

Library Council Meeting
Minutes
September 22, 2022
1000- 1157hrs
Microsoft Teams

Present: Michael Vandenburg (Chair), Leah Unicomb (Secretary), Carol Richardson (Recording Secretary), Allison Fulford, Amanda Sparks, Anne Matthewman, Courtney Bayne, David Michels, Dominic Silvio, Elaine MacInnis, Geoff Brown, Gina Coates, Gwen MacNairn, Jaclyn Chambers Page, Jan Pelley, Janice Slauenwhite, Jason Flynn, Joe Wickens, Joyline Makani, Julie Marcoux, Karen Smith, Kirsten Huhn, Linda Bedwell, Lindsay McNiff, Louise Gillis, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Helwig, Melissa Rothfus, Michelle Paon, Robin Parker, Roger Gillis, Sai Chua, Samantha Adema, Sandy Dwyer, Sarah Jane Dooley, Sarah Stevenson, Scott MacPherson, Shelley McKibbon, Tracy Lenfesty

Regrets: Carlina Gillis, Creighton Barrett, Erin MacPherson, Hannah Steeves, Jackie Phinney, James Boxall, Linda Clark, Mick Bottom

Guests: Louise Spiteri

1. Territorial Acknowledgement

The Territorial Acknowledgement was read by Jaclyn Chambers Page.

2. Approval of Agenda

Motion: to approve the Agenda as circulated
D. Michels

3. Introductions

- New Library Council Members
Welcome Jaclyn Chambers Page, the new Copyright Librarian based out of the Truro Campus. Jaclyn started at the Dalhousie Libraries on August 15.

Welcome to Scott MacPherson. Scott is replacing Lachlan MacLeod while he has been seconded for one year to the Office of Legal Services.

Welcome to Michael Vandenburg, the new Dean of the Dalhousie Libraries.

- Recognition of Guests
There are no guests.

4. Approval of the Minutes (from June 23, 2022)

Motion: To approve the Minutes of the June 23, 2022 meeting as circulated.
C. Bayne / L. Unicomb
Carried

5. Senior Leadership Team Reports

- Elaine MacInnis

Samantha Adema and Michelle McDonald were interviewed by Portia Clark from CBC radio on the opening of the Ko'jua Okuom in the Killam Library. The segment will air on September 30 for National Truth and Reconciliation Day.

Has the private booking information been distributed to Health Information students? They may be interested in having this information. Janice and Elaine will follow up to make sure they get this information once Robin sends them the contact information.

- Sarah Stevenson

- Welcome to Roger Gillis to the Archives. Roger started his new position on July 1. Creighton Barrett has taken on the Acquisition and Public Service Archivist. They both have their own domain with digital and analog materials.
- Thank you to everyone who supported the Interns, their supervisors and who attended the Summer Shine event on September 9. Thanks especially to Sam, Lindsay, Erin and Sarah Jane who are the supervisors for the Multidisciplinary Interns. This was a new endeavor, first of its kind at the Dalhousie Libraries.
- The budget has been distributed for the Killam Collections. There was a delay but now ordering is going ahead.
- The full report will be uploaded into Brightspace soon.

- Michelle Paon

Novanet Discovery Optimization Team – The Primo Discovery Layer Search tool has been upgraded to Primo VE and the Team are looking for feedback on the upgrade. Send Michelle any feedback to take back to the Team.

- Marc Comeau

Update on current state of the Network and Wifi

There have been a number of issues, including attacks that happened here and at other universities plus there has been a dramatic increase in electronics being brought to campus compared to that in 2019 which has put strain and congestion on the network and wireless access points. Working with the vendor on yesterday's wifi issues and hoping to rebuild to a more stable platform. If you can, please connect by wire. If working off campus avoid VPN if you can to help on the traffic front. ITS are working very hard to resolve these issues. If you are having trouble, please send a ticket to support@dal.ca.

6. Library Council Committee reports

- Scholarly Resources Management Group (SRMG) Annual Report

Motion: to accept the SRMG Annual Report as circulated.

M. Paon / K. Huhn

- Dalhousie Libraries Service Point Committee (DLSPC) Annual Report

Motion: to accept the DLSPC Annual Report as circulated.

S. Dwyer / SJ. Dooley

- Dalhousie Libraries Service Point Committee (DLSPC) Terms of Reference

Motion: to accept the DLSPC Terms of Reference as circulated.

SJ. Dooley

Carried

- Libraries Internships and Practicums Coordinating Committee (LIPCC)

There have been a few program changes but overall going great. There was a wage increase of \$2 an hour from 2021. If you have any questions about LIPCC please send them along to Courtney or Jackie Phinney.

