

Library Council Meeting  
Killam Library Room 2902  
16 December 2014  
10:00-11:30am

Present: Dominic Silvio (Chair), Sarah Stevenson (Secretary), Carol Richardson (Recording Secretary), Jennifer Adams, Ann Barrett, Donna Bourne-Tyson, James Boxall, Geoff Brown, Karen Chandler, Sai Choi Chua, Ian Colford, Marc Comeau, Patrick Ellis, Allison Fulford, Melissa Helwig, Heather MacFadyen, Elaine MacInnis, Marlo MacKay, Gwendolyn MacNairn, Joyline Makani, Anne Matthewman, Michael Moosberger, Robin Parker, Phyllis Ross, Janice Slauenwhite, Karen Smith, Alice Stover, Margaret Vail

Regrets: Linda Aiken, Creighton Barrett, Sarah-Jane Dooley, Gail Fraser, David Michels, Oriel MacLennan, Erin MacPherson, Shelley McKibbon, Lindsay McNiff, Phil O'Hara, Michelle Paon

Absent: Linda Bedwell, Sandra Dwyer, Mark Lewis, Jason MacDonald,

Dominic welcomed everyone to the last meeting of Library Council for 2014.

**1. Adoption of the Agenda**

(J. Adams/K. Smith): Approved as presented.

**2. Approval of the Minutes of 18 November 2014**

(H. MacFadyen/G. MacNairn): Approved as presented.

**3. Business Arising**

3.1 Data Librarian update

Elaine reported the Data Librarian position has been posted. KLAC has met a few times to discuss the position. Deadline for applications is January 5, 2015. Elaine encouraged staff to promote the news about the position and to encourage applicants to apply. It was noted that the Environmental & Sustainability faculty were very pleased to see position advertised, and interested in the candidates.

**4. New Business/Presentations**

4.1 Election of Libraries' Senator/Amendment of Council (Dominic Silvio)

Does Library Council have authority to do elect a member for Senate? Oriel MacLennan is the current Libraries' Senator and completing her second 3 year term at the end of June 2015. She has chosen to continue her Senatorial duties during her January – June 2015 sabbatical.

The Library Council Terms of Reference state:

*2.6. The Council shall be responsible for developing guidelines for the election of the Libraries Senator and to conduct the election of the Libraries Senator.*

The Senate Guidelines for the election of Senators were circulated prior to the meeting. There is clear directive from Senate that only librarian members may participate in the election of the Libraries' Senator.

Reporting of the Senator:

The Library Council Terms of Reference state:

*2.7. The Libraries' Senator submits an annual report to Council.*

It was noted that the University Librarian is also a member of Senate and could report to Library Council. Donna Bourne-Tyson clarified that the membership of Senate is based on number of faculty members per Faculty/academic unit as well as the Dean's Council. Thus, the Libraries are entitled to an elected member in addition to the University Librarian. Patrick Ellis welcomed the idea of monthly reports to Council from the Senator.

It was suggested to amend the Terms of Reference (2. Duties and Responsibilities 2.6 and 2.7). We can choose to develop our own election procedures or use the Senate guidelines. Jennifer Adams (Library System Appointments Committee (LSAC) Secretary 2014-2015) noted that there is a procedure for electing a Senator in the LSAC manual. This procedure pre-dates the Senate guidelines. It was suggested to go with the Senate Guidelines for this election and amend the Library Council Terms of Reference for the next election.

**Motion:** (M Helwig/K. Smith) To accept clause 2.6 of the Library Council Terms of Reference as encompassing the Senate Guidelines and revise 2.6 for election procedures at a later date. Carried. [Vote was restricted to DFA Council members only]

**Motion:** (M Helwig/ R Parker) To amend 2.7 of the Terms of Reference to include monthly updates to Library Council in addition to an annual report. Carried.

The University Librarian will send out a call for nominations for Libraries' Senator early in 2015.

#### 4.2 Update on Primo implementation (Allison Fulford)

Allison reported the Dalhousie Libraries Discovery Team is made up of Sarah Stevenson, Margaret Vail, Geoff Brown, Ian Colford, Gwendolyn MacNairn, Alice Stover and Jennifer Adams. The team met Thursday and made decisions on the Dal instance of the discovery layer. The Novanet instance of Primo went live December 15<sup>th</sup>. The Dal instance is planned to go live either by Monday (December 22). Dalhousie is making changes from the Novanet instance that require cooperation and coordination with the Novanet staff. Primo will be known as Novanet and the aleph1.novanet.ns ["Green Monster"] version will be branded "Novanet Classic". Gwendolyn MacNairn's implementation group has developed instructional material that will be available. Ian Colford's implementation group has developed some promotional material for the Libraries' website. The new discovery layer a work in progress and we can expect continuing developments. Allison asked staff to be patient with the new service. All Dalhousie libraries are represented on the Discovery Team. Margaret encouraged staff to send feedback to her or any member of the Discovery Team. Margaret will be creating a feedback page from discussions at the Discovery Team meetings.

