

Library Council Meeting  
Killam Library Room 2902  
17 November 2016  
10:00am – 11:20am

Present: Mark Lewis (Chair), Karen Smith (Secretary), Carol Richardson (Recording Secretary), Alice Stover, Ann Barrett, Anne Matthewman, Donna Bourne-Tyson, Elaine MacInnis, Erin MacPherson, Gail Fraser, Geoff Brown, Gwen MacNairn, Heather MacFadyen, Jackie Phinney, Janice Slauenwhite, Jennifer Adams, Joyline Makani, Julie Marcoux, Karen Chandler, Linda Aiken, Lindsay McNiff, Margaret Vail, Melissa Helwig, Michael Moosberger, Mick Bottom, Oriel MacLennan, Sai Choi Chua, Sandra Dwyer, Sarah Jane Dooley, Sarah Stevenson, Shelley McKibbon

Regrets: Allison Fulford, Brian Lesser, Creighton Barrett, David Michels, Dominic Silvio, Ian Colford, James Boxall, Linda Bedwell, Marc Comeau, Michelle Paon, Robin Parker, Roger Gillis

1. Adoption of the Agenda

**Motion:** To accept the Agenda as presented.  
S. McKibbon

2. Approval of the Minutes of September 15, 2016

**Motion:** Library Council approves the Minutes of the September 15, 2016 meeting as presented.  
H. MacFadyen/M. Vail  
Carried

3. Business Arising from the Minutes

There was no business arising.

4. Response to Senate Review – Part II

Recommendation 7.2

Survey vote: 20 (endorsed) - 3

The commentary from the survey:

- People were unclear on what this recommendation meant.
- Form a core team.
- Taking on new roles will have impact in other areas.  
(this needs to be kept in mind as we look at this document)

Discussion: none

**Motion:** Library Council should endorse recommendation 7.2  
S. McKibbon/O. MacLennan  
Carried

Recommendation 8.1

Survey vote: 21 (endorsed) - 2.

The commentary from the survey:

- It's more on a faculty end more than libraries end.
- It's a two way street.

Discussion:

- We do a lot of this already. We have liaisons librarians who are on advisory committees. Librarians are invested in communicating with faculty. We will look at ways to improve this.
- Wording a bit confusing.
- Consistency across the libraries is a concern. There are different staff who go to Faculty Councils and the role they have varies. Would it be useful for the university librarian to get more information from the liaison librarians about what is happening at the department meetings? This could be an opportunity to highlight that there is inconsistencies across the board. In the Health faculties, the librarian liaisons are not always automatically on their Councils, sometimes they have to be invited or request to have something on the agenda. Within FASS, a library advisory committee has been set up.
- The ADC recently made the librarian a voting member.
- Mark will list what is already happening and talk to each faculty, especially who are voting members and who are not.
- Sustainability has a liaison librarian report as a regular item on their agenda.
- There is communication with faculty through the EAF Committee. This is a new initiative and will be ongoing.

The Senate Review process was clarified for Library Council. The only item that goes to Senate is a template that is filled out by the university librarian which is a small overview. The report that Library Council is preparing is an internal document and will not be going to Senate. It was noted, it is more important to get the spirit of what you want the university librarian to convey.

#### Recommendation 8.2

Discussion:

- It should be clear that it's a collection budget, not operational.
- This falls into the same category as 8.1.

#### Recommendation 8.3

Discussion:

- Same as category 8.1, we are already doing this.

#### Recommendation 8.4

Discussion:

- Our ability to make final decisions should be emphasized.
- It was noted, there was negative feedback from a journal Christmas tree that was erected at the Killam prior to the Christmas holidays a couple of years ago.
- It would be a good idea to inform faculty that if an item(s) is being deaccessioned, it is on a stable platform and/or a professional judgement was exercised to remove content from the collection.
- We are trying to alert faculties now of what we are doing so they are not blind-sighted.
- Emphasize Collections, Development and Management.
- Faculty are looking for transparency and strategy of how things are weeded out.
- Make clear that the curriculum is changing and the material that support it will change as well.

### Recommendation 9.1

The commentary from the survey:

- Wording of the recommendation - change it from “prevent continued depletion of its collection” to “support the fullness of our curriculum with our collections”.

Discussion:

- This section was put in as a favor to the libraries at a time when we weren't sure if we would get the currency reconciliation on an ongoing basis. It was noted, other U15 universities are cutting as well and we are getting good support from the university for collections.
- The support should be acknowledged from the university.

**Motion:** Library Council wishes to acknowledge the resources provided by the Dalhousie University Administration to support collection development and to protect the Libraries' ability to maintain buying power by contributing currency reconciliation and inflation indexing for the collections budget.

J. Makani/S. McKibbon

Carried

### Recommendation 9.2

Discussion:

- We already have a number of consortium deals.

**Motion:** Library Council endorses recommendation 9.2.

G. MacNairn/L. Aiken

Carried

### Recommendation 9.3

Survey vote: 20 (endorsed) - 3.

The commentary from the survey:

- Unsure if it is necessary taking on that additional salary.
- Didn't want to use library staff positions for this considering the University already has a fundraising department.
- This is an important thing that the library needs to engage in.

Discussion:

- We now have an Advancement Officer (Lori Ward) and the libraries have been given a quarter of her time. The university librarian plans to spend more time in this area so we won't be acting upon this recommendation but reassess in 2 years.
- Emphasize more of what we want to fundraise for.
- Another invite will be sent to the Advancement office to attend another Library Council meeting to discuss fundraising.

Just a response is needed for this recommendation but a note will be put in the response to say that Library Council is engaging in this process.

#### Recommendation 9.4

Survey vote: 16 (endorsed) - 4.

