

Library Council Meeting Minutes

January 14, 2014, Room 2616 Killam Library 9:30-11:00

Present: Linda Aiken, Ann Barrett, Linda Bedwell, Donna Bourne-Tyson, Geoff Brown, Sandy Dwyer, Patrick Ellis, Allison Fulford, Jason MacDonald, Heather MacFadyen, Elaine MacInnis, Marlo MacKay, Oriel MacLennan, Gwendolyn MacNairn, Joyline Makani, Shelley McKibbon, Lindsay McNiff (Chair), Michael Moosberger, Gwyn Pace, Robin Parker, Karen Smith, Sarah Stevenson, Margaret Vail

Regrets: Jennifer Adams, Creighton Barrett, Mark Lewis, Phyllis Ross, Dominic Silvio

Absent: Ian Colford, Sarah Jane Dooley, Michelle Paon

1. The agenda was adopted as distributed.
2. **Studying for Success Program, Jessica Chubb, Coordinator**

Ms. Chubb was introduced by Linda Bedwell.

Ms. Chubb provided an overview of the services offered to students through the Studying for Success Program. 10 basic workshops are offered on a rotating basis throughout the academic year. The workshops include:

- Critical reading
- Taking essay exams
- Learning from lectures
- Learning styles
- Multiple choice exam
- Oral presentations
- Surviving the term
- Time management
- Memorization and concentration
- Working as a Team

The workshops are offered on a small group or individual appointment basis. The small group schedule is on their website http://www.dal.ca/campus_life/student_services/academic-support/study-skills-and-tutoring.html. There is a charge for the one-on-one coaching and a study skills assessment is a pre-requisite to the coaching sessions. The workshops are not subject specific but the tutors do represent a wide variety of academic disciplines. They have offices in the Killam, the Student Union Building and Sexton campus. The space at the Tupper building is no longer in use as it was not conducive to learning. Patrick Ellis offered to work with Jessica to find another suitable location. Similar services are offered at the Truro campus. Ms.

Chubb's office sees many students in January who are in academic difficulty and Ms. Chubb is working with the Deans to have student who are struggling identified earlier in the year and referred to her office. Ms. Chubb encourages library staff to refer students who appear to need study skills assistance to the Study Skills and Tutoring website or to her office.

3. The Minutes of the December 13th meeting were approved and adopted as written.

4. Business Arising:

4.1 Scholarly Resources Management Group Terms of Reference

P. Ellis reviewed the changes to the Terms of Reference. A motion to adopt the terms of reference as edited was passed unanimously. (H.MacFadyen, S. McKibbon)

4.2 Allocation formula models

Heather MacFadyen reviewed the draft allocation formulas including the factors and weighting that had been considered and applied. It was noted that the primary goal of the exercise is to divide resources equitably across the libraries. The weights used in the formulas were established by SMT and based on published best practice and local factors at Dalhousie. Donna Bourne-Tyson will describe in her budget presentation at a later LC meeting how the library budget gets allocated from the university operating budget.

Gwendolyn noted that it would be helpful if the numbers could be included with the percentages. Heather will update the charts and distribute them to LC.

The Chair suggested that a special meeting of LC to discuss the formulas further could be arranged if members so desired and Heather offered to hold individual meetings at each of the Dalhousie Libraries but there was no uptake by Council members to either suggestion.

The models will be discussed further at SMT and then with other academic and administrative groups on campus.

Any further questions from Library Council members should be sent directly to Heather MacFadyen Heather.MacFadyen@dal.ca. A suggestion to provide an open session for non-library council staff was submitted in writing at the Council meeting and received by Heather.

4.3 Prowler Replacement – update – Gwendolyn MacNairn

Gwendolyn reported that Prowler is no longer available and has been replaced by an article search option through Worldcat local. The results come from the Worldcat.org central index which includes a very large number of databases. The databases selected by staff to be featured on our search results include several Ebsco databases. The decision to include only centrally indexed results was based on the speedy retrieval time for these items as compared to the results from the "remote" databases searchable through Worldcat. It should be noted that any subsequent search done from the results of the "Articles" search will bring back results from a

normal “Books and more” Worldcat search. Off campus users will have the option to login or access Worldcat as a guest. If they login they will have access to full text links.