Motion: to accept the LIPCC Annual Report as revised.

C. Bayne / S. McKibbon

This is a collegial reminder, going forward having a document circulated with the track changes would be helpful but names of who proposed the changes should be kept off the document.

7. Study Spaces Designing for Well-being

Linda Bedwell gave a presentation on the first part of her Special Leave which focused on the “Echo” pandemic, the mental health fallout and the effects on current students. The second part that will take place at the October Library Council meeting will talk about space design.

Question(s):

Have you come across anything about grownups on how to fix things in your readings for current and new students.

Avoid the toxic stress in adolescents in the beginning and bring in the supports needed. We do not know enough about this but if there is anything we can do, be kind to each other.

8. Highlights from the Senate Report

There is no Senate Report this month. The first September meeting was just an orientation for new members. The next Library Council meeting will have 2 Senate reports.

Motion: to present this report on the highlights of Senate reports since the last meeting.

S. McKibbon / R. Parker

Discussion:

Is there any comments or discussion at Senate on the report that was circulated about the Review of Governance of the University Administration.

The review was done by the request of the Chair of the Board of Directors. The report was received by the Chair of the Board and a joint meeting of the Board and Senate was held. A summary was presented of the recommendations divided between Board and Senate. Next there will be a working group created. Louise Spiteri along with two other Senate Planning Governance Committee members will be on this working group. This group will triage the recommendations and will be consulting with the stakeholders. Louise will update Senate with the progress. The timeline could be up to 3 years.

9. Old Business

- Approval of changes to section 4.7 of the Library Council Terms of Reference

New Motion: to change section 4.7 of the Terms of Reference for Library Council so the Secretary can be a non-voting member and remove the term of this position and change section 4.8.4 of the Terms of Reference for Library Council to say on behalf of the Chair the Secretary may distribute documents pertaining to urgent matters arising on short notice electronically prior to noon the day preceding the session.

R. Parker / J. Marcoux

Carried

- Library Council Chair and Secretary terms

Business arising for the October meeting will include discussion of the Terms of Reference for Library Council Chair and Secretary terms.

10. New Business

Chair of Library Council

In order to move forward, the Secretary of Library Council will put out a call to voting members to see if anyone would like to put their name forward as the Chair or to accept any nominations for that role. This may be done by email and if an election needs to be done, we can refer to the Terms of Reference on how to proceed.

11. Announcements

Records Management training is now open for registration.

12. Adjournment

The meeting adjourned at 11:57am.

Next Meeting: Thursday, October 27, 1000-1200 hrs on Microsoft Teams

Report to Library Council

Anne Matthewman –September 2022

AD Learning and Teaching

ADAC

ADAC met on September 7th and 21st. The new Chair is the AVPA Leslie Phillmore. Items on the agenda have included: Student Declarations of Absence and medical notes – there are questions about what should be required regarding missed final exams; problems with international students getting study visas; reminding students about changing their passwords and MFA. There was also a presentation on CIRTl (integrated research, teaching, and learning). CLT is working with the CIRTl network to promote its courses and professional development resources. https://www.dal.ca/dept/clt/events-news/cirtl_at_dal.html . Graduate students and faculty are encouraged to participate.

The Learning and Teaching Team has not had a chance to meet yet this fall but there are several things on the go. These include Fall Research Camp set to be offered from September to November. Information is on the Research Camp LibGuide.

Dunn Law Library

The Law Library is back to regular hours and we have hired a roster of student assistants for the circulation desk. They will work over the lunchtime, evenings, and weekends.

During Hannah's sabbatical our summer intern, Kate Anderson, will assist at the reference desk. Kate is a joint law and information management student.

Over the summer we had new blinds and carpets installed on the west side of the first and second floors. This was long overdue and was the result of an A&R request through the Law School.

I am teaching Advanced Legal Research again this term and Mark Lewis is teaching the research portion of two sections of the first year Legal Research and Writing Course.

AD Library Services & Head, MacRae Library Report for Library Council September 2022

Access Services – As of September 6th we have had our faculty, staff and student patron information from Banner loading into Alma nightly. A big thank you to the ATS and Novanet Staff for getting this up and running again.

Access Services staff have been busy over the summer months getting comfortable with the new system and working out the kinks.

Access Services supervisors have been working together over the summer months to put together training materials and a training manual for our student assistants.

