

Library Council Meeting Minutes

March 11, 2014, Room 2616 Killam Library 9:30-11:00

Present: Linda Aiken, Ann Barrett, Linda Bedwell, Donna Bourne-Tyson, Geoff Brown, Sarah Jane Dooley, Patrick Ellis, Allison Fulford, Jason MacDonald, Heather MacFadyen, Elaine MacInnis, Oriel MacLennan, Gwendolyn MacNairn, Joyline Makani, Shelley McKibbon, Lindsay McNiff (Chair), David Michels, Michael Moosberger, Gwyn Pace, Michelle Paon, Robin Parker, Dominic Silvio, Janice Slauenwhite, Sarah Stevenson, Margaret Vail

Regrets: Jennifer Adams, Creighton Barrett, Marc Comeau, Sandy Dwyer, Melissa Helwig, Marlo MacKay, Phyllis Ross

Absent: James Boxall, Ian Colford, Anne Matthewman

1. The Agenda was adopted as distributed.
2. The Minutes of the February 11th meeting were approved and adopted as written.
3. Business arising – None
4. Dalhousie Libraries Research Advisory Committee Terms of Reference – Dominic Silvio

Dominic introduced the new Terms of Reference for the Committee. They were prepared in response to the Committee's growth, responsibilities and membership which includes the AUL for Research whom the Committee will be advising and David Michels, Michelle Paon, Phyllis Ross, Robin Parker, Linda Bedwell, Joyline Makani, Gwendolyn MacNairn and Dominic Silvio.

The document refers to the Committee as the Dalhousie University Libraries Research Advisory Committee. A friendly amendment to drop "University" from the name was accepted and the document will be revised accordingly. Members of the Library Council were asked to send any further comments regarding the draft ToR to Dominic.

A discussion ensued which raised the following questions and concerns regarding Library Council Committees:

- Should the AUL be ex-officio members or chairs of LC committees
- Should the committees elect their chairs
- Are the committees functional working groups reporting to Library Council or advisory groups to specific AULs

- Is there a conflict in the nature of the committees because the Library Council itself is and advisory body
- Can Council only advise about things it is responsible for
- The Council and Committees will need to be reported to Senate, will there be concerns raised from that group
- Do the ToFR of Library Council need to be revisited
- What are the roles of SMT and Library Council
- Does every new committee created need to be approved or go through Library Council or should they be “linked” in some way to Council
- Difficulties arise when trying to establish the responsibilities of the committees and recording them in the terms of reference
- Complications in expediting the establishment of a committee depending on which groups must agree to the establishment and terms of reference
- Which decisions/recommendations of the committees need to be brought to Council

It was suggested that a meeting of the committee chairs to discuss these issues could be held prior to the next LC meeting. It was agreed that the Terms of Reference of the Research Advisory Committee will be discussed at the next meeting.

5. Discovery Layer Team Proposed Terms of Reference (attached) – Allison Fulford

Allison presented the proposed Terms of Reference and membership of the Committee. In response to questions Allison responded that the Alice Stover would represent the print resources and the resources we developed in-house would fall under the auspices of “digital” resources. A suggestion to change the word “digitized” to “digital” was accepted.

Questions similar to those raised in Item no. 4 above regarding the role of the AUL as well as the responsibilities of the committee were raised. It was decided that a larger discussion about Library Council Committees will take place at next month’s Council meeting. Acceptance of the Terms of Reference for the Discovery Layer Team was deferred until the larger discussion about Library Council committees takes place at next month’s Council meeting.

6. Collections Allocation Formula - Heather MacFadyen

Heather presented an update on the Libraries Allocation Formula. The formula has been revised based on input received from various groups as outlined in the power point presentation. Heather is currently working with the Math department’s Statistical Consulting Service to ensure that the calculations and presentation of that information is statistically sound. Suggestions were made regarding a clearer labelling of the bar graphs designating EAF funds and other library acquisitions. It was noted that material costs are driving the formulas and that monographic serials have been moved from the monograph funds to the serial funds. Collections Management Resources being shifted from the EAF fund to the operating budget

include Relais, Novanet and GIS costs. Heather will add a list of those resources to the presentation. The items in EAF are based on common interests across disciplines and libraries. Further analysis of the EAF fund will be done over time with the goal that products which pertain solely to the collection supported by a particular Dalhousie library will be shifted to the budget of that library. Duplication across electronic products was also raised as a concern. Any comments can be sent directly to Heather who will distribute a revised version to Council members.

7. Budget Update – Donna Bourne-Tyson

A 2% increase for the libraries acquisitions budget has been confirmed and will be protected in the future.

As a service unit the Libraries are getting a 1.25% cut to the operating budget rather than the 2.5% cut which academic units have received. However it was noted that savings from staff salaries when staff leave and the positions are refilled are not as great as savings when faculty leave and positions are refilled.

