Library Council Meeting
March 20, 2012
9:30 – 11:00 a.m.
Jacob Slonim Conference Room – Computer Science Bldg.

Present: Jennifer Adams, Linda Aiken, Ann Barrett, Linda Bedwell, James Boxall, Geoff Brown, Ian
Colford, Mar Comeau, Judith Coughlan-Lambly, Sarah Jane Dooley, Sandra Dwyer,
Patrick Ellis, Sharon Longard, Oriel MacLennan, Gwendolyn MacNairn, Joyline Makani,
Anne Matthewman, Shelley McKibbon, David Michels, Michael Moosberger, Gwyn Pace,
Michelle Paon, Helen Powell, Phyllis Ross, Tim Ruggles, Dominic Silvio, Karen Smith,
Sarah Stevenson, Tina Usmiani

Regrets: Mark Lewis

Absent: Allison Fulford

1. Adoption of the Agenda
    a. Adopted

2. Approval of the Minutes of February 21, 2012
    a. Approved by consensus

3. Library Council Terms of Reference (Draft #2) discussion (30 minutes)
    *Proposed Motion to approve the Terms of Reference for a period of one year, July 1, 2012 – June 30,
    2013.*
    a. Donna opened discussions with Council with the suggestion that the terms of reference
        for Library Council are not the main goal; the terms of reference are a means to an end,
        to form Library Council so the Council can begin to work collectively on important
        Libraries initiatives. Donna stated that it was her hope that members would agree to
        put the Terms of Reference in place to use for the coming year with a review of the
        Terms taking place after one year.
    b. Donna advised the Council that part of her written response to Senate regarding the
        Senate Review process will include mention that the Libraries have created a Council.
        Lloyd Fraser from the Senate Office has advised Donna that Senate will want to see the
        Terms of Reference.
    c. On behalf of the Ad Hoc committee, David reviewed the amendments to the draft Terms
        of Reference:
        i. changes made to the amendments are highlighted in bold
        ii. <u>Mandate</u>:
            1. The main change to the TOR was to clarify, in the Mandate, the role of
                The Council.
        iii. <u>Duties & Responsibilities</u>:
            1. Clarification was made in reference to library budget proposals; creation
                of new positions or appointments; creation of committees and their
                terms of reference.
            2. Omitted bullet #2.4.

3. Bullet #2.9 – Wording was changed to reflect submission of feedback to various bodies "by invitation".

iv. <u>Membership</u>:

1. Retained the intention that all members of the Senior Management Team be non-voting ex-officio members of The Council.
2. Bullet #3.3 – The group working on the amendments felt it would be simpler to leave the issue of additional membership on The Council open to recommendations by the University Librarian rather than to make the determination as to which non-DFA positions should be part of The Council.

v. <u>Operating Procedures</u>:

1. Bullet # 4.2a was added to deal with Quorum for voting. The group was unsure if *two-thirds of the voting members of the Council* was a realistic quorum and this may need to be discussed and decided upon by The Council.
2. The group maintained the idea that Council should elect a Chair as well as a Secretary *from among the voting members who allow their name to stand*.
3. Added 4.12 – *The Council sessions are open to all library staff as non-voting, non-participating observers.*

vi. The following questions arose regarding the document:

1. Item 4.4 Duties of chair –
    a. bullets #3 and #7 seem to be saying the same thing.
2. Items 4.3 change wording to – "…among voting members who <u>allow</u> their names to stand.".

vii. Further to item 3.3, Donna recommended the following positions be added permanently to The Council: HR Advisor, GIS Director, Archives Specialist, and Systems Developer, as these positions are all system-wide positions. It was agreed these positions be part of The Council for one year and would be reviewed at that time. The individuals holding these positions will be voting members of The Council.

