

**Library Council Meeting
Killam Library Room 2616
9 September 2014
10:00am-11.30am**

MINUTES

Present: Dominic Silvio (Chair), Sarah Stevenson (Secretary), Jennifer Adams, Ann Barrett, Donna Bourne-Tyson, Geoffrey Brown, Marc Comeau, Sarah Jane Dooley, Sandra Dwyer, Patrick Ellis, Mark Lewis, Jason MacDonald, Heather MacFadyen, Elaine MacInnis, Marlo MacKay, Oriel MacLennan, Gwendolyn MacNairn, Joyline Makani, Anne Matthewman, Lindsay McNiff, David Michels, Michael Moosberger, Michelle Paon, Robin Parker, Shelley McKibbon, Karen Smith, Margaret Vail, Carol Richardson (recording secretary)

Regrets: Linda Aiken, Creighton Barrett, Linda Bedwell (sabbatical), James Boxall, Ian Colford, Allison Fulford, Melissa Helwig, Janice Slauenwhite

Absent: Phyllis Ross

Dominic Silvio welcomed everyone back from the summer and reminded Council at the last meeting, he volunteered to be the chair for the coming year.

Dominic congratulated David Michels on the recent successful defence of his doctoral dissertation.

Dominic asked staff to review the Library Council Terms of Reference because he will be referring to them regularly.

- 1.** Adoption of the Agenda – The Agenda was adopted as presented.
- 2.** Approval of the Minutes of 10 June 2014 – The Minutes of June 10, 2014 were approved as circulated.
- 3.** Business Arising
 - a. 2013-2014 Annual Reports (received by end of August)
 - i. Library Council – circulated.
No additions or comments.
 - ii. Libraries Internship/Practicum Coordinating Committee (LIPCC) – circulated.
No additions or comments.
 - As new committees, Service Point, Research, and Discovery do not have 2013-2014 Annual Reports.
 - Reports received/anticipated for October meeting: Communications Team, Digital Scholarship, Information Literacy, Web, Libraries' Senator
 - Assessment & User Experience will be coming in early 2015 as Linda Bedwell is on sabbatical until December 31, 2014.
- 4.** New Business

- a. Meeting format – introducing Conference Highlights for October (Dominic Silvio)
Dominic proposed that Library Council should be a venue for sharing Conference highlights. This was agreed taking into account the suggestions below.

Discussion:

It was suggested that the conference reports be given 10-15 minute timeslots at the end the agenda to allow for full discussion of other agenda items. A further suggestion that the conference reports be shortened to focus on unique, important highlights rather than extensive report on the entire conference. Members may share verbal or written reports through the listserv or Council executive. Conference reports will be included in future calls for agenda items.

- b. LibAnalytics implementation (Elaine MacInnis)

Elaine MacInnis is chairing the LibAnalytics Implementation Working Group while Linda Bedwell is on sabbatical. The other members of the group are Sandy Dwyer, Jan Pelley, Gwendolyn MacNairn, Andrew Roy (Killam Intern), Ann Barrett, Heather MacFadyen, Joe Wickens, Anne Matthewman, Lindsay McNiff, Melissa Helwig, Marc Comeau (IT support) and Janice Slauenwhite (Statistics). The Committee met on a weekly basis in July but less frequently in August because of vacations.

Killam and Kellogg have been using the LibAnalytics tool since August. The MacRae and Sexton libraries started using LibAnalytics in September. Law will be moving to LibAnalytics later in the fall. Elaine noted it has been a huge amount of work over the summer.

Service Point Data Sets (Gwendolyn MacNairn)

Gwendolyn has been working on the Service Point Data Sets. The Committee is working towards getting the data fields better defined. They have extended the trial period from August into September and added the category *Roaming/Ask Us* to the Service Point Form. *Consultation/Office* was added to the In-depth form.

