

Library Council Meeting
April 17, 2012
Room 303 – SUB

Present: Jennifer Adams, Linda Aiken, Ann Barrett, Creighton Barrett, Linda Bedwell, Geoff Brown, Ian Colford, Marc Comeau, Judith Coughlan-Lambly, Sarah Jane Dooley, Sandra Dwyer, Sharon Longard, Oriel MacLennan, Gwendolyn MacNairn, Joyline Makani, Anne Matthewman, Shelley McKibbon, David Michels, Michael Moosberger, Gwyn Pace, Helen Powell, Phyllis Ross, Dominic Silvio, Karen Smith, Sarah Stevenson, Tina Usmiani, Margaret Vail

Regrets: Patrick Ellis, Allison Fulford, Mark Lewis

Absent: Michelle Paon, Tim Ruggles

1. Adoption of the Agenda
 - a. Adopted
2. Approval of minutes of March 20, 2012
 - a. Approved by consensus
3. Business arising
4. Library Council Chair and Secretary election – vote
 - a. David Michels put his name forward for the position of Chair.
 - i. Michael moved that David be appointed Chair and the motion was seconded by Sandy. **Motion carried.**
 - b. Ann Barrett put her name forward as Secretary for 6 months until her sabbatical starts. Sarah seconded. **Motion carried.**
5. Library Council Committees discussion – recommendations to date
 - a. Digital Scholarship Initiative: Oriel MacLennan will Chair this group whose members include: Mike Moosberger, Geoff Brown, Marc Comeau, David Michels, Allison Fulford, Sarah Stevenson, and Joe Wickens.
 - b. ContentDM license – Helen advised The Council that the Sexton Library is currently using ContentDM for the Cobb postcard project. ContentDM has everything needed to create a searchable database; it has very accommodating metadata (Dublincore is being used primarily by Sexton staff but it will support other metadata products). Slideshows can also be created. ContentDM is an OCLC product which is compatible with some of our products. Our current ContentDM license is for one year only.
 - c. Web Committee Draft Terms of Reference
 - i. Donna asked Council members for feedback regarding the draft Web Committee Terms of Reference that had been provided.

1. It was suggested that member's two year renewable terms be staggered so there is some overlap in membership. Sarah suggested to The Council that the staggered terms be decided by the Web Committee membership once that has determined.
 2. It was further suggested that the Terms be reviewed at the end of one year.
 - ii. Membership on the Web Committee has been expanded to include not only a representative from each library but also functional representatives. To date Shelley McKibbon (Kellogg) has joined the Web Committee.
 - iii. It was moved by Sarah that the Web Committee draft Terms of Reference be approved by The Council. The motion was seconded by David. **Motion carried.**
 - d. Suggestions for other Library Council sub-committees included: Information Literacy, Research & Reference Services, Governance Committee, Communications Committee, User Experience & Assessment Committee, Finance Committee.
6. Presentation – [E-Reserves Service](#) (Gwyn Pace, Ann Barrett)
 - a. Ann and Gwyn updated Council members on the E-Reserves service and responded to questions.
 7. Budget Overview – [presentation](#) and discussion
 - a. Donna presented an overview of the budget process and responded to questions
 8. Other Business
 - a. Ian asked Donna for an update on the position for the Head of Killam
 - i. Donna advised that approximately 16 applications have been received. The Search Committee will meet on Thursday to begin consideration of the applications.

Next meeting: May 29th – 9:30 – 11:00 a.m.

Meeting adjourned at 11:00 a.m.