Library Council Meeting Minutes

June 11, 2013, Room 2118, McCain Building, 9:30 – 11:00

Present: Jennifer Adams, Creighton Barrett, James Boxall, Geoff Brown, Linda Bedwell, Donna Bourne-Tyson, Ian Colford, Marc Comeau, Sarah Jane Dooley, Allison Fulford, Mark Lewis, Jason MacDonald, Heather MacFadyen, Elaine MacInnis, Marlo MacKay, Oriel MacLennan, Joyline Makani, Anne Matthewman, Lindsay McNiff, David Michels, , Gwyn Pace, Michelle Paon, Janice Slauenwhite, Karen Smith, Sarah Stevenson, Margaret Vail

Regrets: Sandy Dwyer, Patrick Ellis, Melissa Helwig, Shelley McKibbon, Robin Parker

Absent: Linda Aiken, Michael Moosberger, Helen Powell, Phyllis Ross, Dominic Silvio

1. The Agenda was adopted.

2. The Minutes of April 9, 2013 were approved without change.

3. Business arising
    3.1 David reminded Council that Chairs of subcommittees are expected to submit an annual report.
    3.2 Council will not be meeting during July and August.

4. Louise Spiteri and JoAnn Watson from the School of Information Management gave a presentation on SIM practicum and reading course partnerships with the Libraries to provide students with experiential learning opportunities.
    -   JoAnn spoke about practicums, which are 100-hour placements typically beginning in April. Students at this point will have completed their first two terms in the MLIS program; however, they may be without information management (or possibly other) work experience.
        o   25% of a practicum placement should have the student contributing to the general mission of the site, while 75% should be devoted to a special project.
        o   The practicum supervisor should give robust feedback both to the student during the placement and by way of a written report submitted two weeks after the placement has ended – these reports will be reviewed by JoAnn with the students. The students will also submit reports.
        o   Ideas for practicums should be submitted in November and should outline any prerequisites.
    -   Louise spoke about research partnerships between SIM and the libraries.
        o   Librarians are encouraged to submit requests for reading courses for students. Reading courses are one-term independent studies. Research work, as opposed to practicum work, should be more theoretical.

- o Options are available for partnering with a SIM faculty member as co-supervisors

5. Pam Williams gave a presentation about the International Centre.

   - The International Centre has 9 permanent staff (5 international student advisors) and 8 languages are spoken. They provide support to 2,400 international students in three main domains:
     - o **Advising** to all international students and researchers
     - o **Programming and orientation**
     - o **Exchange** – the International Centre has 167 exchange agreements in 49 countries
   - The Centre has organized special advising projects, including Transition Advising (in which advisors are embedded in departments where there is a high concentration of international students), and the Intrusive Advising Pilot Project (in which advisors are personally connected with students who come in for a series of meetings).
   - The Centre ran a focus group last year to identify needs – ESL, affordable housing, and the opportunity to integrate domestic and international students were identified as predominant needs

6. Maxime Lapierre gave a presentation on the Library Mapping Project he has been working on for the past three summers at the GIS Centre.
   - The project began as a submission to the ESRI community maps program, in which maps are created using user-submitted content.
   - The eventual goal is to map libraries in 3D in the same detail as a city map by combining architectural and GIS data. Maxime showed the in-progress map of the Killam Library with coloured attributes for visual presentation and an online web app allowing users to click on a study room and book it.
   - The GIS centre plans to host the data themselves to allow for more flexibility, ie. different levels of access, attributes, apps, touchscreen directories, locating call numbers.
   - The Killam map should be available to staff in the summer; hopefully to students by September.

7. Donna gave an update on the budget.
   - The budget is balanced: 12,874,724 current; down from 13,362,554
   - Cuts to collections were $56,000, plus cuts resulting from the movement of collection management related costs into acquisitions line; cuts to student hours, hours of operation on weekends and holidays, supplies, seed funding for grant applications, but mostly balanced by retirements, one at Sexton and one at Kellogg. We anticipate 2-3 retirements at Killam this year.

8. Library Council Elections/Review
   - At the close of our inaugural year as Council, we will be reviewing the interim Terms of Reference to decide whether to adopt them permanently or make changes. David invited

any motions for changes to the Terms of Reference. **Motion to add electronic voting as an option to the Terms of Reference.** Moved by Margaret; seconded by Sarah. Council will vote on this motion in the September meeting.
- Gwyn volunteered to stand as secretary and was elected by acclimation.
- In lieu of nominations for Library Council Chair, David recommended postponing the decision until the September meeting.

9. University Librarian's Moment
    - Congratulations to Joyline Makani who is now AUL Research and Head of Killam, and Allison Fulford who is now AUL Discovery and Head of Sexton. Also congratulations to Lindsay McNiff, reappointed for a term with duties in Dentistry, Management and FASS (with the first year seminar pilots), and Heather MacFadyen reappointed with duties in scholarly communications and collections. Geoff Brown and Ian Colford have successfully completed their terms as Heads and have assumed new roles, in digital scholarship and architecture.
    - Upcoming bibliometrics demos, with Joyline, David, Gwendolyn and folks in OIAR and Research Office; open altmetrics session arranged by Gwendolyn.
    - Operational Review implementation, many moves in the Killam – thanks to Janice Slauenwhite for all the logistics, thanks to the many people who moved, beginning to create more coordinated, distributed system for resource management.
    - Donna has joined a university-wide Business Intelligence project led by IT, OIAR and Registrar's office.
    - Donna has attended meetings with VP finance and administration and VP academic to discuss budget and challenges resulting from cuts; will be following up with more fulsome briefing document to new president and VPs this summer.
    - The APLA presentation well received – thanks to co-presenters and Elaine for organizing us. CLA presentation on types of reviews well attended and deemed useful. I am now CARL treasurer and Board member for 3-year term. Attending Digital Infrastructure Leadership Council meeting in Ottawa tomorrow and Thursday.

10. Community Update
    - Linda reported that LibQUAL presentations have been circulating among the branches. MacRae and Killam presentations are still forthcoming if anyone missed the presentation at their own branch and would like to attend.
    - Joyline is planning a meeting for Subject Liaisons for July 4th.

11. Date of next meeting: September 10, 2013