#### 4.3 Library furniture field trip (Elaine MacInnis)

Elaine MacInnis attended the Steelcase and Grand Valley State Learning Centre conference in Michigan on December 2 & 3, 2014 along with a number of representatives from Dalhousie. It was two days of intense sessions. The group met with a number of people including interior designers

and education sales consultant. Elaine said it opened her eyes to what we could do and acknowledged what we are already doing. The library tour had been taken off the schedule due to exams, but Elaine managed to arrange her own visit to the library. Elaine showed Council a PowerPoint presentation displaying group workstations, including video conference spaces, classrooms and learning labs. White boards are prominent in all of the spaces. The node chair was particularly interesting because it was developed to hold the backpack under the chair. The tables in the Concepts Rooms are adjustable. Elaine noted, 50% of staff pick their space according to what they have to do during the day and the other 50% have permanent spaces. There are different types of workspaces throughout the building including open spaces and quiet spaces. The students are self-regulating on the enforcement of quiet zones. The library staff feel that the architecture of the areas set the tone for their use. The end of the presentation concluded with a video of the Grand Valley State University Library. The Libraries' will continue to work closely with Facilities Management in hopes of ensuring their understanding of the needs of library spaces. Donna thanked Peter Coutts for extending an invitation to the Libraries to attend the conference.

## **5. SMT reports**

### **5.1 AUL reports**

#### 5.1.1 Patrick Ellis

##### *AUL Resources*

Patrick noted a number of imminent retirements, including the Dean of Medicine as well as some Library Resources staff. Job descriptions for the Resources Managers' positions are being finalized.

Scopus (Elsevier) was on campus December 15<sup>th</sup> to demonstrate the product to subject liaisons. There have been several meetings with the science librarians to respond to the planned cancellation of the American Geophysical Union backfile. The Oceanography department responded negatively to the cancellation announcement, even with the availability of the print copies. In the end, a number of funds were combined to make this one-time purchase. The Novanet DDA project is underway. CRKN prices are increasing. The collection allocation formula revision process will be re-launched in 2015. Heather MacFadyen and Patrick Ellis are planning to start cancellation consultations early in the New Year.

##### *Kellogg Library:*

Students are noticing the changes in the space at the Tupper Building. They are questioning why they weren't consulted. The growth in the spaces is becoming smaller not larger. The Kellogg Library Internship posting is being drafted. The new librarian at Cape Breton Health Authority has been registered to help Dalhousie students

#### 5.1.2 Allison Fulford

Covered under 4.2 Primo update.

#### 5.1.3 Elaine MacInnis

##### *MacRae Library*

Cultiv8, the Agricultural 'sandbox' located in the MacRae library building will be officially launched on January. 16<sup>th</sup>. The Premier is expected to be in attendance.

Erin MacPherson will be on educational leave next semester. Her last day is December 22<sup>nd</sup>. Elaine hopes to fill the position with a casual term employee.

#### *Killam Library*

The collection discussions with FASS librarians and FASS faculty are ongoing. Donna and Elaine recently attended meetings of FASS Faculty Council and the FASS Library Advisory Committee to discuss the collection budget.

The Killam Subject Specialists will have their regularly monthly meeting this afternoon. (December 15)

Linda Bedwell will be returning from sabbatical January 2. Oriel MacLennan will be on sabbatical January 1 – June 30, 2015. Jason MacDonald is back from medical leave.

#### *AUL Access*

The LibAnalytics team has been meeting and implementing changes to the forms. Another team meeting is scheduled for December 17<sup>th</sup>.

#### 5.1.4 Anne Matthewman

##### *AUL Information Literacy*

The IL Conversation group met on December 8 with Meg Raven from Mount Saint Vincent University as the guest speaker. Meg spoke about her experience with teaching a term credit course in information literacy.

The Information Literacy Committee is looking for volunteers. Melissa Helwig's term as chair is up and the committee will be electing a new chair in January. Please contact Melissa if you are interested in volunteering for the committee.

#### *Dunn Library*

The Law School is embarking on a search for a new Dean. The Search committee has been struck and they will be meeting with librarians and faculty.

The construction on the interior of the 4th floor will start in the new year. Scaffolding is currently set up for the exterior work.

Exams are underway and Mark Lewis is busy with technology support for exams.

#### 5.1.5 Michael Moosberger

##### *Research Data Management*

Michael has been meeting regularly with Sarah Stevenson to plan for Research Data Management (RDM) implementation at Dalhousie. A meeting for the RDM working group is scheduled for Thursday December 18th. Michael has been in contact with the Research Office about Dalhousie research policies.

