Present: Jennifer Adams, Linda Aiken, Ann Barrett, Linda Bedwell, James Boxall, Geoff Brown, Ian Colford, Marc Comeau, Judith Coughlan-Lambly, Sarah Jane Dooley, Sandra Dwyer, Patrick Ellis, Allison Fulford, Mark Lewis, Sharon Longard, Oriel MacLennan, Gwendolyn MacNairn, Joyline Makani, Anne Matthewman, David Michels, Gwyn Pace, Michelle Paon, Phyllis Ross, Dominic Silvio, Karen Smith, Sarah Stevenson, Tina Usmiani

Regrets: Mike Moosberger, Tim Ruggles

Donna welcomed all to the meeting, and outlined a goal to design the new Council collectively within the next two months. She posed the question, "How do we want the Council to work?" Do we want to create an ad hoc sub-committee to come up with Terms of Reference?

Donna suggested everyone introduce themselves and to put forth their ideas on how they feel about a Library Council and how they think it will work. The following ideas were voiced:
-   communication among all the libraries was a recurring theme
-   increased enrolment -- how will we deal with this
-   need system-wide policies
-   need to start working together more
-   building more coherence across the system and into the future
-   collaborate and move into the future
-   have struggled in the past with fragmented vision -- hopefully Council will change this
-   wish/hope that Council will be a more formalized group not just an ad hoc committee
-   we are all dispersed across campus and it will be good to get together and work together
-   need forum where you can speak your mind and not have your opinion held against you;
-   group to facilitate discussion on system-wide issues
-   positive thing -- need to reassess as we go along to make sure we keep things going and are being effective
-   instrument for effectiveness
-   good only if it has the capacity (authority) to effect policy
-   formal forum for communication – accountability, responsibility

1. Library Council Terms of Reference/By-laws discussion
    a. Who should comprise the membership of the Council?
        i.   All librarians have to be members
        ii. Staff in unique managerial or system-wide positions?
        iii. Should allow for invited guests
        iv. Open up membership to other department heads and not limiting to mostly librarians?

2. Name, frequency of meetings, membership, minutes, other logistics
    a. Suggestions
        i.   The Library Council

      ii.   Libraries Council
  b. Gwyn moved the group be called The Library Council and the motion was seconded by Joyline. Motion carried.
  c. General discussion/comments
      i.   The Council can't become a body dealing with just librarian-related issues.
      ii.   A Council – is normally an elected body that would have authority.
      iii.   Membership of the Senior Management Team was queried. Donna responded that membership on the SMT is comprised on those individuals who have budget authority over their units.
      iv.   The Library Council is as important as SMT and will be making recommendations on policies to SMT. Elected positions -- are we large enough to have elected non-librarians members? Do we want elected positions representing students? faculty? How would these individuals be elected and how would they represent their respective groups?
      v.   Donna reported that she, Tina, Patrick, and Sarah Jane currently are working on creating a Student Advisory Group. Should we consider having a members of the SAG sit on The Library Council?
      vi.   The status of the Senate Committee structure was questioned? Has the Senate Library Committe concept gone? Donna reported it has been folded into the Senate Committee on Teaching & Learning of which she is a member. So far, that Committee is not focussed on Library issues.
      vii.   It was proposed that The Council get established initially on its own before expanding membership to faculty/student representation.
      viii.   It was proposed that the Council spend a year working as a larger group and not have a formalized structure in place by March as suggested in the agenda.
  d. Frequency of meetings
      i.   Other bodies are meeting on a monthly basis.
      ii.   It was suggested that monthly meetings be scheduled but cancelled if there are no agenda items.
      iii.   Donna feels that as The Council is an advisory body to the SMT she should not be chairing The Council and called for interested individuals to put forth their names to be considered for Chair.
      iv.   Mark supported the idea of an elected Chair. Ann suggested for the first 6 months Donna act as Chair and then people could put their names forward for consideration as Chair.
      v.   Phyllis suggested a 3-person steering committee of which one of these individuals will act as Chair.
      vi.   Patrick suggested that the "Heads" positions (Donna, Patrick, Anne, Helen) be ex-officio. Anne agrees that members of the SMT should not be chairing The Council and supports Phyllis' suggestion of a triumverate.
      vii.   Donna proposed having a group of 5 or 6 people who would be willing to come back with recommendations on ex-officio members, standing committees, etc.

3. Suggested topics for future meetings:
  a. succession planning
  b. organizational review and its outcomes/recommendations – strategy needed since there is no money to carry out some of these recommendations
  c. operational review

       d.   instructional videos
       e.   sub-committees/teams would report to The Council

4.   Suggested process to formalize Library Council structure / details at March meeting
       a.   Donna envisions striking sub-committees (Web, Info Lit, WorldCat Local, Collections, Copyright, etc.) Project committees would also need to be created as required then disbanded when no longer needed.
       b.   David, Karen, Ann, and Phyllis volunteered to be the "Group of 4" who will present at February's meeting to The Council a recommended model of what The Council should look like. This model (if accepted) would then be put in place by the end of February or March and reviewed after one year.

5.   Presentation & Discussion: [Website Committee Report](Sarah Stevenson)
       a.   Donna advised The Council that she views the web site as a "fifth" library and had asked Sarah to present the Web Committee report to the group.
       b.   Sarah provided a PowerPoint presentation and spoke to it.
       c.   At the conclusion of Sarah's presentation the following comments were made:
            i.   Hours app illustration -- do we need to explore this more? Are there structural issues we need to be addressing with the University's Web Committee? Marc explained the difficulties and challenges in attempting to get this app launched.
       d.   Sarah advised that the Web Committee has not been disbanded at this point.
       e.   The Campus Web Team has been very responsive to Sarah's requests to fix things that have broken but they do not have the time to cope with new requests such as the hours app.
       f.   Donna thanked Sarah and the Web Committee for all of their hard work.
       g.   Recommendations will be coming from the Web Committee regarding representation on the Web Site Committee.

6.   Summary of decisions / discussions and request for agenda items for next time
       a.   To assist David, Karen, Ann and Phyllis in their consideration of how The Council should work, Donna suggested that anyone who is (or has been) involved in committee work should make recommendations to the "Group of 4". Donna also advised that committees that are focused on individual library issues will not be considered part of The Council but rather system-wide issues.
       b.   Suggestions for next agenda: copyright, budget, discussion re what should be a standing committee? ad hoc committee?
       c.   Any other suggestions should be forwarded to Donna.

Meeting adjourned at 11:00 a.m.