

Library Council Meeting  
Killam Library Room 2902  
12 May 2015  
10:00am - 11:32am

Present: Dominic Silvio (Chair), Sarah Stevenson (Secretary), Carol Richardson (Recording Secretary), Ann Barrett, Creighton Barrett, Linda Bedwell, Karen Chandler, Michelle Charlton, Marc Comeau, Sarah Jane Dooley, Sandra Dwyer, Patrick Ellis, Allison Fulford, Melissa Helwig, Jason MacDonald, Elaine MacInnis, Gwendolyn MacNairn, Anne Matthewman, Lindsay McNiff, Michael Moosberger, Phil O'Hara, Michelle Paon, Robin Parker, Phyllis Ross, Janice Slauenwhite, Alice Stover, Margaret Vail, John Yolkowski (guest)

Regrets: Jennifer Adams, Linda Aiken, Donna Bourne-Tyson, James Boxall, Geoff Brown, Sai Choi Chua, Ian Colford, Gail Fraser, Mark Lewis, Heather MacFadyen, Oriel MacLennan, Erin MacPherson, Joyline Makani, Shelley McKibbon, David Michels, Karen Smith

#### 1. Adoption of Agenda

The agenda was adopted as presented.

#### 2. Presentations

##### a) Borges Collection (John Yolkowski)

John Yolkowski is the project manager for the Elisabeth Mann Borges Digitization Project. John started the presentation with a brief description of the Borges project, explaining Elisabeth Mann Borges life and career. So far, 110,000 pieces, have been digitized of this collection here at Dalhousie. The final product will be posted on <http://findingaids.library.dal.ca/elisabeth-mann-borgese-fonds> (Fonds MS-2-744 - Elisabeth Mann Borgese fonds). Please send John an email if you have any questions at [jyolkowski@dal.ca](mailto:jyolkowski@dal.ca). John will be here until the end of June. Sarah will circulate the presentation on the listserv.

#### 3. Approval of the Minutes of April 14, 2015

The Minutes of April 14, 2015 were approved with corrections sent by Council members prior to today's meeting.

#### 4. Business Arising

##### MacRae Librarian position

Question: Does this position have to go to the Association Board Committee (ABC)?

The position does have to go to ABC so it's a formalized process. The timeline will be as fast as it can be with the help of the Library Systems Appointment Committee (LSAC).

#### 5. New Business

##### a) Copyright & Digital Humanities Librarian

A revised copy of the Copyright & Digital Humanities Librarian job description was circulated with changes based on feedback received by Elaine MacInnis. Elaine gave a brief explanation of the revisions she received and incorporated into the job description.

**Item 4.** Monitors developments and creates opportunities to inform the university community

of changes in open access, author rights, fair dealing, international IP, and ways in which the university community can contribute to new and evolving methods for distribution of research results.

There was concern as to whether there is overlap with Geoff Brown's duties.

For clarification: Michael Moosberger talked to Geoff and he noted that more than one librarian can help with the responsibilities outlined above.

Deadline for applications will be adjusted as needed. Council agreed to approve the position with the verbal changes.

- It was agreed to keep the wording 'demonstrated knowledge'.
- Item 5 "fluent" will replace "coordinates".
- The phrase "measurable assets" will be modified.
- "Digital" will be removed from the position title because it is already in the description.
- A phrase will be added to differentiate between a double Masters and just an MLIS for purposes of determining short-listed candidates.

#### b) Library Council Chair & Secretary

Volunteers are needed for the positions of Chair and Secretary for the 2015-16 sessions of Library Council. The responsibilities for each position is on the Library Council Listserv. All voting members are eligible to chair Library Council. Sandy Dwyer has put her name forward for Secretary. The position of Chair will be discussed and ideas will be brought back to the next Library Council meeting.

### 6. SMT reports

#### a) AULs (System-wide responsibilities & location reports)

##### i. Patrick Ellis

- *AUL Responsibilities*
  - The Scholarly Resources Team met last week. They are struggling to find times to meet. The group is looking at the Terms of Reference to work more effectively.
  - There is serious discussion around collections and weeding and whether the task should be the responsibility of the Scholarly Resources Team.
  - The Gifts policy is still in progress.
  - Patrick and Michelle Paon (and possibly Sarah Stevenson) will be meeting with the Faculty of Science Internal Review Committee tomorrow (May 13).
  - Patrick has not heard from Financial Services about assistance with the US dollar exchange rate.
- *Kellogg Library*
  - A lot going on with the new building. Patrick, Ann Barrett, Jan Pelley and Janice Slauenwhite toured the new facility.
  - There will be a variety of new work spaces but there will be challenges.
  - Renewed the Cochrane subscription from Capital Health.
  - No news on the librarian position for the Dalhousie Medicine in New Brunswick.
  - Two accreditations underway.