#### *Scholarly Communications*

Borgese Collection: Up to 60,000 pages have been scanned and 3 series completed.

Michael attended the CASRAI conference in November. The slides from the Elsevier research intelligence presentation will be distributed to Council.

Michael working on rights management issues with the Raddall & Borgese collections. The Raddall rights agreement review includes the license for the option of the books being made into films.

### *Archives & GIS*

On January 9, 2015 at 1:30pm the senior staff of the West Nova Regiment will be making a presentation of a special edition of the history of the regiment to the Archives. The University had given rights permission for this special edition. The event will take place in the Archives & Special Collections Reading Room on the 5<sup>th</sup> floor.

The Maritime Telegraph & Telephone records processing continues and is expected to be completed on time.

The audio visual collection continues to be sent out for reformatting.

Michael met with KLAC earlier in the month to talk about the geospatial duties for the Data Librarian position.

Michael was given a framed photograph as an award for his work with the Environmental & Sustainability review working group.

### 5.2 LITS Director: Marc Comeau

The Moodle to Blackboard migration for the Agricultural campus is functionally complete. There are still some final details to be completed. Marc complimented the team members for their outstanding work.

The Learning Management System (Blackboard) selection process is nearly complete. Marc is chairing the Information Technology committee. There is still time for comments from other groups. This evaluation RFP process has involved several area universities. A decision is expected early in the new year.

SPSS has been renewed after nine months of difficult negotiations.

There have been some active directory issues over the term. The Borgese project has been a challenge with a lot of data being generated and uploaded to the DIGI server.

LITS has been working with Facilities Management on renovation plans for the LITS area. Marc hopes the renovations will start in the summer of 2015.

Reminder: Killam Open House tomorrow (December 17<sup>th</sup>)

Kudos to David Miffen for the development of an application to run optical character recognition (OCR) on files on the server. This has been very helpful to the Borgese project. Mike Moosberger also extended thanks and congratulations to Margaret Vail for her work with Creighton Barrett on the clean-up of the EAD data for the archives finding aid data. The Archivematica staff commented that the metadata files sent by Dal were the cleanest they had ever received for processing.

### 5.3 HR Director: Sandra Dwyer

No report

### 5.4 University Librarian's Report

#### *Strategic Planning update*

One session with theme of "what is public service at the Dal Libraries?" has been held with the librarians and facilitator Scott Comber. There will be a follow-up session in February. A similar session will be held for NSGEU and DPMG staff in January. A Strategic Planning working group will be formed in January to draft the next strategic plan. This working group will include representation from all functions, units and libraries. The draft plan will then be reviewed by committees including Library Council and at an all-staff meeting. It will be up to the various committees and units to operationalize the plan.

*Term replacement for Communications Coordinator*

Sandy Dwyer has been managing that hiring process. An announcement is expected in the next few days, with the candidate starting in January.

Donna reminded members of the SSHRC Leaders announcement distributed on the Council listserv. This announcement came via Leslie Weir, UL at Ottawa U, and indicated a May 2015 start for supporting TriCouncil Open Access policies.

*Senate*

Donna recently gave a presentation to Senate on the Learning Management System Review. She is scheduled to speak to Senate about E-Learning initiatives in 2015, and to give an annual update on the Libraries. Donna noted that this year Senate discussion have been more engaged and lively than in past, and lately the agendas has been too full to accommodate all of the discussion.

Thank you to Marc's team for the work on the Moodle migration. It has been one of the best managed projects at Dalhousie.

Discovery Team – Thank you to the PIGs and PIGLETS. There has been a massive amount of work for this project and there was extra heart and soul put into it.

## **6. Community updates**

Melissa Helwig announced she received \$9,000.00 funding for the Drug Information Resources program in the College of Pharmacy.

Ann Barrett announced plans for a cross-libraries Research Assistance Bootcamp. A group has been meeting and planning to run workshops in the spring. The program for the workshop is almost finalized.

Joyline Makani announced she attended the ICKM Conference in Antalya, Turkey, November 24-26. She learned a lot and found it very interesting to see research data management from a worldwide perspective. It was a great conference and she encourages everyone who is interested to follow up with her.

SpringShare Day (December 12) Sarah Stevenson reported there were 45 participants registered from across Novanet. Illness resulted in an actual attendance of approximately 41. The day was very well received. The informal feedback from participants was that more of these kinds of sharing sessions need to be taking place within Novanet. Primo was suggested as the next topic. Formal feedback requests will go out to participants in the next week.

## **7. Other Business**

None.

Meeting adjourned at 11:33am with Dominic wishing everyone a Merry Christmas and Happy New Year.

**8. Next Meeting: 13 January 2014**

Guests: Fiona Black, Associate Vice-President Academic and Anne Forrestall, Acting Vice-Provost, Student Affairs