen Smith, Katie McCaskill, Kirsten Huhn, Kristy Read, Lindsay McNiff, Louise Gillis, Marc Comeau, Mark Lewis, Melissa Helwig, Melissa Rothfus, Mick Bottom, Nicole Marcoux, Ratna Dhaliwal, Robin Bishop, Sai Chua, Sandy Dwyer, Sarah Jane Dooley, Scott MacPherson, Shelley McKibbon

Guest: Phillip Laugher

Regrets: Courtney Bayne, Hannah Rosborough, Hershan Fernando, James Boxall, Joe Wickens, Jason Flynn, Leah Unicomb, Linda Bedwell, Louise Spiteri, Robin Parker, Roger Gillis, Samantha Adema, Tracy Lenfesty

April 18, 2024
Present: Jaclyn Chambers Page (Chair), Courtney Bayne (Vice-Chair), Carol Richardson (Secretary), Allie Fulford, David Michels, Dominic Silvio, Elaine MacInnis, Erin MacPherson, Geoff Brown, Gina Coates, Hershan Fernando, Jackie Phinney, Jan Pelley, Jennifer Adams, Joe Wickens, Jolene Reid, Joyline Makani, Julie Marcoux, Karen Smith, Katie McCaskill, Kirsten Huhn, Kristy Read, Lindsay McNiff, Louise Gillis, Marc Comeau, Mark Lewis, Melissa Helwig, Melissa Rothfus, Nicole Marcoux, Ratna Dhaliwal, Robin Bishop, Roger Gillis, Samantha Adema, Sandy Dwyer, Sarah Jane Dooley, Scott MacPherson, Shelley McKibbon

Regrets: Amanda Sparks, Creighton Barrett, Hannah Rosborough, James Boxall, Jason Flynn, Leah Unicomb, Linda Bedwell, Louise Spiteri, Mick Bottom, Robin Parker, Sai Chua, Tracy Lenfesty

1.   Territorial Acknowledgement

     The Territorial Acknowledgement was read by Jaclyn Chambers Page.

     Approval of Agenda
     Motion: To approve the Agenda as circulated.
     N. Marcoux / J. Adams

     Introductions
     New Library Council Members
     Welcome to Jolene Reid. Jolene is Acting Manager of Access Services at the MacRae Library while Leah Unicomb is on Leave.

     Recognition of Guests
     Welcome Phillip Laugher to Library Council.

     Approval of the Minutes from March 14, 2024
     Motion: To approve the Minutes from the March 14, 2024 meeting as circulated.
     K. McCaskill / R. Bishop

        Business arising from March 14, 2024
        No business arising from the March 14, 2024 meeting.

2. Announcements
   - Critical Incident Response Plans
     - The Dalhousie Libraries Critical Incident Response Plans were already in the process of being reviewed by the Dalhousie Libraries Service Point Committee before the Killam Incident on March 26. 2024. It was felt the messaging that came through Dal Safe, emails and other media was frequent and open (every 8 or 9 minutes during the incident). Michael was thankful to the "on the ground" information even though it wasn't always perfect information (the language and response from police was a staff concern – it was not always consistent with Dalhousie Security).
     - Dalhousie Security have agreed to come to the May All Staff meeting to speak more on this topic and to answer any questions from staff.
     - Michael reached out to Rick Ezekiel, Vice-Provost Student Affairs, and Sandy touched base with Human Resources on how these two units can support staff and students. It was noted, students are informed the same as staff, through communications, via Dalhousie Security (text, email, Dal Safe App).
     - A PA system is not used during critical incidents due to the nature of what is happening but all locations still do fire drills.
     - Hershan is working with Dalhousie Security to request a safety audit that will include student spaces. Walk throughs are also being done at each location by Hershan and Michael (the last one is at the MacRae Library on Friday April 12).
     - Dalhousie Libraries Service Point Committee
       - Sandy will be meeting with Joe Marando from Dalhousie Security to get feedback on the Critical Incident Response documents.
       - The library managers and stakeholders at each location will be reviewing the maps and hopefully they will be ready to accompany the documents when Sandy meets with Joe Marando.
       - It is hoped, the plans can be stored on the Libraries file hub and be available to staff ahead of the All Staff meeting. It was noted, due to staff changes, updates to the plans were delayed. All locations will be making sure new hires are aware of the plans.

     If you have any more questions or concerns, there will be an opportunity to ask questions at the All Staff meeting.

   - Fiscal year end is done. Thank you to everyone who was involved in this process.
   - Classes are over and exams begin on April 11.
   - The Student Success Summitt is being held on April 29. The Libraries' are partnering with the Student Success Centre on this event. Elaine will be reaching out to partner on a presentation with the Writing Centre so please participate in that day if you can.