The budget is currently \$100,000 short of balanced. Suggestions for cost savings are welcome.

8. Community Update

Michael Moosberger gave an update on the SharePoint Implementation. He is the Chair of the Library group. Members include Ann Barrett, John Miffen, Sandy Dwyer, Phil O'Hara, Janice Slauenwhite, Margaret Vail, Kelly Casey and Ray Jahncke. The group is doing the ground work right now and has met to discuss how to structure the new environment and training options for members and other staff. Michael met with the campus wide group and apparently the university administration is reviewing the costs involved in the migration from Novell and the switch over time frame has been extended. To prepare for the transition staff should start going through their Novell files and getting rid of material no longer needed so that the transfer is as easy as possible. To that end the Archives staff are looking at all their files. Mike and Donna are on a committee to look at a records management plan for the university. 12 core functions have been identified as a basis for the classification scheme. Records in SharePoint should probably mirror that model. Mike will distribute the list of functions so that people can review their files to see if they fit within one of the functions and/or identify files which require functions specific to the libraries.

Patrick Ellis mentioned that the new Undergraduate Medical Science program will be offered in September 2014. It is expected that there will be 100 students per year of the program. The university is giving \$2000/yr for collections support of the program. Approval has been received for a new librarian in 2016. The Kellogg Library is expected to be moving twice within the next two years.

Margaret Vail announced that Introductory Share Point Training will be offered in G70 next Wednesday. An announcement will be sent out and LC members are encouraged to attend as SharePoint will be used by LC Committees.

Gwendolyn MacNairn enquired as to the Archival retention schedule for Committee Minutes which are now on Share. Michael Moosberger replied that an information management process does need to be established so that it is clear where things are kept, how long they are kept, when they get transferred, that there is no duplication of files being transferred and who is responsible for their transfer. He indicated that annual transfer is not as easy for Archives staff to handle as one every 3-4 years would be.

Donna Bourne-Tyson advised members that her UL report had been emailed to members and would welcome any questions. Kudos were given to: Jason MacDonald for his assistance in providing information about the Dalhousie Copyright Office administration and services to the Universities of Ottawa and Laval who are currently setting up campus Copyright offices; to Linda Bedwell and her work on Assessment with the University of Saskatchewan; and Marc Comeau on his article about 3D printing which appeared in the recent issue of Feliciter. She also noted that Kings wants to upload the Dalhousie Worldcat search box on to their website.

Robin Parker noted that she and Melissa Helwig will be presenting papers and a poster at the Canadian Health Libraries Association in Montreal in June. They will also be participating in the Evidence Based Workshop sponsored by McMaster University for clinicians who pay \$3000 to attend the workshop.

Ann Barrett reported that there is a 2 month waiting period to use the University's Opinion survey tool. Linda Bedwell advised that she has been trying to get a Libraries account but each account needs to be attached to an individual rather than a unit. Robin reported having an account which is attached to her research group. Ann suggested that the university should have more accounts.

David Michels reported that in response to the Curriculum Review the Law librarians have been meeting 1 on 1 with students to discuss their research papers. The Booked In software is being used to book appointments and there is no charge for the service which has been a success but is very labour intensive. Sarah suggested that Outlook scheduling might work for this purpose.

Elaine MacInnis announced that the Seed Library is to be launched on Monday March 17th at 2:00 pm at the MacRae Library. Jolene Reid is the Co-ordinator for the Seed Library. Staff are excited about the launch. Anyone interested in attending is very welcome.

Allison Fulford has sent out an email to get feedback on the Discover vendor presentations.

Joyline Makani announced that a paper she has been working on together with Dr. Joel Ryman (ETSU) and Dr. David Roach (Dal) entitled "Effectuation, Innovation and Performance: Towards

Development of a Scale" was accepted for presentation at the Annual Appalachian Research in Business Symposium (ARBS) to be held March 21, 2014.

Janice Slauenwhite advised that all 3 public elevators in the Killam will be replaced by the end of 2014.

Lindsay McNiff reported she will be presenting at WILU. Lindsay also noted that the video replacement for "You quote it You Note it" is now available and can be embedded and scored in BlackBoard. Contact Lindsay for more information if any of your faculty members would like to embed the tutorial in Blackboard. Three versions are available: MLA, APA, and Vancouver styles

Patrick Ellis advised that the remaining part of the Russian collection which Dalhousie purchased in 1985 has just arrived at the Killam and staff are working through the boxes. The majority of the collection is in Russian.

9. Other Business

It was agreed that a meeting of the existing LC committee chairs would be held prior to the next Council meeting. Lindsay will organize it.

10. Next meeting – Tuesday, April 8, 2014, 9:30-11 am, 2616 Killam Library