READ (Reference Effort Assessment Data) Scale (Ann Barrett)

Ann showed Council the READ Scale: <http://readscale.org/read-scale.html>. The READ scale was developed by an academic library in the United States in response to the desire from librarians and administrators to better capture and express what it done, the effort involved, the skill level and personnel expertise required. Ann noted this is useful for administrators to ascertain how the service points are working. For instance, are staff members answering the right level of questions? It will also assist staff in Annual Report preparations. Ann noted a few changes were made to the scale to modify it to suit our needs, and further modifications are possible.

Service Point form (Gwendolyn MacNairn)

This has a generic login connected to the computer being used for the transactions. The form holds the previous information so repeated transactions can be added simply by 'submit' rather than 'submit & clear' Aleph tracks circulation transactions but not interactions with people. Reference questions are to be submitted on the In-depth Reference Data Set form and Quick Reference questions would be submitted on the Service Point form.

Information Literacy Data Set form (Lindsay McNiff)

This captures quantitative data. The form has been modified based on user feedback. Further

suggestions for this form should be sent to Lindsay for consideration/inclusion. Lindsay showed the generic student survey that can be used for teaching sessions:
<http://dal.libanalytics.com/tw.php?i=1333&d=2464&w=1599>.

These forms will be revisited in the New Year after staff members have had time to use them and give feedback.

Elaine MacInnis encouraged members to go to the LibAnalytics page (<http://dal.libanalytics.com/>), look at the data set forms and send questions and suggestions to Elaine or other committee members.

- c. DLSPC (Service Point Committee) Terms of Reference (Ann Barrett/Sandy Dwyer)
 - i. The draft Terms of Reference location on the S drive was circulated on the Listserv prior to the meeting.

The Committee has been meeting and working even the Terms of Reference had not been approved. The Committee has been coordinating Access Services activities. Two sub-groups were created to look at eReserves, and Policies & Procedures. There are training modules in development to help staff feel more confident in their work. Elaine said the Committee was structured to mirror what was in all libraries. The Committee was created to bring staff in the libraries together to talk about the same issues.

Discussion:

Dominic Silvio asked that the committee be open to more members of Council. In its proposed form, it looks like a committee of managers, not a committee of Library Council. The Terms of Reference were structured on the template, as well as what is happening in the libraries. The committee membership was based on position. It was pointed out the majority of the proposed members were already members of Library Council. Other Library Council committees also include non-Council members. It was noted if DLSPC is considered this way then all Library Council committees would need to be considered in the same fashion. It was noted that the experience on the Committee has been positive. The committee was set up to include and encourage interaction and communication between staff and Library Council. The intention of making this a Library Council Committee is to ensure communication back to Council.

Friendly amendments to the Terms of Reference:

1.3– “All other members will serve a 2 year term” so the members are not committed to permanent appointments to the committee.

2.1 – Remove “an Operational” so the paragraph reads “As a Committee of Library Council”.

MOTION: (M Paon/S McKibbon) That the Terms of Reference be adopted as amended.
Carried.

5. Committees of the Month

- a. LIPCC (Sarah Jane Dooley)

3rd Annual Summer Shine Series (MLIS intern presentations) was held in August. The committee is discussing how to incorporate this with the SIM reception to give more exposure to incoming students. It was done in 2013 but there was some difficulties, including booking a room. The Committee will be working with SIM on the timing and location of Summer Shine 2015.

The Dal Libraries had 9 interns from SIM, 1 Law student, 3 NSCC students, plus 3-100 hour practicum students working over the summer. LIPCC raised concerns over our pay rate for SIM internship positions. Dalhousie Libraries are not competitive with other employers, particularly Saint Mary's. Donna Bourne-Tyson indicated that wage issue for our interns is on the agenda for SMT. Ann Barrett informed members that Kellogg experienced a drop in the number of applications this year and had difficulty filling positions as candidates accepted better pay rates elsewhere. The Dal Libraries internships still have a good reputation for the experience they offer, but students are forced to go elsewhere because of the salaries. Sarah Jane asked members to think about how they can utilize the SIM practicum program. There will be a call for practicum project proposals at the end of October. The practicum project template developed last year worked well for evaluating projects.

