

Library Council Minutes
September 14, 2017
Room 2902: 9:00am-11:00am

Present: Mark Lewis (Chair), Margaret Vail (Recording Secretary – volunteer), Alice Stover, Allison Fulford, Ann Barrett, Anne Matthewman, Brian Lesser, Courtney Boudreau, Creighton Barrett, David Michels, Donna Bourne-Tyson, Elaine MacInnis, Gail Fraser, Geoff Brown, Gwen MacNairn, Hannah Steeves, Heather MacFadyen, Janice Slauenwhite, Jennifer Adams, Joyline Makani, Julie Marcoux, Karen Chandler, Lachlan MacLeod, Linda Aiken, Lucille Kiester, Marc Comeau, Marlo MacKay, Mick Bottom, Roger Gillis, Sai Chua, Sandy Dwyer, Shelley McKibbon, Susan Haigh, (Guest - Executive Director of CARL)

Regrets: Carol Richardson, Dominic Silvio, Erin MacPherson, Ian Colford, James Boxall, Karen Smith, Linda Bedwell, Lindsay McNiff, Melissa Helwig, Michael Moosberger, Michelle Paon, Robin Parker, Sarah Jane Dooley, Sarah Stevenson

1. Adoption of Agenda

The Agenda was adopted as presented.

2. Approval of the Minutes from June 15, 2017

The Minutes of the June 15, 2017 meeting were approved as circulated.

3. Business Arising from the Minutes

a. Committee Reports

This item has been tabled until the October Library Council meeting.

4. Tabled Motion from June 15, 2017: To create the Preservation Committee as a Committee of Library Council M. Vail/J. Makani

Creighton has added a friendly amendment to the Terms of Reference:

3.2 The Digital Archivist, Special Collections Librarian, ~~Digital Scholarship Librarian~~, and Collections Strategy Librarian are voting ex officio members of the Committee.

Motion: To create the Preservation Committee as a Committee of Library Council.

M. Vail/J. Makani

Carried

5. New members put forward by the University Librarian

The University Librarian would like to add the Managers of Access Services from Sexton, Kellogg, MacRae, Killam Libraries as well as the Manager of Document Delivery as new members of Library Council. This is to ensure that all the staff involved in library wide initiatives are at Library Council meetings to listen to the discussion and to participate. The request for the new members was made to Donna Bourne-Tyson by their immediate supervisors who already attend Library Council but felt it would be useful for the Managers to attend as well.

Motion: To add the Document Delivery Manager to the list of Library Council members.
D. Bourne-Tyson / S. Dwyer
Carried

Motion: To add the Managers of Access Services from Sexton, Kellogg, MacRae, and Killam Libraries to the list of Library Council members.
D. Bourne-Tyson / S. Dwyer
Carried

Mark will send the new members an invite to the next Library Council meeting.

6. Two Draft Position Postings Librarians I-II

The two new draft postings are the Collections Analysis Librarian and the Research Data Management Librarian. Both of these draft positions were circulated to members of Library Council ahead of the meeting.

Questions / Comments:

- Is there any flexibility between the liaison responsibilities and the jobs themselves? If the person is a better fit for other liaison duties, is this negotiable?
 - D. Bourne-Tyson: yes, this is possible. We want to have the Collections Analysis Librarian approximate to Heather MacFadyen because of the collaboration work they will be doing. The Research Data Management position is at the Sexton Library since we have other data management librarians at two of our other libraries.
 - A. Fulford: Heather MacFadyen's position is now called Resources Management Librarian which indicates better what Heather's job responsibilities entail such as personnel, budgets etc.
- Can we do something to clarify the reporting structure. In both positions the AUL and Head, the AUL duties may not stay with the particular Head? The reporting should be to the library you are reporting to, not necessarily the AUL.
 - D. Bourne-Tyson: No, because we are valuing the functioning of the librarian role, rather than the building they reside. It is to the AUL they report, but they will have a relationship with another library Head as well as the AUL in which they report.
 - D. Bourne-Tyson: Discussions will be held with the successful candidates to clarify the reporting structure.
- Additional Comments:
 - The Senior Leadership Team is committed to maintaining the Librarian complement and growing the numbers.
 - Research Data Management (RDM) is a huge growth area, and we will not have enough capacity due to the number of requests we will be receiving. Sarah Stevenson can no longer devote as much of her time to RDM due to being AUL and Head of Killam and Erin MacPherson is tied up with liaison and instruction duties so both of their times are limited. It is hoped that the liaison librarians will be able to do a certain level of referral and advising.
 - The positions are 80/20, 20% for the liaison role. It was noted, Jason Flynn and Margaret Vail provide extension support for Research Data Management (RDM) and it was