3. Highlights from the Senate Report

   The Senate Report is available in Brightspace [April 2024] 20240411_LC_RPT_SEN

   Thank you to Ratna Dhaliwal for accepting the position as Dal Libraries representative on Senate starting July 1, 2024.

4. Organizational Design and Upcoming Postings

   Library Organizational Structure and Roles
   - The current structure as it stands now includes five Associate Deans (one for each library).
   - A variety of options for an organizational structure at the Senior Leadership Team Retreat was discussed including:
     1. Maintain current AD roles and decouple Head roles.
     2. Two dedicated AD roles with some combination of Head roles.
     3. One dedicated AD role and other varied roles.
     4. Closer alignment of AD roles with faculties and Head roles with a focus on subjects.
     5. Further developed Head roles focused on faculties.

- Emerging plan for discussion
  1. Create one new dedicated AD role.
  2. Maintain three of the existing AD/Head roles.
  3. Create two faculty focused Head roles.

Black and African Nova Scotian Services Librarian position - Draft posting is available in Brightspace [April 2024]
Black and African Nova Scotian Services Librarian

- This position has been modeled by the Indigenous Services Librarian role and will be based out of the Killam Library.
- The position will be posted as a designated role. Laura Godsoe in Human Resources has been contacted to help with language in the posting. Laura will also be invited to meet with the Library Systems Appointments Committee (LSAC).
- There is no extra funding to create new spaces or programs but having better convening space and support for more flexible programming space has been identified.

Comments/Questions:
- Need more flexibility under professional qualifications.
- Need to support this person if they come in and have ideas for services etc.
- The number of qualifications will be hard to assess on a rubric. Maybe condense some of them a bit.
- The qualifications look like a senior hire but the funding looks like you are just out of school.
- Someone right out of library school could be considered as a potential candidate but they may not have a vision or understanding of what they want to do so having more preferred qualifications is a good way to keep it open.
- Should consider an in-person interview.
- Should be referred to as a focused hire and not a targeted hire.
- We need to communicate in the posting what qualifications/experience we feel is important for the candidate to have so some qualifications may need to be moved to preferred to have more flexibility.
- Something needs to be in the posting to show we are open to helping someone grow in the role so this position does not require many years of experience.
- There is a concern that having what looks like EDIA responsibilities nestled under the Black and African Nova Scotian librarian, visually in this job ad, is a bit problematic. Maybe pull that out and create its own heading because this job ad has a lot going on (feels like a lot of ideas for one person). I would suggest all positions going forward be encouraged to join the EDIA Committee and that Committee become a Committee of Library Council so that we have Librarians in specific positions, chairing that committee so that they are not solely responsible for the EDIA activities of the library, which I think would be challenging at Dalhousie. We could potentially be a leader in this and have EDIA be everyone's responsibility so not to offload the responsibility onto one librarian/subject liaison.

Head, Science, Arts & Social Sciences, and Management - Draft posting is available in Brightspace [April 2024]
Head of Science Management Arts and Social Science

- This position will be based out of the Killam Library and reports to the Dean of Libraries.
- This position will be a 5-year term appointment similar to other faculties on campus.
- Main areas of responsibilities are: Head role for the Killam Library and Subject Liaison for various disciplines in the Faculty of Science.

Comments/Questions:
- The salary for this position starts at L1, but the responsibilities seem to me to be a minimum of L2. What is the benefit of having this position as an L1? Would you consider making this minimum L2, with possible L3?
  Yes definitely would consider making this an L2 or L3 position.
- If this is an external posting, are current librarians opted to apply, would they still be considered? Or would it be explicitly open to external candidates?
  It's external and publicly posted so yes internal applicants are welcome..