Sarah Jane thanked those who helped with the intern training day. The library location tours on the Halifax campuses for the interns will continue next year, but take place on a single day to facilitate attendance by the MacRae intern.

b. Web Committee (Margaret Vail)

Margaret reminded staff of the membership of the Web Committee: Margaret Vail (Chair & LITS Systems Developer), Sarah Stevenson (Web Publisher), Marc Comeau (LITS Director), Creighton Barrett (DUASC), Shelley McKibbin (Kellogg), Erin MacPherson (MacRae & Information Literacy), Mark Lewis (Law), Amanda Sparks (Sexton & Access Services), Allison Fulford (AUL Discovery). She showed usage stats for the past 2 years and suggested that the visits in the past year have gone down due to the creation of our mobile site. Previously these users would have gone to the main site. Margaret reported our Campus Web Team was given a mandate to have CQ5 mobile-friendly by end of 2014. This meant that the Campus Web Team did the work of converting our pages for us. The Advanced Search page is not mobile-friendly because there are too many options on the page to work well in a mobile layout. Additionally, any pages not residing in the CQ5 system have not been converted. (pages with URLs www.library.dal.ca or util.library.dal.ca) Margaret demonstrated the responsive design for phone, tablet and full screen computer. During the conversion there were complaints from students searching databases on mobile devices that they were getting redirected back to the main page. This was a temporary issue during the conversion.

6. Associate University Librarians Reports

a. Anne Matthewman

AUL Responsibilities:

The Learning & Curriculum Committee welcomed Jennifer Adams back from sabbatical. The members have been involved in orientation with faculty, SIM students and in our own libraries. FASS first year seminars are starting up again involving Lindsay McNiff, Oriel MacLennan, Creighton Barrett and Karen Smith. This year the L&CC focus is to work with the Writing Centre. Last year they were focussed on collaborations with the Centre for Learning and Teaching. The International Centre is still a focus for the committee, and they are waiting for their contact person from that unit.

Dunn Library:

4th floor renovations have been the primary focus. The Commonwealth/US collection has been cleared out. Some items are waiting to go to storage, others have been moved to the 1st floor with the Canadian sources. The first floor is now all primary source material. The remaining items are available for recycling.

The renovated 4th floor is being jointly used by grad students and the library and includes study/discussion rooms. The study rooms at the Dunn are only available to Law students.

b. Elaine MacInnis

AUL Responsibilities:

User Experience and Assessment Committee have not been meeting during Linda Bedwell's sabbatical. Research Assistance bookmark: Elaine thanked Marlo for her help developing the bookmarks. They include a generic email address which is being monitored and directed to appropriate librarians.

Document Delivery: Allison Fulford has agreed to manage the Document Delivery department for one year. Linda Aiken will assume the role on a more permanent basis when she returns from sabbatical. Lindsay McNiff is taking on copyright duties until the end of December. This responsibility will be built into the new librarian position.

Reference & Research tools: Elaine has been communicating with Shelley McKibbin with LiveHelp. There has been a drop Dal participation in the provision of this service. This will go to SMT for discussion.

MacRae Library:

Margaret Vail and LITS staff member Luis created an open source tool for the Seed Library. This tool captures the spirit of the Seed Library by also capturing the history of the seed generation. There have been legal challenges to Seed Libraries based on the Seed Act. The MacRae Seed Library has sought the advice of in-house legal counsel (pending) but they are not concerned that they are in violation of the Act.

Elaine announced renovations are going well at the MacRae. Elaine's office has moved multiple times, and as of today (September 9) she is being moved to the main floor of the library again.

The Truro Campus is undergoing a planning process. There is pressure on the Library with demand for a Student Centre and other tenants of the library building moving out. Elaine is on the Master Planning Committee with Donna.

Killam Library:

There have been big moves at the Killam. The Music Collection moved to the 1st floor in the North Learning Commons. The Math journals collection was moved over from the Math Department and added to Killam's collection.