mentioned that the liaison roles can be quite time consuming depending on time of year so the 20% may have to expand.

- Collections Analysis Librarian will be hired at a librarian 1 or 2.
- Research Data Management Librarian can be hired at a librarian 2 or 3.
- Linguistic skills are being lost due to the retirement of a librarian. We are looking at providing coverage in that area, but it's not a priority for these two new positions.

7. University Librarian- Explanation of Budgeting Process

A presentation by Donna Bourne-Tyson and Janice Slauenwhite about the budgeting process for the next year.

Highlights:

- The Budget Advisory Committee sets the budget each year.
- This past year we were asked to make a 1.8% cut (about \$150,000). The acquisitions line was protected and increased by 2% (about \$124,000).
- The libraries receive money through endowments, donations and cost shares from different sources eg. RefWorks.
- Non-space equipment funding has gone down. The Libraries were given extra funding for chairs for the Killam Library. Room 2902 in the Killam Library will be getting a refresh with new chairs and tables so that the room can be used as a teaching space.
- There is also economic conditions eg. weak Canadian dollar and Foreign currencies.
- The budget is discussed at the Senior Leadership Team (SLT) meetings and the team works with each library Head and Heather MacFadyen to balance the acquisitions budget.
- Received new money for academic classroom technology with non-salary expenditures going from 6% to 7%. We also receive some money from Student Affairs to help fund our student assistants including interns and our navigators.
- Office of the University Librarian budget includes travel, training, office supplies, furniture, and meeting costs.

Questions / Comments:

- Has the number of students we hire grown eg. over the past 5 years?
 - CHEB and Wallace McCain Learning Commons have added to the number of students hired but we have not had to hire as many students to shelve, so those hours have been allocated elsewhere.
- Any discussion on increasing the student wage?
 - J. Slauenwhite: Double edge sword, if we increase the student wage, we lower the number of students we can hire.
- Endowments and Donations
 - Lori Ward is training liaisons to talk about the great things we are doing or planning to do to get support from donors.
- D. Bourne-Tyson: Janice did 98% of all of the budget planning. Thank you Janice.

8. Susan Haigh, Executive Director of CARL

Susan Haigh, the Executive Director of CARL is visiting Dalhousie Libraries to job shadow Donna Bourne-Tyson, the President of CARL. Susan will visit Memorial University in Newfoundland as well.

Susan updated Library Council on what CARL does and their planned future activities. Her slides will be available for those members who would like to view them.

9. Preliminary analysis of the national Journal Usage Project CRKN conducted – Heather MacFadyen

Heather MacFadyen gave a presentation of the Preliminary Analysis of the National Journal Usage Project CRKN conducted. Her slides will be available for those members who would like to view them.

10. New Novanet Interface

The new Novanet Interface was launched in August with some issues arising eg. Feedback button didn't work. Please send an email to Allison Fulford or Margaret Vail for any issues that arise or if you have any questions about the new interface. It was noted, any unilateral decisions are made through the Novanet Discovery Operations Group. Any decisions made will be past on to the Dalhousie Libraries through Allison Fulford.

Note: If you are trying to download bibliographic records into RefWorks, it only works with the new interface, not the old Novanet. If someone is using the "green" Novanet you get a fatal error. Please ask Faculty/students to use the New Novanet. Lindsay McNiff has put up 4 new tutorials about the new interface on the online tutorials page (<https://libraries.dal.ca/help/online-tutorials.html>).