## ii. Allison Fulford

- *AUL Responsibilities*
  - There is a huge issue with Primo and the disappearing of locations. It's been very frustrating. This problem is not new and it's been worked on since the time of the conversion.
  - Emily Colford has been hired as a Research Assistant to do usability/assessment of the Libraries' website, and the Dalhousie instance of Primo.
- *Sexton Library*
  - Renovations are going well and staff couldn't be happier with the results.
  - Pictures of the new space are being posted to the Sexton Library Facebook page.
  - They will be upgrading the Dal Card System and the PA system.
  - There will be an open house in the near future.
  - Heather Koeller is retiring and will be replaced. Her last day is May 26.

## iii. Elaine MacInnis

- *AUL Responsibilities*
  - LibAnalytics group have met recently. The datasets are being used. The group will be realigned to have one member from each dataset on the group. There is currently two members from each dataset.
  - User Experience and Assessment – this is a Library Council Committee. The committee is being reformulated to a new group. In the past, it was a working group but going forward it will consist of project teams. If you have interest in sitting on this committee, please let Linda Bedwell know.
  - Live Help – There is a need for a new Live Help Coordinator. Thank you to Shelley McKibbin for being the Live Help Coordinator for the past number of years. Please contact Elaine if you would like to help with this.
- *MacRae Library*
  - The library was unsuccessful in hiring a MLIS intern for the summer but was able to hire a student assistant.
  - Sherree Miller is now retired. There will be a review of staffing requirements at the MacRae over the next few months.
  - Attended the 20<sup>th</sup> anniversary of AgNIC AGM. The library received a 15 year participation certificate. The wild blueberry project is part of this collaborative.
  - Elaine is very excited to have been asked to go to Ethiopia for two weeks in July to teach workshops for the Jimma University librarians. This is part of a 10 year agreement between Jimma University and the Agricultural Campus. Elaine will be arranging for an Acting AUL while she is away.
- *Killam Library*
  - Elaine is happy to be able to proceed with the Copyright position.
  - FASS Resources Fund – Phyllis Ross and Elaine are working together on allocations for this fund.
  - Elaine will be meeting with FASS Librarians and the Killam Subject Specialists soon.
  - There is weeding underway at the Killam.
  - The McCain Learning Commons is coming along but the construction is not on target for a September opening. Discussions on staffing for this area continues.
  - Jason MacDonald will be leaving the end of July.
  - Notice-and-notice system - as of January 2015, this copyright law came legal to discourage online copyright infringement by providing copyright owners with a tool to enforce their rights, while also respecting the interests and freedoms of users.

Dalhousie falls under this and is mandated to pass on the notifications. The new copyright librarian will need to be aware of this new law.

- Access Services staff vacancy position descriptions have gone to Human Resources (HR).
- LIPCC – The Intern Training Day will be on Thursday, May 14.

iv. Anne Mathewman

- *AUL Responsibilities*

- Learning Curriculum Support*

- Melissa Helwig is investigating how to have more involvement with the International Centre.
    - Anne has looked into creating a Research Assistance module like York University's module. After speaking to a number of areas on campus, the project was stalled. She hopes it can be worked into the Learning Management System (LMS).

- *DUNN Library*

- Jennifer Adams is preparing to teach a prelaw program next week.
  - Anne attended the CALL (Canadian Association of Law Librarians) conference in Moncton last week. Some of the components of the conference were: online guides and teaching in the classroom.
  - A summer student has been hired.
  - 4th floor renovations are not going as well as expected. It's been slow. The request for mobile shelving has gone out. Anne doesn't think the renovations will be completed by September.
  - Both Jennifer Adams and Mark Lewis have been seconded to the Law School for 50% of their time. Jennifer will be working on e-Learning and Marc will be working on a number of projects with the IT committee. There has been approval for a 1 year Librarian position to do reference work plus evenings and weekends during Jennifer and Marc's secondment. The timeframe may be extended to two years, depending on the length of Jennifer and Mark's secondment. It is hoped the new position will be in place by July.
  - David Michels is going on a 6 month sabbatical July 1. Linda Aiken is back from sabbatical on July 1.
  - Anne will be meeting with support staff to discuss their job descriptions.