The MacRae summer intern will be joining the Killam during the academic year.

c. Michael Moosberger

Archives, Special Collections & GIS:

The GIS staff have been working with ESRI on the development mobile app to locate call numbers on the libraries' maps. Killam and Kellogg are complete, Sexton, MacRae and Law are under development. This is the first of its kind in Canada.

Renovations are almost complete on the 5th floor. It is hoped the carpet will be installed by next week. Raymond Jahnce and Jennifer Strang from GIS Centre will be moving to the 5th floor by the end of September. The GIS Centre will keep the same hours as they had on the 2nd floor. The Map Collection will stay on the 2nd floor until next spring due to the elevator situation. James Boxall will stay on the 2nd floor with the Map Collection for now.

Service point hours for Special Collections/Archives will be 9:00am-5:00pm, with the area open for study after 5pm. Security for the area is being discussed.

Grant funding:

Young Canada Works Grants for 2 students to do metadata cleanup on the Dal Gazette (one position) and format conversions for audio-visual materials (second position).

Elizabeth Mann Borgese collection: two contract positions have been filled work on the Borgese collection digitization. So far over 16,000 scans (more than 1TB of data) have been completed.

\$12,000 has been received from the province for digitization of Maritime Telegraph & Telephone Records.

13 World War I scrapbooks containing newspaper accounts, correspondence etc have been digitized and deposited in DalSpace. They are expected to be used for the new courses in WWI history.

d. Patrick Ellis

AUL Responsibilities:

The Resources Group is drafting a communications plan for the recent round of cancellations.

Patrick and Heather MacFadyen will be meeting with Provost Carolyn Watters and VP Finance Ian Nason about the budget. Heather is coordinating this meeting.

Resources Group is also working with SMT on the development two special collections: a coherent, university-wide Aboriginal Collections, and NS Canadiana.

Patrick is a member of the Academic Planning & Curriculum committee for Grad Studies. After many months, the approval of the new graduate programme in Medical Physics is going ahead in spite of refusal of funding from a Dalhousie Faculty. Funding has been negotiated from Capital Health. Patrick noted that university support for collections for new programmes is inconsistent.

The Kellogg library had to use endowment funds to meet the serials budget this year.

7. University Librarian's Report (Donna Bourne-Tyson)

The University's strategic plan has been released: <http://www.dal.ca/about-dal/leadership-and-vision/dalforward/strategic-priorities.html>. The Dal Libraries will be working this fall and winter to create our own plan to align with and support the University's strategic directions, with a series of all-staff and more focused meetings and planning sessions. Details of this planning process will be announced soon.

Dalhousie has moved to a Provostial model, after a study was conducted by three external consultants (Provosts at other universities), and the title for Dr. Carolyn Watters is now Provost and Vice-President Academic. Some changes will be coming for reporting structures for the Provost's team, and Donna will learn more at Deans' Council later in the day.

Donna Bourne-Tyson congratulated Dr. David Michels on receiving his PhD.

Donna thanked everyone who worked so assiduously over the summer on various moves of collections and services, and on the planning for improvements to library services for this fall and winter. Everyone's efforts are very much appreciated and she hoped people were able to have some fun and recharge their batteries in spite of the frenetic pace.

In response to requests for more communication from the Senior Management Team (SMT), the SMT meeting agendas will be circulated.

New Council Members:

According to section 3.3 of the Library Council Terms of Reference, “The Council may appoint additional voting members upon recommendation of the University Librarian”. Donna requested the following additions be made to the membership of Council:

- Manager of System-Wide Resources (Karen Chandler)
- Manager e-Resources and Subscriptions (Gail Fraser)
- Manager of Acquisitions and Metadata (Alice Stover)
- Statistical Computing Support Technician (Sai Choi Chua)
- Instructional Technologies Manager (Phil O’Hara)
- Reference Assistant (Erin MacPherson)

MOTION: (D Bourne-Tyson/J MacDonald) That the above members be added as Members of Library Council.
Carried.

8. Community news & updates – deferred to October meeting.
9. Other Business – no other business
10. Next Meeting – 14 October 2014, 10-11.30am, Killam 2616

The meeting adjourned at 11:29am