11. Senior Management Reports

No questions.

12. Roundtable

Cancelled due to time constraints

13. Any Other Business.

Cancelled due to time restraints

**AUL Library Services & Head, MacRae Library
Highlights for Library Council
September 2017**

MacRae Library

- **Student Learning Commons** – The tender for the Student Learning Commons has closed and it is hoped that the contract will be awarded within the next couple of weeks. The project is expected to take 4 – 6 months for completion. Key features of the space include additional small group study rooms, collaborative spaces, a self-serve café, a Program Room and a Multicultural Centre. Access Services will also be relocated to new spaces in the Student Learning Commons.
- **ATTSVE Library Project** – The first bulk shipment of books destined for the ATVET libraries has arrived in Ethiopia and will soon be distributed to the ATVET college libraries. Each library is receiving a core collection as well as collections based on their local specialization. Some ordering is still taking continuing. At Library Council Erin MacPherson and Hannah Pugh (International Office, Truro) will be presenting on an internship option for an MLIS student. The student would travel to Ethiopia to provide training and support to library staff.
- **Seed Library** – The Seed Library has been very active, providing many sessions to summer camps and other groups throughout the summer. We are also reviewing the branding and will be producing some promotional materials with the new branding.
- **MacRae Archives** – We have hired a new Archives Assistant on a 6-month term. They are expected to start work within the next few weeks. Jennifer has been assembling some materials for the 200th anniversary that represent the history of the Nova Scotia Agricultural College.
- **New Electronic Resource** - We have recently subscribed to Alexander Street Press' *Veterinary Education Video Collection* through ProQuest.

Acting Head of Killam

Retirement - Oriel MacLennan officially retired late August. On August 15th she celebrated her 40th anniversary with the Dalhousie Libraries! Many thanks to her for all her valuable contributions to the Libraries and the larger Dalhousie community.

NCTR Hub – we will be celebrating the opening of the NCTR (National Centre for Truth and Reconciliation) Hub on October 16th. In preparation for this, staff from the NCTR will be visiting the Dal Libraries next week, providing training for librarians and staff at the Killam Library

September 14, 2017

AUL Resources & Discovery

1. The Primo interface was updated August 30. There is some feedback from Dal Libraries' staff that we are working on with the Novanet Discovery Operations Group (DOG). Still to be implemented for Dalhousie: the links to WorldCat Local and Google Scholar. Lindsay McNiff has created 4 new Primo tutorials, available on the Online Tutorials page of our website.
2. The Resources Team had an all-staff meeting July 26. This was our second meeting together. We discussed the e-resources help form and work done by staff, wrangling email and signatures, the new Primo interface, and Marc Comeau gave an overview of the new ATS Unit. One of the suggestions that came out of this meeting has been implemented – there is now an explanation of how to read a call number, and a description of the LC outline on our website, <https://libraries.dal.ca/find/Novanet.html>
3. SRMG will resume its meetings in October, after Sarah S returns to work.

Sexton Library

1. Anne Gaetz is retiring from the Sexton Library October 1, after 30 years of service.
2. Carolyn Liggins has transferred to the Sexton Library working in Access Services. We are so happy to have Carolyn with us.
3. The main focus of Sexton staff this past summer was serials weeding. Thanks to our terrific SIM interns, Rebekah Prette and Lauren Bull – we could not have done this over-due job without their leadership.