Three new temporary staff, all of whom have some duties in Access Services, have been hired. Chioma Obodo, Sara Clarke and Ven Cain. More details related to their appointments can be found in Sandy's HR highlights.

Copyright – I'm delighted to welcome Jaclyn Page, our new Copyright Librarian, who started with us on August 15th. Jaclyn is based at the MacRae Library. Lachlan has been seconded to the Office of Legal Services for a year and Scott MacPherson's temporary assignment has been modified to cover the role of Copyright & RDM Specialist until August 31, 2023. We are grateful to have a full team in place again as it has been extremely busy with queries.

Data & GIS Services - Teaching and training activities started on the first day of classes. These include a variety of presentations by Gwen, James, Jen, and Julie. To support individual questions, the GIS Centre is open for the Fall term, from 10am to 4pm, Monday through Friday (except holidays). We also support [virtual appointment bookings](#). There are two options: [Book an online Data appointment] for meetings with Julie and [Book an online GIS appointment] for Jen, James or Nic. And this year, the GIS Lunchless Learn series will present the use of QGIS (starting on Sep 27) in addition to ArcGIS (starting on Sep 28). These sessions are listed in [[Events](#)]. Data literacy: Did you know that the future of AI is DI? You can read more about Decision Intelligence at www.decisionintelligencenews.com (G. MacNairn & J. Marcoux)

Document Delivery – We have a new Document Delivery login page and a new way for Dalhousie-affiliated users to log into their Doc Del account. Affiliates can now use their NetID and password to access their account. (J. Wickens)

Indigenous Services – I spent time in late August configuring the booking tool for the Ko'jua Okuom in LibCal Spaces and it is now in use. The audio visual components of the room are also now installed. The private link to the booking form was shared with Indigenous colleagues who we expect to make regular use of the space. All bookings must have an Indigenous focus so bookings are vetted before being finalized. The two-part Orange Shirt Day Pin Beading workshops, which were led by Michelle McDonald, were the first library-hosted events to take place in the Ko'jua Okuom. Other groups have also booked and used the space since the start of term.

The Indigenous Program Planning Team held a meeting to discuss planning for an event for the National Day for Truth & Reconciliation. We were made aware of an event happening at King's that day that we don't want to conflict with so we were thinking of having a film screening early evening. These details have not yet been finalized. The Indigenous Program Planning Team has its next meeting later today.

LiveHelp – Livehelp starts up for the term on Monday, September 26th.

MacRae Library

- We were pleased to have a visit from the new Dean at the MacRae Library on August 25th. In addition to an opportunity to meet all the staff, Michael was provided with a tour of the Agricultural Campus.
- Erin MacPherson is on her 6-month Special Leave until the end of December.
- We were fortunate enough to be able to re-hire our YCW student from last year, Melanie Skidmore, to continue to work with Jennifer on our archival collections.
- The Truro Start program saw 11 students begin their BSc on the Agricultural Campus this year. The recruitment for this new option did not start until February so we expect with a full year of recruitment opportunities we will see increased interest in this program option for next year. Further academic expansion plans include courses for the Faculty of Computer Science for Fall 2023.

Meetings & Events

In addition to my regular meetings, I attended the following other meetings and events:

- The Faculty of Agriculture Convocation for 2020 and 2021 graduates on Friday, July 8th.
- Regular meetings with the Dean as well as the Associate Dean Academic, Faculty of Agriculture. Jaclyn joined me for our August/September meetings.
- Multidisciplinary Internship Supervisor's meeting
- The Digital Strategy Goal 2.2 Kickoff Meeting
- Reference & Research Services Team meetings
- Annual Report meetings
- AC Space Issues & Priorities Committee
- Faculty of Agriculture Curriculum Meetings
- US Department of Agriculture Annual update (via Zoom)
- Dal AC Academic Expansion Working Group
- Dal Libraries Summer Shine and SIM MI Welcome Reception
- In-person presentation on Dalhousie Libraries to NSCC LIBR1000 (Introduction to Libraries) @ Ivany Campus. This year I co-presented with Sandy.

