

Minutes of the  
Dalhousie University Libraries Library Council  
meeting held September 15, 2016  
Room 2902, Killam Library  
9:30 am. – 11:20 am.

Present: Mark Lewis (Chair), Linda Aiken, Ann Barrett, Linda Bedwell, Mick Bottom, Donna Bourne-Tyson, James Boxall, Geoff Brown, Karen Chandler, Sai Choi Chua, Sandy Dwyer, Allison Fulford, Roger Gillis, Melissa Helwig, Heather MacFadyen, Elaine MacInnis, Marlo MacKay, Shelley McKibbon, Oriel MacLennan, Gwen MacNairn, Lindsay McNiff, Erin MacPherson, Joyline Makani, Julie Marcoux, Anne Matthewman, David Michels, Michael Moosberger, Jackie Phinney, Janice Slauenwhite, Karen Smith, Hannah Steeves, Sarah Stevenson, Alice Stover, Margaret Vail.

Guest: Cynthia Holt, CAUL-CBUL Manager

Regrets: Creighton Barrett, Robin Parker, Michelle Paon

Items of Business:

1. The incoming Chair, Mark Lewis, welcomed everyone to the first Library Council meeting of the 2016-2017 academic year. He expressed his appreciation to the AULs for submitting their reports in a timely manner so that they could be distributed prior to the meeting.
2. The proposed agenda was approved by consensus.
3. The Minutes of June 15, 2016 Library Council meeting were approved as distributed.
4. There were no matters arising from the June 15, 2016 minutes.
5. Mark Lewis gave a brief introduction to Cynthia Holt, CAUL-CBUA Manager and then turned the floor over to Ms. Holt for an overview of what projects are underway through CAUL. Highlighted initiatives were:
  - a. conducting a needs assessment during visits with all member libraries as the first step in preparing for an up-dating of CAUL's strategic plan;
  - b. moving to Office 365 system this fall to improve member experience at virtual meetings;
  - c. reviewing and up-dating of CAUL licenses;
  - d. reviewing CAUL committee structure and membership to ensure communication lines are clear and implementing two term limits for members;
  - e. compiling a vendor RFI for document delivery system vendors for distribution this fall to determine if there are any more effective/efficient systems available;
  - f. investigating the development of an Atlantic Virtual Library for the Health Sciences.

- g. and maintaining an online calendar of CAUL conferences, activities, deadlines. etc.

Highlights from CAUL Committees:

- a. Last Copy Committee is looking at building in more equity.
- b. Scholarly Communications Committee is going to do a survey about what open textbook initiatives are underway across the region.
- c. The Copyright Committee is concerned that a review of the Copyright Act next year may threaten the concept of “fair dealing” and feel there is a need to prepare to present the case for the educational sector.
- d. The need for a Government Information Committee is being explored.

To address current issues in a timely way, CAUL is considering moving more of the work of the organization to working groups. It is proposed the working groups would have defined timelines, a clear focus, be project based and members would have defined terms. There would be open calls for service on the CAUL Committees but the working groups would be populated by direct calls.

In response to questions, Ms. Holt noted that the Atlantic Virtual Library would be for both hospital and academic libraries and that anyone interested in serving on committees should watch for open calls or contact her directly. She also urged everyone to subscribe to the CAUL listserv, InfoList and visit the CAUL website regularly.

6. Up-Date of Assessment Priorities (Linda Bedwell)

The revised report *Priority Areas for Assessment 2016-2018* was presented to Library Council by Linda Bedwell for discussion and endorsement. She pointed out that it had been deemed necessary to make assessment of library data the new first priority and that based on a Senate Review recommendation a new assessment priority had been added as the #6 priority – “to investigate performance criteria and related assessment models”.

**Motion:** Moved by Linda Bedwell and seconded by Sarah Stevenson that Library Council endorse the revised report, *Priority Areas for Assessment 2016-2018*.  
Motion Passed

7. LC Response to Senate Review

To start the discussion, Mark Lewis proposed a review plan in which each recommendation would be presented, discussed and either endorsed, modified or declined via a formal motion process.

It was agreed by consensus that endorsement did not mean full agreement to implement and we needed to recognize an option was to propose a phased in or partial implementation. Each recommendation did need to be commented on.

## Review of Recommendations

### Recommendation 2.1

Discussion and survey results – positive endorsement

**Motion:** Moved by Melissa H. and seconded by David M. that the recommendation would be dealt with in the Preamble of the LC response.

Motion Passed

### Recommendation 2.2 and 10.1

Survey results unanimous in support; no discussion.

**Motion:** Moved by Melissa and seconded by Joyline M. that the two recommendations be fully endorsed as presented.

Motion Passed

### Recommendation 4.1

Discussion and survey results – Donna B-T. noted that the Libraries already have established clear criteria for success and reports directly to the Provost.-V.Pres. Academic. The effectiveness of embedding criteria in the formal strategic plan and relying on the regular review of the strategic plan to be an assessment process for success criteria was discussed. Donna B.T. reported that a spread sheet of goals and who is responsible for each is about to go live and would assist in addressing the request for more clarity.