Gwendolyn thanked Marc Comeau, Geoff Brown, Ann Barrett, Sarah Stevenson, Allison Fulford and Marlo MacKay for their timely, concerted and cooperative efforts to provide an effective Prowler replacement for our users.

Allison Fulford as AUL for Discovery and Donna Bourne Tyson, University Librarian also thanked the members of the group and in particular Gwendolyn for her championing the need for a replacement for Prowler and her leadership of the project.

5. Librarian Position Postings – Donna Bourne Tyson

(Lindsay McNiff and Heather MacFadyen left the meeting during the discussion of this agenda item because these tenure track position postings are based loosely on their term positions duties and may be positions for which they would consider applying)

The Secretary acted as Chair in Lindsay’s absence.

Donna Bourne Tyson asked for feedback about the draft position descriptions which had been distributed by email. The time line for the appointments is July 1st. There will be national competitions for both positions. One position will be based in the Killam and the second will be based at the Kellogg as the collective agreement indicates that an appointment to a particular library is required. The normal appointment process for such appointments will be followed.

Comments were received about: the differences in the wording regarding the reporting structure and the research aspect of the position; the percentage of time between “buildings” and the preferred use of “Responsibilities” rather than “Duties”. Donna welcomes any further comments and will revise the descriptions.

6. Overview of process for design of new buildings

(Lindsay McNiff and Heather MacFadyen rejoined the meeting and Lindsay regained the Chair.)

This agenda item will be the first item on the February meeting as it needs more time than was left at this meeting.

There will be more specifics available at that time about CHEB but Patrick Ellis noted that there are two separate projects underway that involve the Kellogg, the Tupper 1st and 2nd floor renovations and the new space in the CHEB. Separate committees have been struck for each of these projects and each has library representation but there is concern that the library is in a unique position of having to plan for multiple moves and a future with two locations. A meeting

is scheduled for this Friday, Jan 24 to begin discussions particularly about how the Kellogg services, people and collections will be housed and moved throughout these projects.

In answer to a question regarding the costs for removing the graffiti in the Killam library washrooms Janice advised that Facilities Management is covering those costs as well as those for the painting black of many individual bulletin boards in the library.

7. Budget Update

Donna will provide this update at the next meeting.

8. Community update

The University Librarian's report was sent by email to Council members prior to the meeting.

Marlo MacKay reported that the Dal Reads event is now being co-sponsored by the Libraries and the School of Information Management rather than Student Services. There will be an organizational meeting on Monday January 20th at 3pm in 2616. Anyone who is interested is welcome to attend. Marlo will be sending out an email to all staff about the meeting. If you are interested in helping with the event but cannot attend the meeting on the 20th please contact Marlo directly. marlo.mackay@DAL.CA

Elaine MacInnis announced that the President launched the Seed Library Project last week. The project will begin in February. Elaine also reported that a new Access Services committee is being established there will be a "circulation" and a "reference/research" representative from each library. Sandra Dwyer and Elaine will co-chair the committee.

Anne Matthevman AUL – Learning and Curriculum Support met with the Centre for Learning and Teaching staff. Items discussed included the updating of the CLT Libguide including the possibility of the guide being split into more representative areas. ADAC has established a subcommittee which is looking at developing an online tutorial based on the SPARC model with Engineering as its focus. Lindsay McNiff, Melissa Helwig and Anne have been discussing a communication plan for information literacy.

Ann Barrett encouraged other LC members to join the SharePoint Committee which is chaired by Mike Moosberger. Ann noted that the switch from Novell Share to SharePoint will have a major impact on all of us and it would be beneficial for others to understand what those changes will mean and what work will need to be done. A meeting of the committee is planned for the next morning (Wednesday January 15th)

Marc Comeau reported that the Systems office in the Killam is being updated and rearranged. The ILO staff will be moving upstairs with Systems next week.

Patrick Ellis noted that the Centre for Learning and Teaching wants to make their relevant and important collection of educational material available on Novanet. Discussions are ensuing as to where the material will be housed and how our patrons will be able to access it.

Sandra Dwyer announced that Janet Larsen was the successful candidate for the Evening Supervisor position for Access Services in the Killam Library. Janet has been Acting Evening Supervisor for the past few weeks.

Donna Bourne Tyson led a collective “thanks’ to Lindsay in her new role as Chair of Library Council.

Respectfully submitted by,

Gwyn Pace
Secretary