Academic Technology Services Library Council Report – September 22, 2022

Marc Comeau – Director, Academic Technology Services

- The cyber-security event that led to the mass password reset this summer affected the Libraries as well. Our team worked very hard over the summer to address the issue and work continues today on this front.
- The Help Desk has had a bumpy few months with the failed Active Directory migration that prevented people from logging in in early June, followed by the mass password reset and account locking for those who didn't. Then, on top of normal September traffic, the network issues we've been experiencing have caused calls to surge as well. Everyone working at the Help Desk has done amazing work under very difficult circumstance.
- Our AV projects were all delayed as expected. The supply chain for AV equipment is in bad shape with lead times over 50 weeks for some components.
- ATS received funding for a few SIF initiatives. Some of our software licenses that we've been relying on were granted base funding. We also received base funding to support our human captioning service which is a key service that supports formal accommodations as well as providing more accessible video lectures for all.
- The Learning Commons computers were refreshed this summer. This is a very big job as we must remove and replace every single Learning Commons computer over a short period of time. There was an overall reduction in numbers, though the reductions were not evenly distributed. It presented an opportunity to balance out usage with some areas taking higher reductions than others.
- The network project continues with an intent to roll-out in late October. I'll share more details about the rollout as we get them.

General Updates

- Completed a first draft of the Dal Libraries' annual report (24 pages, full-colour).
- Along with CLT colleagues, produced three issues of the *Connected Classrooms* newsletter.
- Assisted with aspects of Summer Shine event/promoting the work of the interns (including blog post series).
- Web renewal project continues: copyright subsite and ARMSC subsite inventories complete, online teaching website inventory complete.
- For the sixth year, I am on the university-wide steering committee for the United Way. Plans are well underway for this year's campaign which will run from Oct 11-28. My work for the committee includes updating the campaign communications plan, messaging, and the website. Work is ongoing.
- Assisted with hosting Zuppa Theatre on site for a week to do filming in the Killam (we have an ongoing relationship with this Halifax-based theatre troupe). Thank you to Gino for guest Net IDs and Amanda for carts.
- Prepared quarterly update from the Dal Libraries for the APLA bulletin.
- Worked on promotions for Try Your Room, GIS Lunchless Learns, Fall Research Camp, and the Orange Shirt Day pin beading workshop among other things. Organized dates and promotions for future beading workshops.
- Organized a media interview about the Ko'jua Okuom with Portia Clark for CBC Radio's Information Morning (will air September 30, thanks to interviewees Samantha and Michelle McD).
- Retired the Dal Libraries COVID-19 page and made other changes to the landing page, as well as ongoing web updates as needed.

Meetings & Events (highlights)

- SLT (two)
- Dal Libraries Health & Wellness Committee
- Meeting with Lindsay McNiff & the Writers Federation of Nova Scotia to plan Raddall reading event
- Ongoing briefing meetings with Dean of Libraries (several)
- Web Operations Working Group (several)
- Indigenous Program Planning Team (several)
- Dalhousie Brand Workshop Presentation (CMC)
- Web Advisory Committee (two)
- Comms Collective Advisory Group (Dalhousie-wide)
- United Way Steering Committee (several)
- Summer Shine + SIM MI Welcome Reception
- North/Nord presentation
- AQT Communications Sub-Committee

Research & Scholarly Communications

Scholarly Communications:

Open Access(OA) week plans are underway. The 2022 theme for OA week is Open for Climate Justice:
<https://www.openaccessweek.org/theme>

UNIWeb Activities:

CRIS/RIMS RFP evaluation process continued through the summer with sandbox testing and final decision making happening at the end of August. The final evaluation is ready to be submitted and implementation plans are being reviewed.

Research Data Management:

Welcome back to Scott who will be joining us again for the upcoming year.

Attended meetings with Dr. Jennifer Bain, Dr. Eileen Denovan-Wright, Dr. Graham Dellaire, Louise Gillis, Elaine MacInnes, & Michael Vandenburg regarding RDM needs in Medicine.

Put together my first Dataverse deposit. Thank you to Scott for working through the process with my data files and Louise for providing guidance.

Other:

Digital Strategy – Pillar 3 is underway. The group is working on some initial interviews regarding digital research infrastructure at Dal.

Over the summer, I was a member of an evaluation group for a Core Facilities Management RFP. This process will be wrapping up in early October.

Kellogg Health Sciences Library

Staffing updates:

Sara Clarke joined Access Services in August. She is providing backfill while Nadine is working with the ATS support team this year.

General updates:

Louise Gillis, Shelley McKibbon, and Melissa Helwig covered the Libraries Booth for the Professional & Research Education Program (PREP) & Faculty of Medicine Graduate Students Society (FMGSS) Orientation event. This happened at the same time as Dal Libraries Summer Shine program so we took turns so we could all attend a bit of both events. Thanks to Robin Parker & Alanah White for putting together the materials for the event.

Louise Gillis has joined the Health Sciences Research Ethics board for a 3-year term starting in July 2022.