v. Michael Moosberger

- *AUL Responsibilities*

- The RFP is being completed for the book scanner.
  - There has been a lot of requests related to various digital scholarly communication issues. They are looking at additional tools to support the faculty. Sarah Stevenson is still working on Dataverse. Creighton Barrett is working on Archivematica.
  - Michael met with Catherine Bagnell-Stiles, the Associate Vice President of Communications & Marketing, about the 200th anniversary of Dalhousie. There will be a planning committee under the steering committee. This is expected to include representation from the Libraries.
  - The Research Committee is meeting tomorrow and hopes to have a plan in place for the Terms of Reference.
  - Lives of Dalhousie project – Michael is contacting Dr Florizone to get a view of a 3rd volume. He has secured copyright of the current volumes from the McGill-Queen's University Press.

- *Archives & GIS*

- Received notification that they will be receiving a Young Canada Works student position to work on making *The Dalhousie Review* available online from 1901.
- Received \$15,000.00 grant for Ransom Myers' personal papers.
- The atlas collection is being moved as we speak. The map cabinets will stay in their current 2<sup>nd</sup> floor location for now. The area will not be accessible to the public. Retrieval will be done by request from the 5<sup>th</sup> floor service point.
- Mariah Blackmore and Shannon Bale have been hired in Archives & GIS. Mariah will be working on cataloguing the video tape collection and Shannon will be working on a mobile GIS app for locating materials in the libraries.

b) LITS Director: Marc Comeau

- The Strategic Planning Committee are moving ahead.
- The LMS committee is wrapping up quickly, and the implementation timeline for the new system is coming soon.
- LITS will be moving to various areas of the library on July 20 while renovations are being completed. Janice Slauenwhite added that the Staff lounge will be moving to the second floor – Carol & Elaine's office areas – on July 2 as part of the LITS renovation plan.

c) HR Director: Sandra Dwyer

- Access Services staff vacancy position descriptions have gone to Human Resources (mentioned in context of Elaine MacInnis's Killam report)

d) University Librarian's Report

- Following close on the heels of our Strategic Planning process, Donna will be drafting the framework for our Self-Study for the Senate review of the Dal Libraries. Donna will be asking members of Library Council, the Senior Management Team, and other unit managers for content and editorial suggestions. A draft will be circulated to all Dal Libraries staff before the final report is submitted to the Review Committee by the end of August at the latest. Our review will be taking place in the fall and winter terms. Senate reviews are overseen by the Associate VP Academic, Fiona Black.
- Donna is serving as a member of the internal committee for the Senate's Faculty of Science Review; meetings began last week and continue into late May.
- Budget planning continues, although we won't receive the final official numbers until after the University Board meets in early June. There are anticipated increasing costs for collections, as always, and also for student staffing and computers in the new CHEB and Wallace McCain Learning Commons, and for Commissionaire costs.
- Governance committees have been set up for both the CHEB and the Wallace McCain LC, and in both cases membership includes the Deans, the University Librarian, and for the WMLC, the Vice-Provost Student Affairs. There is also a university-wide classroom planning committee working on revised priorities for space booking at the university, which could have a significant impact on how space is managed across the system. Donna is a member of that committee and Janice Slauenwhite has been attending as well as her back-up.
- Donna will be attending the spring CARL meetings this week as well as the CARL-sponsored Leviathan session on preservation of government information on Friday, along with Michael Moosberger and Geoff Brown. Donna will also be attending the CAPAL sessions at Congress and then the CLA conference held the same week in Ottawa in early June, and the CAUL meetings and APLA in St. John's.

## 7. Community Updates

- Starting next week (May 19), the Reading Room on the 2<sup>nd</sup> floor will be closed for renovations. Power poles will be installed at each of the pods.

- The Research Bootcamp is going very well, with higher than anticipated registration.
- A DFA Librarians meeting will be scheduled soon with respect to the librarian position at the MacRae Library.
- All are welcome to attend the social at the University Club Pub (3:30pm) at the end of Intern Training Day on Thursday May 14<sup>th</sup>.

8. Other Business – none.

9. Next Meeting

The next Library Council meeting will take place on Tuesday June 9, 2015 at 10:00am in Room 2902.