ATS Report

- We've added a strategic plan addendum to capture the work that's being undertaken by Classroom Technologies (https://cdn.dal.ca/content/dam/dalhousie/pdf/library/Library_Administration/Addendum%20to%20strat%20plan.pdf)
- We've deployed support signage to the classrooms on Studley campus and are developing the plan for other campuses
- We held a "Come Try Your Room" event in late August. The event was a success aside from a couple of early hurdles. This will become a regular event over time. It gives a faculty member the opportunity to come try the room they're going to be teaching in before classes begin and with additional support personnel around to help sort out any issues.
- Working with the records management consultant, we've developed a tool to help support the university-wide records management effort. It's still undergoing refinement but should be released in the near future.
- We've rolled Windows 10 to the Learning Commons. We have generally improved the login times from last year thanks to some extensive efforts on ITS's and our team's part, but there's a wider variance ranging from 1 to 3 minutes so we're still working to isolate those issues.
- We have spent a lot of time working to resolve issues with Relais and Novanet upgrades.
- Our new SAN is operational. This is a renewal so there's no added storage at the moment, but there's greater performance and greater room for growth. We will be shifting infrastructure from the old to the new in the coming months. We'll be moving non-critical systems first to ensure we have the process well practiced by the time we reach our higher priority servers.
- Our Video Conferencing Coordinator position has been rated and is making its way through the budget office before being posted. This position is needed to coordinate the video conferencing efforts across Dalhousie.

Marc R. Comeau
Director, Academic Technology Services
Dalhousie Libraries

W.K. Kellogg Health Sciences Library | AUL Scholarly Communications
Highlights for Library Council
September 2017

Kellogg Health Sciences Library:

- 1) **Staffing:**
 - a) The Weekend Supervisor position for the Kellogg Health Sciences Library has been filled by Molly Thompson.
 - b) The Head of the Kellogg Health Sciences Library position has been filled by Ann Barrett.
- 2) **Young Canada Works Grant Application:** Has been posted and filled. Sophie Boucher is our YCW Intern and will be with us until early February. She will be providing reference service at the Kellogg as well as working on several projects in Scholarly Communication, Open Access and Archives.
- 3) **Kellogg 50th Anniversary:** Planning meetings are under way and the date of the event is scheduled during Homecoming week Thursday October 12, 2017. Vivian Boniuk and her husband and son will be in from New York for the event. The Boniuk family have been great supporters of the Kellogg since 1989.
- 4) **Assessment of both Kellogg Spaces:** The analysis and report has been completed and distributed to Library Council and to the Health Sciences Library Committee. Other space related news:
 - a) A Brody Unit has been installed on a trial basis in the Kellogg Library Learnings Commons and is very popular. Possibly some fundraising can be featured around this new furnishing concept.
 - b) Afterhours card access is again underway for the Kellogg Library in Tupper
- 5) **Collection assessments:** A major collection assessment was completed for the School of Pharmacy related to the transition to the Doctor of Pharmacy (PharmD) degree. Several other individual class assessments were also completed over the summer.

Scholarly Communications:

- 1) **ORCID:** Dalhousie Libraries are now a member of the ORCID-CA Consortium <https://orcid-ca.org/>. An initial meeting regarding the roll out of ORCID has taken place. There will be more information coming out for the website and liaison librarians later in the fall.
- 2) **Open Access:** OA week events are coming up and Roger is doing the bulk of the planning.
 - a. Dr. John Willinsky will visit Dalhousie for Open Access Monday October 23. A more detailed announcement will be out soon.
- 3) **DalSpace:** Plans for a review of DalSpace will be starting soon.
- 4) **E-Textbooks:** The CAUL Scholarly Communications group ran a regional survey on the awareness and use of open textbooks. The results are currently being analyzed and a report will be ready in the coming months. Geoff is on this committee.

Report to Library Council

Sandy Dwyer
Director, Libraries HR
September 2017

Mollie Thompson was the successful candidate for the Library Services Supervisor position at the Kellogg Library. Mollie began in her new position on August 9, 2017.

The posting for the C5 vacancy created by Mollie's move to the Kellogg Library closes on Wednesday September 13, 2017.

Audrey Lapierre was the successful candidate for the Evening Supervisor position at the Killam Library. Audrey began in her new position on August 14, 2017.

Shirley Vail accepted a one year temporary assignment to the position of Digital Coordinator effective September 5, 2017. Johnelle Sciocchetti accepted a lateral transfer to the Document Delivery Department for the period of one year effective September 5, 2017.