Jackie Phinney has joined the UGME Case Diversification Committee, which is working to advise the process of diversifying Case Based Learning cases in Medical Education in year 1 & 2 and support faculty and students in its implementation. To learn more about this group: <https://medicine.dal.ca/departments/core-units/cpd/faculty-development/important-update-for-med-i-tutors-regarding-changes-to-cases-beg.html>

Planning is underway for the CHLA/ABSC 2023 conference to be held in Halifax. Robin Parker is co-chairing the conference with Alison Manley.

Annual report meetings and letter writing have happened for Jackie Phinney, Melissa Rothfus, Shelley McKibbon, Geoff Brown, Louise Gillis. Annual report meetings completed with Robin Parker, Gwen MacNairn, and Roger Gillis. Met with Jaclyn Chambers Page, provided tour of the Kellogg Library and set up meeting with the Kellogg Librarians. Jackie Phinney was in Halifax in August for UGME orientation and general meetings.

Resource News:

We have two trials right now until the end of September. BMJ Research to Publication (<https://dal.ca.libguides.com/res2pub>) and BioDigital Human – Interactive 3D Anatomy (link to be added shortly). We will be collecting feedback on these resources.

Research News:

Boulos L, **Rothfus M**, Goudreau A, Manley A. A descriptive study found low prevalence of presumed predatory publications in a subset of Cochrane reviews. *Journal of Clinical Epidemiology*, 13 Sept 2022.

<https://doi.org/10.1016/j.jclinepi.2022.09.004>

Presentations at the [annual CHLA/ABSC conference](#) held in Niagara Falls & Online this year:

Parker, R. Opening the black box of Librarian instruction in Knowledge Synthesis Methods: Using Sociomaterial Theory to explore online teaching.

Parker, R. & Phinney, J. Reflecting and Adapting: Lessons Learned from Comparing Three Models of Program Delivery at a Distributed Medical School.

Phinney, J. Hancock, K., **Rothfus, M., Helwig, M.** Health Sciences Librarian Participation in Continuing Education Initiatives: A Scoping Review.

Paper/Poster Award at 2022 Hybrid Annual Meeting of the Medical Library Association:

LGBTQ+ health research guides: A cross-institutional pilot study of usage patterns

(authors Gregg A. Stevens, AHIP, University of Massachusetts Chan Medical School; Francisco J. Fajardo, PhD, MLIS, MPS, MA, Herbert Wertheim College of Medicine Medical Library; Martin Morris, Schulich Library of Physical Sciences, Life Sciences, and Engineering; Jessica Berry, Kansas City University; **Robin M. N. Parker, MLIS**, Dalhousie Libraries; Katie D. McLean, LIT, MLIS, AHIP, Nova Scotia Health). *Will be announced in the next issue of *Hypothesis: The Journal of the MLA Research Section* and via MLA Connect.

Attended:

- CHLA/ABSC Board Meetings
- UMECC meeting (Med Curriculum meeting)
- KLMG
- RARA meetings
- SLT meetings
- Scholarly Communications meeting
- MHLA/ABSM Board Meetings
- UNIWeb support team meetings
- Dal Libraries Summer Shine

Report to Library Council
Associate Dean Resources & Head of Sexton Library
Submitted by Michelle Paon
September 22, 2022

Resources

The Resources team is delighted to report that following the Libraries submission of the US dollar reconciliation request, the university agreed to provide reconciliation funds in the amount of \$1,102,363. These funds will be added to the acquisitions budget and provide funds for the Libraries to purchase monographs in the coming fiscal year. Many thanks to Kirsten Huhn and the team for their efforts in preparing this request.

Collections & Metadata Librarian position: During the month of August, the spousal appointment candidate was interviewed. Sarah Stevenson and I had the opportunity to meet with the candidate. The process continues to move forward according to the Collective Agreement.

Manager of Acquisitions & Content Management: The posting closed on June 10th. The selection committee consists of: Kirsten Huhn (Chair), Michelle Paon, Sandy Dwyer, and Krishna Sirivuri. Unfortunately the first posting resulted in a failed search. The position was reposted in August and the committee interviewed candidates in September.

Alma post-migration: During the summer, members of the Resources team has spent a great deal of time working to make acquisitions functions run properly in Alma. In August, we began to meet regularly with acquisition colleagues from Memorial University (MUN) and with Novanet Office staff to help address Alma post-migration acquisition issues. Having adopted Alma seven years ago, MUN has ample experience with it and has been very generous with their support and guidance. They have helped us to identify, organize and prioritize cleanup tasks that will allow us to benefit fully from Alma's features. That said, there is still a great deal more work in store over the coming year. Many thanks to Kirsten Huhn, Carlina Gillis, and Denise Irving for their patience and diligence in preparing Alma acquisitions workflows and in their discussions with MUN and Novanet colleagues. Kudos to all Resources team members who have been adapting to Alma's Resource-related functions and helping to address post-migration issues!