**Motion:** Moved by David M. and seconded by Heather M. that the Dalhousie Libraries will continue in its efforts to delineate clear and transparent criteria for success and put in place a mechanism for regular assessment.

Motion Passed

### Recommendation 4.2

Discussion and survey results - General agreement with the need for evidence based assessment was noted. Elaine reported that she has worked closely with the Assessment Librarian and they have already used evidence based assessment to put in place changes that have had a positive impact.

**Motion:** Moved by Melissa H. and seconded by Roger G. that LC fully supports the recommendation that encourages increasing the importance of evidence based assessment in the Libraries.

Motion Passed

### Recommendation 5.1

Discussion and survey results - David M. noted that restructuring issues tread into the realm of the Collective Agreement. Donna B.-T. noted that in a small library system with limited financial and human resources it was necessary to have split responsibilities.

**Motion:** Moved by Shelley M. and seconded by Geoff Brown that LC support the very general recommendation there is need to continue working to improve clarity in the reporting structures to AULs and Library Heads.

Motion Passed

#### Recommendation 5.2

Already implemented.

#### Recommendation 5.3

Discussion and survey - It was noted that the six External Review recommendations on administration restructuring did not need to be addressed as the Dalhousie Senate Review Committee had already considered the reviewers advice and made the official recommendation.

**Motion:** Moved by David M. and seconded by Shelley M. that the Dalhousie University Libraries have an ongoing process in place to address the roles of AULs/Library Heads and that Library Council will be engaged in the process.

Motion Passed

#### Recommendation 6.1

Discussion - It was noted that the recommendation should include the important role the DUL plays in collaborating with researchers.

**Motion:** Moved by David and seconded by Melissa that the DUL should continue its active role in supporting learning and teaching, collaborating with researchers and should work more closely with all Faculties to ensure there is a strong understanding of the teaching support the Libraries can provide.

Motion Passed

#### Recommendation 6.2

Discussion and survey - Since the recommendation implied that LITS, CLT and ITS were reviewed the question was raised as to what their review process is currently. Donna B.T. noted that a new structure is just now being put in place by a committee being chaired by Dr. Fiona Black and that reporting and accountability should be clarified soon.

**Motion:** Moved by Shelley M. and seconded by Melissa H. that the Libraries should continue to manage the e-learning system through LITS and be properly resourced to carry out the service.

Motion Passed

#### Recommendation 6.3

Discussion and survey – Strong support for service was expressed.

**Motion:** Moved by Julie M. and seconded by Gwen M. that the DUL should continue to expand its data literary initiatives and that the Libraries should be properly resourced to carry out the expansion.

#### Recommendation 7.1

Discussion – General agreement. Noted that rationale for inclusion should be stated in the preamble. Michael M., Donna B.-T. and Melissa H. volunteered to put together the preamble statement.

**Motion:** Moved by Melissa and seconded by Geoff B. that the AUL responsible for Research should be a member of the Dalhousie Research Advisory Committee.

Motion Passed

8. Senior Management Reports (Reports from Ann Barrett, Allison Fulford, Anne Matthewman, Elaine MacInnis, Michael Moosberger distributed prior to meeting and accepted as distributed.)

a. University Librarian Report

- i. Donna B.T. thanked everyone who had provided support during the hosting of the IATUL Conference in June.
- ii. Spent a great deal of time over summer working with Michael M. to put together a proposal for the development of a university records management plan and as a result the Libraries have been officially tasked with developing a university records management policy. A contract records manager, Julie Morris, has been hired to draft a plan by Dec. 31, 2016.
- iii. Has been invited to join the Information Governance Committee.
- iv. Attended a three day senior administrators retreat.

b. Interim Killam Librarian Report

- i. Sarah Stevenson reported that a great deal of her time and effort in Aug. had been devoted to the acquisition of approximately 1,300 DVD titles from the soon to-be-closed *Video Difference* outlet.
- ii. She had attended a useful workshop for new administrators.
- iii. She was pleased and grateful to report that Shelley M. had agreed to take over the role of the Libraries Web Publisher.

9. Any Other Business

a. LC membership

Donna B.-T. indicated that she wished to exercise her right to recommend new members to LC and provided her reasons for recommending that Jen Adams, University of King's College Librarian, be invited to join Library Council.

**Motion:** Moved by Donna B.-T. and seconded by Sandy D. that LC extend an invitation to the University Librarian of the University of King's College to become an ex-officio/non-voting member of LC.

Motion Passed

b. Time of future LC meetings:

To allow as many staff as possible to participate on LC it was agreed by consensus that the monthly meetings would alternate between Tuesday and Thursday.

Respectfully submitted,  
Karen Smith