The Video Conferencing job description has been provisionally classified at the SIT1 level and the Records Manager job description has been provisionally classified at the ADMIN 5 level. Employment requisitions have been submitted to the Budget Office for approval and then the postings to fill these positions will follow.

Ann Barrett was the successful candidate for the AUL & Head, Kellogg Library and Sarah Stevenson was the successful candidate for the AUL & Head, Killam Library. Congratulations to both!

A job description for a Digital Exhibit Assistant (one year term) was submitted to the job evaluation unit over the summer. This position has been provisionally classified Technician T-6 level. If we choose to proceed with this initiative the salary for this position will come from an endowment fund.

The Health & Wellness Committee, in collaboration with Janice MacInnis, will be working with Darren Steeves from Ventura Wellness to have the Libraries be the first department on campus to participate in the "Better U Crew" program. Essentially the committee will form our internal *Crew*, assess our workplace wellness needs, design learning opportunities related to them for our broader staff group, challenge them to put things into action (Model: Awareness – Learning – Action), then measure progress and celebrate.

University of King's College Highlights
Library Council Report
September Updates 2017

Library People

Whitney Cant, a student in NSCC's Library and Technology program started in July as our new Library Assistant. We hired King's student Evi November on a YCW grant to work on digitization projects.

We have completed all our student hiring for the year.

Alaina MacKenzie and Whitney have been busy planning events and displays for the upcoming academic year.

Patricia Chalmers is working on various Circulation projects.

Library Activities & Space

We opened a new space in the Library as a dedicated studio for students enrolled in the Master's of Fine Arts in Creative Non-Fiction.

The Library hosted a Poetry Night for Orientation week.

The recently hired writing tutor for King's will be working out of Library space.

We held the Matriculation ceremony for the MFA in Creative Non-Fiction Students and One- year Bachelor of Journalism students.

We were open on King's Move in Day to host tours for new students and their families.

King's

There was an energy and water conservation project for the whole campus which is nearing completion.

The list of 'Night FYP Lectures can be found by visiting King's Events Page:

https://ukings.ca/events/?event_tag=special-lectures

Report to Library Council

Anne Matthewman – September 2017

AUL Team

The team met on September 8th and had several items on its agenda. We welcomed Melissa Helwig back after her sabbatical. For the beginning of term, the team members have been heavily involved with orientations, Brightspace training, NASO, CLT, and TA day. We are also looking at some possible upcoming liaisons: indigenous student advisor, writing centre, international centre primarily. We discussed the idea of creating a depository of sample exercises, assignments, and techniques for teaching. The idea needs some refinement and we will be asking Library Council for input. Finally, we discussed some ideas for the upcoming all-staff meeting which I will be chairing and which will focus on student retention and success.

ADAC: The first meeting of the Associate Dean's Council will be held on September 13th. Items on the agenda include 2 priorities for 2017/2018:

- integrating academic and career development
- undergraduate research

Dunn Law Library

We are extremely pleased to welcome Hannah Steeves as our new Instruction and Reference Librarian. Hannah is jumping right into her role both at the reference desk and as a section instructor in the Legal Research and Writing course for first year law students. The other instructors are David Michels and Mark Lewis. I will be acting as a backup instructor, assisting in class as necessary, and assisting with marking assignments and legal memos. We kicked off LRW with the "Amazing Library Race" tour on September 6th. Thanks to David for designing and organizing the "Race". It was a lot of fun and we had positive comments from the students.

The formal launch of the Law School Strategic plan will be held on September 12th at 4:00 p.m. in the Law School atrium. We are working with the School's communication department on a series of strategic initiatives to generate funding for the Law Library.

The summer months seemed to fly by but we did accomplish some shelf-reading of the collection and some shifting. Most of this was done by our summer student, Zac Crawford.

I have been concentrating on adding indigenous content to my Advanced Legal Research course and was able to work with a summer research student to compile sources. I have also met with Michelle Williams, who is the Chair of the IBM Initiative at the Law School. She is assisting me with adding indigenous Nova Scotia Black materials to the course.