Web Advisory Committee: Following discussions with the committee, in late August, Marlo MacKay made the following changes to the Libraries' landing page:

1. "COVID-19" in the top menu has been replaced by "Hours & Locations".
2. The "Ask Us" graphic will link to the Ask Us page where Live Chat resides.
3. Under "Quick Links," *Subject Guides* has been replaced with *Databases A to Z*.

Novanet Discovery Optimization Team: Bill Slauenwhite convened the first meeting of the Novanet Discovery Optimization Group in mid-August. Representatives from across Novanet have been asked to collect input from our institutions about Primo VE-related issues, so that they can be considered and prioritized.

North: The Canadian Shared Print Network: On Sept. 20th, Network Coordinator Trish Chatterley provided a presentation to the Libraries' Senior Leadership Team and Resources Management Librarian about the initiative and its project streams.

Sexton Library

During the summer, the Sexton Library has benefited from refurbishment that will enhance study spaces for library users:

- new electrical outlets/USB ports were installed on the library's mezzanine level that increase the number of options for library users to charge their laptops and devices.
- computers and monitors in the library's study spaces were refreshed.
- new computer task chairs were swapped into the library's computer workstation spaces.

Evening/weekend supervisor Nora Frauley-Elson is the new Sexton Library team rep on the Libraries' social media committee.

I completed annual report meetings with Allison Fulford and with Sarah Jane Dooley. Prepared annual report letter for Allison Fulford.

In late June, the Dalhousie School of Architecture received the exciting news that it had received full six-year accreditation from the Canadian Architectural Certification Board.

Report to Library Council
Sandy Dwyer
Director, Libraries HR & Access Services
September 2022

Libraries HR Highlights

Staffing

- The first round of interviewing for the Manager, Acquisitions & Content Management, that took place in July, ended in a failed search. The position was reposted and the second round of interviews took place September 5 – 12. The search committee members are Kirsten Huhn, Michelle Paon, Sandy Dwyer and Krishna Sirivuri. We are now at the reference checking stage of the hiring process.
- Sara Clarke started September 1st in Access Services at the Kellogg Library in a seven- month temporary Library Services Assistant position ending on March 31, 2023. She is backfilling Nadine Day-Boutilier.
- Chioma Obodo started September 14th in a nine-month Library Services Assistant position ending on May 16, 2023. This position is in Killam Access Services. She is back filling Seungkyoo Lee who is away on leave.
- Ven Cain starts September 26th in a Library Services Assistant position (backfilling Scott MacPherson) until August 31, 2023. This position is in Killam Resources.

Activities

Over the summer months I have been working with staff in Access Services, Document Delivery, Resources and Archives and Special Collections to create a work from home option(s) for staff in these areas. A Work From Home Working Group has been formed and that group is working together to prepare a WFH proposal that will be shared with their Managers, myself and Elaine for consideration, discussion and implementation.

June 30, 2022 attended the DPMG Annual Summer Barbecue.

July 4, 2022 participated in the Intern Enrichment: Meet and Greet with SLT.

Attended the Dalhousie Libraries Summer Shine and SIM MI Welcome Reception on Friday, September 9, 2022.

September 21, 2022 – Elaine MacInnis and I gave a presentation about the Dalhousie Libraries to the NSCC LIBR 1000 class.

Although some regular committee meetings took a two month break for the summer I did participate in the following regular meetings: Heads, Access Services Managers, Alma Implementation Steering, Dal Libraries Health & Wellness Committee, Senior Leadership Team, DLSPC, Human Resources Integration Team (University- wide), Healthy Workplace Collaborative (University Committee) and Libraries Town Halls.

Library Council Report: 22 September 2022 (updated)

AD Archives, Records Management, Special Collections | Head of Killam: Sarah Stevenson

Archives, Records Management & Special Collections (ARMSC)

Comings and goings: We welcomed Roger Gillis in his new role as Digital Archivist, and Creighton' re-defined role as Acquisitions and Public Services Archivists on July 1. Their duties overlap with respect to acquisitions, providing staff support on technical and arrangement/description activities.

Joan Chaisson's retirement takes effect on October 1st. Her last day of work was August 5th. We are expecting to fill that position with equivalent duties.