- With the Computer Science collection being in the Killam, how would the Head of SMASS (?) collaborate with the Head of APECS?
  The most recent example that is happening with the current AD's would be Elaine and Allie who share Landscape Architecture. The MacRae Library and the Sexton Library have worked collaboratively when a large donation was received. Computer Science is connected with Engineering and already aligned at the MacRae Library. The Heads continue to talk about the collections work and how they share responsibilities.
- There are three AD/Head roles combined? Would this always be the case? For example, after a term ends.
  That is something that can be addressed when/if it happens. With a current term coming to an end, that role will go through a renewal process. As other roles come up in the future, they need to be looked at on a more ongoing basis. We need to make sense of a portfolio and have it be a suite of sensible responsibilities and adjust to circumstances eg. vacancy.
- Human Resources has flagged the multiple reports as problematic, so as we look at changing the models, we need to keep this on our minds as we go forward. We need to know who people are reporting to under the Collective Agreement, the aspects of their work and how that impacts our people.
  This is a consistent challenge so we can work on this model. Any other changes to the model ensuring we have good working relationships with our colleagues when you are experiencing some uncertainty in your work, is raised as something to be addressed. Looking at the structure and identifying areas that are problematic, need to be handled readily eg. Copyright Librarian reports to Elaine but also has an accountability role that sits with the Dean of Libraries so hopefully any instance of knowing who to go to would come up in a comfortable way. There may be places where it structurally makes things more challenging but when identified, we could look at it again to see if the structure make sense and if not, discuss it.
- If it's a 5-year appointment, they will not be evaluated by the Killam Library Appointments Committee (KLAC) during that time except for the hiring process?
  May have to have a check with Academic HR. We have an appointment process for a full-time or continuing track position and it would go through all the steps we would expect. It would include a renewal process and continuing appointment process which is set out in the Collective Agreement. Where we have a presumption of renewal at the renewal stage, we can have reasonable confidence they will move through that process but also have language that will allow it to end if it needs to. It is not expected to be a permanent role. It was noted, if someone came in at a Librarian 3 level they may already have appointment without term so that evaluation wouldn't necessarily be on the table.
- If they are going through the standard reappointment process, within that time as Head, what does it look like in terms of be evaluated by the people that report to them?
  Michael is willing to seek out advice in other units outside of the library to see how they handled it. He would speak to Human Resources and see if there is a conflict of interest and then proceed with the evaluation. It was noted, it's in the Collective Agreement and the Faculty of Management has already gone through this.
- Five year terms seems a bit too long. Some Faculties are only a one-two year term.
  Michael will investigate other appointments in the university and see what is working.
- Would the Head role still maintain liaison responsibilities and keep administrative tasks added? If the Head is doing liaison work, that could impact their ability to move projects forward.
  Definitely the Head positions would retain existing responsibilities and could be adjusted with consultation with the Dean of Libraries.
- The job description has a long list of qualifications.
  Written feedback is welcome if you think the qualifications are long.
- If we move with the SMASS and APECS plus three current Heads, will the number of subject liaison portfolios also be reduced over time? Because if those could be streamlined and open up more positions with one portfolio (rather than loading two or three or four on a single person), in which case, have Heads be five-year positions would provide stability while (hopefully) allowing for more collaborative project work across teams.

This is an area that needs further discussion with Librarians to figure out how to move forward and make the roles manageable and also meeting the needs of our Faculty.
- I like the incremental approach as opportunity arises - that we'll be trying out one purely AD role, and two purely Head roles.

Head, Engineering, Architecture & Planning, and Computer Science - Draft posting available in Brightspace [April 2024] Head of Architecture and Planning Engineering Computer Science discussion draft
- This position is based out of the Sexton Library and reports to the Dean of Libraries
- This position will be a five-year term appointment similar to other faculties on campus
- Main areas of responsibilities are: Head role for the Sexton Library and Subject Liaison for Engineering, Architecture and Planning and Computer Science

Comments/Questions
- As the Head positions will remain in the DFA, will this affect Senior Leadership Team (SLT) discussions at all? Will there be discussions the Heads will not be able to be a part of, for example UniForum? I was wondering about UniForum as well. SLT may not be operating on level playing field. As the Head positions will remain in the DFA, will this affect SLT discussions at all? Will there be discussions the Heads will not be able to be a part of, for example UniForum?
Yes it will have an impact and it will be centered around in-scope and out-of-scope roles. The in-scope will be the Senior Leadership Team discussions. The Head positions wouldn't be able to participate in confidential Human Resource matters. We have to be respectful of the in-scope and out-of-scope roles and about what kind of confidential conversation are appropriate for in-scope. How that impacts UniForum is not clear at this time. This will have to be investigated.
- Resources is a huge portfolio – I would be curious to learn about people that have served as AD of Resources, whether they think it's doable to throw in Archives, Records Management and Special Collections if they don't need to do Head responsibilities?
Just looking at the role, if the Head position is removed, just working with collections, strategies etc., should be doable but would take a special person.
- How can a DFA Head receive annual reports from DFA Librarians in their library.
This structure exists across the university so there should be solutions to that. We will take our lead from how other areas that have similar structures. It was noted, back in the day Heads (DFA) received Annual Reports.
- We have to be aware that when Computer Science came back to the main campus, it wasn't an easy move to split.
Would be asking the Dean of Computer Science as well as the folks who are providing assistance to Computer Science to get feedback on how it would work. The role being location based doesn't necessarily make us move collections or people. It's just the Heads that are distributed.
- Engineering is a natural fit, makes sense.
- Engineering and Computer Science are a natural fit, and with Faculty of Computer Science being its own faculty, this makes sense!

Michael would like to receive more specific feedback to move these two Head role positions to the Appointments Committee process base on how our discussions happened so far.