1. It was suggested that since these individuals were resource people that they only attend meetings that may be pertinent to their duties. While acknowledging the concerns expressed regarding this issue, Donna feels these individuals should attend all.
2. Patrick suggested amending the membership in the Terms of Reference (bullet 3.1) as the entire Terms of Reference will be reviewed after one year. Shelley offered the alternative suggestion of making the amendment in bullet 3.3.
3. Donna suggested naming the document "Interim Terms of Reference" which would be reviewed in one year.
4. Bullet 3.2 – It was suggested that for one year the non-voting aspect of SMT members on the Council be removed as these individuals are expecting to participate fully in the Council.
5. The question was raised as to whether it was necessary to have a member of The Council elected as Secretary? If so, that individual should handle all secretarial duties and not expect to have administrative support. Phyllis responded that it was intended that

Janice continue to record minutes of the meetings but that Council would have a secretary that would be responsible for creating agendas with the Chair and vetting minutes before distribution to the Council.

6. The following thoughts were expressed regarding the issue of voting/non-voting members of Council:
   a. The intent behind excluding SMT members from voting was to provide the opportunity to other librarians/Council members to have a voice. SMT votes may over-shadow votes of other Council members.
   b. Excluding some members from voting may in fact not allow for a transparent process in Council.
   c. SMT members are part of the Council and their views will assist Council members in informing their decisions even if they do not vote.
   d. Some issues being discussed at Council may extend past the terms of SMT members.
7. David moved the adoption of the Terms of Reference for one year. Seconded by Joyline. Passed unanimously.
   viii. Item 4.3 change date to July 1.

4. [Digital Scholarship Initiative Presentation](#) (Michael Moosberger, Marc Comeau, Geoff Brown)
   a. Digital collections include:
      i. Digital copies of published works
      ii. Thematic exhibitions focused on particular individual organization or subject
      iii. Full digital archives
      iv. Using DalSpace for holding digital images and linking them through web interface
      v. Council to determine what collections will be maintained.
   b. Journal hosting
      i. Student journals
         1. Dalhousie Journal of Interdisciplinary Management
         2. YA Hotline
      ii. Peer reviewed journals
         1. Geoff reported that he did a presentation to NSIS in the hopes they will agree to have the NSIS Proceedings housed by us.
         2. Dalhousie Review may come on board.
   c. Institutional repository (DalSpace)
      i. NSIS Proceedings
      ii. Online theses source of steady growth – mandatory for all grad students to submit electronic copy of their thesis
      iii. Dinwiddie Collection
      iv. Library has signed up for 1 year of ContentDM – Cobb Collection will be hosted here
      v. Looking forward, what should our institutional repository look like – is DalSpace the right platform for us?
      vi. 3-D scanning and printing
         1. Proposal by SIM students – scanner on site now and printer is on order.
         2. Demo planned in 2616 – details will be forwarded to Council

3. Question - is there a core of experts on campus (pool of resources) to be able to show people how to maximize the abilities of this resource? Yes, SIM students currently gathering this information.
        4. Models will be archived in DalSpace (or whatever IR is decided on)
        5. SIM students have touched base with a jewelry designer and an engineering firm who have agreed to donate some models for deposit in DalSpace.
        6. Some items from Archives will also be scanned and deposited.
        7. There will be software available in the Commons to manipulate the objects.
    d. Future areas of development
        i. Data visualization
            1. Using world developer indicator set
            2. Info graphics
        ii. Virtual research environments
            1. UPEI – islandora
            2. Mendeley Institutional Edition powered by Swets
        iii. Data preservation and curation
            1. Preserve stuff that has already been created
            2. Scholars Portal *A Service of the Ontario Council of University Libraries*
            3. MLibrary(Univeristy of Michigan) *Research Data Management and Publishing Support*

5. Selection of Digital Scholarship Steering Committee Chair
    a. Oriel, Patrick, David, and Phyllis all expressed an interest in having their names stand for election as Chair of the Committee. We want a chair that will report back to the Council. Terms of Reference will need to be developed. Those interested e-mail Donna to confirm level of interest.

6. Procedure for Election of Libraries Senator.
    a. It was suggested that resource people not be able to vote on matters such as librarian representative to Senate. Donna will check Senate guidelines to determine voting eligibility and advise Council of her findings.

7. Summary of Decisions / Discussion and Request for Agenda Items for Next Time – Budget Review, CAUL-CBUA presentation by Gillian Byrne, other?
    a. elect senator
    b. elect chair of DSI
    c. discuss budget
    d. Gillian Byrne presentation
    e. Web Committee terms of reference

8. Date of next meeting: April 17, 2012 – 9:30 – 11:00 a.m.