Agricola Archives in Truro:

Roger has made his first visit to the MacRae in mid-August had an opportunity to see the Agricola collections. We are giving consideration to the museum collection and how it would be best represented for discovery. We are also in the very early stages of developing a gift policy for the Agricola museum collection. Creighton provided training to two MacRae staff earlier in the summer so Jennifer MacIsaac has more assistance with processing tasks for the Agricola collection.

LIPCC, Interns & Practicum students:

The interns across the Libraries had a successful summer. Thank you to all the supervisors, librarians and staff who provided training and welcoming spaces. I am especially grateful to Sarah Jane Dooley, Lindsay McNiff & Sam Adema, who skated through an entirely new model with many uncertainties this year with thoughtfulness and positive leadership. I would also like to note that the Multidisciplinary interns particularly enjoyed their week at the Agriculture campus. Thank you to Elaine MacInnis, Erin MacPherson for lining up their accommodations and all the MacRae Team for their hospitality that week.

Summer Shine took place online on September . It was well attended and all of the interns gave very good presentations. Thank you to everyone who attended and assisted with the arrangements.

Head of Killam

The ongoing 'adventures in Alma' hiccups have caused some delays for Killam ordering but Carlina Gillis assures me that everything is now functional. We've seen a return to campus by many of the Killam librarians – at least part time. It has been really nice to see folks "in 3D" (to borrow a phrase from one of the Killam librarians). This fall has been challenging for the science librarians to honour instructional requests that conflict with other commitments. The science team has been flexible to cover off each other's areas to meet the requests for classes and in-depth research assistance.

Killam Spaces

Since the last Library Council meeting the Killam Reference Collection has been finalized and moved to it's new home on the north wall of the Downie-Wenjack Legacy Space. It is a tremendous relief to finally have this project completed.

Also this summer, the Access Services and Resources teams were busy deaccessioning print volumes that have been duplicated by various purchases of electronic backfiles in the last two or three years. The removal of print duplicates for over 125 journal titles has freed-up much needed space in our overcrowded stacks. Access Services staff (Nancy Melvin, Alex Nwankwo, Julianne Steeves, led by Amanda Sparks, in cooperation with Carol Richardson (NSIS), Kelly Casey and Dianne Landry (Archives), Karen Smith (Music liaison), were also able to move the NSIS historical (and fragile) collection from damp storage in the basement to the compact shelving on the second floor of the Killam. Finally, the Music collection area was the recipient of several upgrades to the space over the summer. Every item in the collection was shifted at least once as new carpet was installed and the book stacks were adjusted to the recommended 42" separation for accessibility. The area was also reconfigured which allows room for the equipment to change the lights when they burn out. Thank you to Janice Slauenwhite and Karen Smith for the planning of this project. Karen also spent many hours looking after the fine details with the contractors and the

requisite collection shifts and arrangement. Some of you may remember that improvements to the music collection was part of my application presentation for the AD role in 2017. I am delighted to see this project come to fruition.

Selected meetings:

- Regular meetings with ARMSC team, University Records Manager, University Records Manager & Archivists
- Indigenous Program Planning group
- Meetings with interns re projects: Accessibility and “Cereal box French collections assistance”
- Annual Report meetings (solo or joint with other ADs) for 8 librarians; Special leave report follow up with 1 librarian
- SLT
- Faculty of Science Council, FASS Faculty meeting

Respectfully submitted,
Sarah Stevenson

Report to VP Dr. Sarah Clift
September 2022
Tracy Lenfesty
University Librarian, King's College