AD Collections and Collection Strategy discussion draft

Comments/Questions
- I think it's a natural fit and a typical AD role at most academic libraries. How would Scholarly Communications fit? There is a lot of overlap, especially if we emphasize strategy.
Had some discussion already about this and the two are really close. Our AD roles should be working collaboratively on a continuing basis.
- And Discovery. Would we be able to define a space for Discovery?
The term discovery centered around moving from traditional LMS to library services platforms and the integration of discovery layers. We don't want to lose sight of our core platforms like Alma or Novanet,

but definitely see this as having a leadership role for making collections discoverable. This may need to be pulled out and made clear in the description.
- The shorter title is nice and comprehensive. It would be nice to revisit the new title with a more refined description.
- Having the C & CS title will assist the development of the description. It is rough right now.

Next Steps
To look at the three roles and send feedback by end of day April 26 so the descriptions can be updated and resent to members of Library Council and then soon after, by the week of April 29, be shared with the Appointments Committee before posting is done.

5. Any Other Business

Procedures for the Dalhousie Libraries Appointments Committees
In the absence of documentation, the established procedures past practice must happen.

Action: Resume the work of the Faculty Procedures and Governance Working Group so they can resurrect the work that was previously done on the procedures.

Senate Meeting April 08, 2024

1. Approval of Agenda
	Indigenous land acknowledgement statement
2. Consent Agenda
	2.1 Approval of Draft Minutes of March 25, 2024 Senate Meeting – approved.
3. Matters Arising from March 25, 2024 Meeting
	None
4. Reports:
	4.1 President's Report – circulated in advance. Congratulates Faculty of Management on recent accreditation. Invites everyone to Your Voice presentation on Wednesday, April 10. (Survey report is available in the email sent out on March 26 about the presentation.) Also urges everyone to actually take their vacations, because we need them.
	4.2 Questions for Reports – none.
FOR APPROVAL
5. Senate Academic Programs and Research Committee (SAPRC)
	Proposed Revision to the Policy on Ethical Conduct for Research Involving Humans*
	Presenter: Senator Sachin Seth
	Revised policy included in Senate meeting package.
	Motion to approve revised Policy. Motion CARRIES
6. Update on One-Year Provincial Agreement with Universities (2024-25)
	Presenters: Kim Brooks, President and Vice-Chancellor and Matt Hebb, Vice-President Government and Global Relations
	Matt Hebb: This year, Gov't interrupted the existing series of MOUs on university funding. Replaced with bilateral agreements with each institution. In this one year they want to set up a new funding framework for 2025-2028. Requirements: First, describing ways we are creating an inclusive and equitable learning environment. Second, submit a "provincial alignment proposal." Third, Int'l student sustainability program. Fourth, Performance based funding. Health seats and housing include significant holdbacks. Fifth, requirement to look for 5% savings in operating costs. Sixth, requirements to sit on various committees.
	Provincial alignment plan, due in June. Looking for various data about institution. Also requirement to show how our programs align with public priorities, also accountability on this. Reporting templates have been provided by gov't. Dal is reviewing what info is already being reported on, what needs to be added, what can't be provided for various reasons.
	International Student Sustainability Plan. Report on strategic objectives, also requires thought and projections on how this will shape up.
	97% utilization of health programs – some programs are capped, others uncapped. Gov't wants to see enrollment vs capacity, which should equal 97%. Some programs have recently been undersubscribed. Work going on to look at external factors affecting enrolment. This requirement is concerning. Requirement to report on February enrolment, which is late in our fiscal year. Work underway on this.
	Housing – requirement to add 200 more beds in student housing by this Fall. Currently at 194 beds. Can't include any existing capacity counts. Work on amendments. Requirement to add new housing. Beds need to equal 15% of fulltime enrolment. Plan to develop new student housing, proposals being received. Also acceptable would be filing for a new building permit.
	Requirement of 5% "administrative" funding. (Gov't sees this as everything apart from capital expenses and student supports.) Plans being developed around this, some collaboration with other universities possible.
	Inclusive and equitable learning environment: identify barriers, create plans with affected communities to remove those barriers.
	Provincial committees – government has developed committees, Dal will participate.
	Responses: Written plans, reports to government, being created. Will also potentially align with next round of strategic planning.
	Government is interested in how Dal's activities line up with NS labour force and economy, connection of research to NS public good. April 26th "Lifting Nova Scotia" workshop will potentially generate content and ideas for submissions to concernments. Anyone interested in learning more about this process should attend the workshop (invitations have been sent by email.)

Timeline: Working groups started in March, submissions to government are due at end of June.

7. Presentation: A Principled Approach to Generative AI at Dalhousie

Presenter: Christian Blouin, Professor, Faculty of Computer Science

"Making University Education Resilience
to technological disruptions"

Policies and considerations on using AI in universities. (These are linked in the email distributed to faculty and staff in the email sent on Feb 27, 2024.)

FOR DISCUSSION

8. Question Period

9. Other Business

Next meeting: 22 April 2024