The commentary from the survey:

- More pretentious because people didn't understand what it meant.

Discussion:

- The libraries maintain financial data and two incompatible systems plus spreadsheets. The two incompatible systems are Aleph (manages money and looking at how we spend it) & Banner System (the university uses this system to manage GST rebates, accrual rebates, credits). Banner works the same way for our student data because the data does not feed into our Circulation module so therefore it is incompatible as well. A working group would not solve the problem. It would just take up more staff time to try and fix a problem that at this point, cannot be resolved.

The commentary came from staff who work with these dual systems on a daily basis and how labour intensive it is and how we are unable to bring them together as one representation in fiscal reporting. This is not a new thing. The LMS functions one way and the Banner another. We have always had ledgers.

Basically it's a permission thing and Dalhousie would see it as a risk to give Novanet security access.

- Banner and Novanet have to come together in order for the systems to work together.
- Need to acknowledge staff time that goes into this.
- Without outside support, the libraries can't do it alone.
- Some issues wouldn't go away even if the two systems come together as one because some subscriptions run on subscription and others on calendar year.

Just a written response is needed for this recommendation.

#### Recommendation 9.5

Survey vote: 19 (endorsed) - 4.

The commentary from the survey:

- What do they mean by critical services and programs
- What do they mean by innovation.

Discussion:

- May have to go back and look at the text that surround that one because we are not seeing the whole picture. The wording of this recommendation is not clear.
- It is important to look to the future. Endorsing some part is appropriate.
- Look at ourselves as well. We can't stay blind to what's happening to the environment.
- We need to look at what we are doing and what we should be doing. You could read this as keeping an eye on change and who would benefit from changes and services.
- A large part of what some of the units in the library does, is innovative eg. Library Services, Research and Scholarly Communications. If you pointed to an area of the budget eg. LITS budget, Research and money we put in travel.
- The libraries are constantly evolving to users needs and the libraries cannot be stagnant.
- The libraries are taking it on but playing a more central role within the university in these areas.

### Recommendation 10.1

This recommendation was unanimous and was already dealt with at the September Library Council meeting.

### Recommendation 11.1

Survey vote: This was not unanimous.

The commentary from the survey:

- This was tried in the past.
- How do you do a master plan for entire library system when it is controlled locally.

Discussion:

- We could do a 5 year plan but reality is the central funding problem.
- Requests have been made for space reviews for a couple of the libraries so it's not done at our pace and depends on other units that have their own priorities and issues.
- The role of the library head or unit head is to help make these critical decisions about issues in each library, not Libraries Administration alone.
- There is an implication that there is no coordinated plan but that is not the case. Here is what we are doing, there is always room for improvement and here is what we aspire to do.

### Recommendation 11.2

The commentary from the survey:

- Further space is needed by the libraries.

Discussion:

- The library isn't an endless source of space to deal with other unit needs. We need our own space for our own purposes. The library is very important and students use the library as a place to go to concentrate and at particularly times of the year, it's important that they have a place to go and do their work uninterrupted.
- We continue to have more students and new programs and we need to save space for educational purposes.
- We need to maintain our space for storage as well.
- The loss of a major teaching space in the Killam was very unfortunate.
- The narrative around the motion will talk about the library as a place, most important to students to have a space to go and as the university expands and programs are brought in, that space becomes more important and the libraries have become a frequent target and also on the storage aspects because we are converting storage space into public use space.
- We have metrics to support this as well. We have been doing assessments eg. LibQual and they all point to dissatisfaction with the space and the constant need to improve them. We have supportive evidence to say that we need to hang on and use the space in the best interests of our users.
- Putting the numbers of students that come and go in the libraries should be put in the recommendation.
- We know the library system was designed when we had 9,000 students and clearly we are under resourced with space for the extra students. Libraries Administration defends our space and are successful because we demonstrate we are team players. This is why we share space and don't give it up on a permanent basis. We have things in place to try and show we are not losing the space.

- The narrative will be added to the recommendation sentence to include the system designed for 9,000 students but has increased to 18,000. After 10:30 in certain times of year, the library has no seating space available.

**Motion:** Library Council hardily endorses recommendation 11.2.

**Amendment:** Library Council *emphatically* endorses recommendation 11.2.

H. MacFadyen/O. MacLennan

Carried

## 5. Library Council Committee Reports

The Library Council Committee Annual Reports are submitted to the Secretary of Library Council. Then the reports will be circulated to the members of Library Council. The Chair of each Library Council Committee can speak to the report at a Library Council Meeting. Once the reports are approved by Library Council, the reports are posted to the libraries website.

Some committees are active and some are not. There will be a discussion at the next Library Council meeting to get the committee structure clarified.

## 6. Senate Report

The Senate Report was submitted to Library Council. Any questions can be sent to Robin at [Robin.Parker@Dal.Ca](mailto:Robin.Parker@Dal.Ca).

## 7. Senior Management Reports

Thank you to everyone for submitting ahead of time. It was noted that these reports should be a summary or highlights of your activities. Jennifer Adams, as the University Librarian for King's College, has joined Library Council and will be submitting a report every month.

Anne Matthewman

- For those libraries that have mobile shelving, please be aware that one of the end shelves was tipping over at the Law Library and held up by the shelf beside it. Not sure what happened but be aware of this and know that is issue is being resolved.

## 8. Any Other Business

Janice Slauenwhite

- If you see extra people coming and going at the CHEB. This is because the 5<sup>th</sup> floor is getting ready for "swing space" where other departments on campus that are having renovations done are being housed. In particular, some staff from the Hicks building are moving down to this space. As far as Janice knows, this is a temporary arrangement.