1. The King's Library was open for 2 hours on "Move-In Day" and we had approximately 100 visitors. We prepared a display of some photos, yearbooks, and other items to show what King's was like in different eras. Patricia Chalmers and I were on hand to answer any questions about the Library and the display. We posted the event/display on our FB, Twitter and Instagram accounts but in my opinion the best advertisement was having the door obviously propped open with a pylon. The Library staff recognizes that Move-In Day is an important event. It is the first opportunity for the Library and its staff to be present for the students and their families as they begin their university experience.
2. Two Library Technicians resigned over the summer, which leaves the two professional staff and many student assistants. Both have gone to jobs which I think will be good for their careers, but it is a loss for the library. We have hired Michael Jozsa (previously at NSCAD) who is now Head of Access Services. In order to fill the Head of Technical Services position quickly we were able to draw on the candidates from the previous competition and have hired Max Fleischman part time on contract until July 2023. Max has experience with ALMA so we hope he will be able to manage cataloguing, acquisitions, and serials for the academic year. The position's other duties have been reassigned amongst the existing staff. This is a stop-gap measure. I plan to fill this with a full time person in the spring. Staffing will be a challenge for the next 2 years as Patricia Chalmers transitions to retirement by working half time. She is already months behind in her transition due to staffing issues – she is voluntarily working full time nearly 4 months after the part-time date agreed upon in her contract. I understand that Patricia is the first library staff member to take advantage of this transition toward retirement and is a somewhat a "guinea pig" for this process with non-teaching faculty. I realize that the College made a decision to allow faculty to transition toward retirement and it may have seemed logical and fair, but doing a 9-5 job part time has different implications than teaching faculty reducing their course load. The Library staff is small and we depend on each other to keep the doors open. Any loss of work hours affects the rest of the staff and hinders the ability to provide library services.
3. The Library hired a student for the summer to help with circulation, shelving, mail, ILLs, and other tasks. We began a project to tidy the University Archives, which involved removing duplicates of several newspapers and yearbooks, boxing and shelving items, and creating a new "map" of the archives. Our student also created some lovely art work which she used to make a set of bookmarks for distribution during Orientation Week and beyond. We received grant money to hire two other students on smaller projects and were able to upload records and 13 finding aids in MemoryNS, as well as sort and backup thousands of photos from the Archives.
4. Last winter the Library received the portraits from Prince Hall in preparation of the renovations that took place over the summer. This past summer we also received textile hangings of the College crests which had also been part of the Prince Hall décor. All are stored in the Archives.
5. The biggest "pain point" with ALMA for King's is the inability to separate King's and Dal in the system. As a result, when a request is made and the patron must select an institution and location from drop-down menus, there is no option to select King's. This is causing some confusion for patrons and ILL staff at both institutions. I am attending weekly meetings of the Discovery Optimization Group. The transition to ALMA is not and was not expected to be smooth. Discussion amongst Novanet staff and

the librarians from various institutions leads me to estimate that it may be three years before we iron out as many kinks as we can.

6. Thirteen student assistants have been hired and trained and are doing well. We have successfully reinstated the tradition of “training and pizza”. Two of our students have expressed an interest in making a career in information management, so we may be able to provide them with some special projects which will be useful for both their discernment and resumes.
7. Library is open ‘til 11pm Sunday to Thursday and closes at 5 on Friday. Weekend hours are Saturday noon-5pm and Sunday noon-11pm. The Library operated on Sunday hours for the National Day of Mourning. We will do the same for National Truth and Reconciliation Day and most other holidays. Part of the reasoning is to provide library services, and another is to make sure the students have an opportunity to work and earn their (often much needed) pay.
8. Later this week or next week I will be starting to give some short workshops about how to use the Library. These sessions will be short, in-person, hands-on sessions in the Committee Room and students will be encouraged to bring their own laptops or tablets. The workshop will address: finding a title, understanding editions, making a request from another Novanet library, understanding and finding call numbers, and perhaps a hint about LibGuides. More advanced sessions will take place in the winter term.
9. We are working on a new website design and a short introductory video about the Library. We will do our best to roll it out in the next few weeks but the completion date is very much a moving target at the moment. There have been staff changes among our web team which slows down the process. The existing website is essentially one long page and navigation is difficult. I have created a new structure/hierarchy. New photos of the Library and some of its more interesting holdings (particularly the natural history and porcelain collections) were taken over the summer with the help of a student who has an interest in museum studies and photography. We intend to use some of these photos on the new website.
10. Matriculation will take place on September 21st and 27th in Alumni Hall in the New Academic Building. The Library is responsible for bringing the 1802 matricula for display and making the current volume available for signing. I plan to attend both ceremonies.
11. Over the summer renovations were undertaken to make Alexandra Hall fully accessible. Last fall an Accessibility Study was conducted on the Library building. Although we have a ramp and elevator, some work on the accessible bathroom may be necessary. I have not received any information about the report.
12. Masks are being worn in the Library, but students may remove them when seated. We have not had any major issues with compliance.
13. The month of September and some of October will be taken up with HR issues regarding new staff, training, keys, logins, computers, etc. I hope to schedule a staff meeting in early October.
14. The coaches of the King’s Women’s Rugby Team have booked the Committee Room every Monday from 5-7.30 pm for the rest of the term for a group study session. The coaches are committed to making sure that their athletes are encouraged and supported in their studies. I was was happy to be approached about this, it seems to me that other groups might want to make use of the Committee Room in a similar way. The question I will be considering is how to publicize this idea.