

Library Council Meeting

Minutes

March 23, 2023

1000 - 1206hrs

Microsoft Teams

Present: Jaclyn Chambers Page (Chair), Carol Richardson (Recording Secretary), Allison Fulford, Amanda Sparks, Anne Matthewman, Carlina Gillis, Courtney Bayne, Creighton Barrett, David Michels, Dominic Silvio, Elaine MacInnis, Erin MacPherson, Geoff Brown, Gina Coates, Jackie Phinney, Janice Slauenwhite, Jason Flynn, Joe Wickens, Julie Marcoux, Karen Smith, Kirsten Huhn, Leah Unicom, Linda Bedwell, Linda Clark, Lindsay McNiff, Louise Gillis, Mark Lewis, Melissa Rothfus, Michael Vandenburg, Mick Bottom, Ratna Dhaliwal, Robin Bishop, Robin Parker, Roger Gillis, Sai Chua, Samantha Adema, Sandy Dwyer, Sarah Stevenson, Sarah Jane Dooley, Shelley McKibbon, Tracy Lenfesty

Regrets: Hannah Steeves, James Boxall, Jan Pelley, Joyline Makani, Louise Spiteri, Marc Comeau, Melissa Helwig, Scott MacPherson

1. Approval of the Agenda

Motion: To approve the Agenda as circulated.

K. Huhn / R. Dhaliwal

2. Introductions

- New Library Council Members
No new Library Council Members.
- Recognition of Guests
No Guests at todays meeting.

3. Approval of the Minutes from meeting January 26, 2023

Motion: To approve the Minutes from the January 26, 2023 meeting as circulated.

E. MacPherson / A. Sparks

4. Business Arising

- To review the Vice Chair - update to the Library Council Terms of Reference (4.7 & 4.8).
Council members accepted the changes as presented. A revised copy will be put in Brightspace [LC documents] LC_ToR_202303_GV13.
- The voting membership will also consist of one NSGEU library staff representative elected by NSGEU library staff members.
After a lengthy discussion, it was decided to table this topic to a future Library Council meeting when the Faculty Procedures and Governance Working Group had some time to investigate the purpose and role of Library Council and the various employee groups that make up the membership.

Suggestions:

- A list of Library Council Members should be sent to all staff along with access to Library Council Agendas and Minutes.
- An up-to-date Library Council Membership list should be added to Brightspace. The current list is from September 2022.

5. Senior Leadership Team Reports to Library Council

The Senior Leadership Team Reports are on Brightspace [March 2023]

Questions and/or highlights from the various reports:

- Sandy Dwyer

Will Allie Fulford's position be backfilled?

A draft position description for a Limited Term appointment to cover some of Allie's duties is being written and this will be shared with the Units and library staff for feedback before it is posted.

- Elaine MacInnis

- Assessment has touched all components of work the various Teams are doing including Document Delivery. They will be working with Linda Bedwell on the data inventory and you can see that throughout the Report.

- The Dal Reads Book event is happening on Wednesday March 29 in the McMechan Auditorium at 7pm.

- Film screening for the Basket Maker was live streamed and was a great success. About 150 people tuned in (online and in-person) during the course of the event.

- Allie Fulford

Please submit any Primo issues you notice that are odd or annoying. If you have submitted an issue and are not sure what happened to it, please let Allie know.

6. Highlights from the Senate Report

The Senate Report can be found on Brightspace [March 2023] 20230323_LC_RPT_SEN.

7. Special Leave Report

Erin MacPherson gave a presentation on her recent Special Leave (July – December 2022). Thank you, Erin, for a great presentation.

8. Re-establishing the Faculty Procedures and Governance Working Group

The Faculty Procedures and Governance Working Group consists of Creighton Barrett, Robin Parker, Erin MacPherson and Kirsten Huhn. The group was formed to look at governance and policy procedures for the Libraries. This came out of Library Council relating to the Dean search and other library appointments. It was noted, the Libraries lack a cohesive set of policies and procedures, where other faculties have them. The Terms of Reference have been created for the Working Group and a call for more membership will go out soon. The Terms of Reference will be included in the email that will go out for the call for membership.

9. New Business

Motion: The Dean moves that Carol Richardson be added as a member of Library Council for the purposes of being secretary.

M. Vandenburg / C. Bayne

10. University Records Committee update

The University Records Committee met for the first time in January 2023. The last meeting was in 2021.

Overview:

- There were 35 training sessions offered in 2022 (more sessions will take place in 2023). If you want to attend one of these sessions, please go to <https://dal.libcal.com/calendar/events?cid=7504&t=d&d=0000-00-00&cal=7504&inc=0>.
- Website activity has only increased since COVID.
- Record Disposition Authorizations (RDA's) - 1245 linear feet of records were dispositioned in 2022. With the help of Creighton Barrett and ATS, records were transferred and destroyed through the Records Management procedures. 645 linear feet of records were transferred to Archives.
- DalClass V12.2 brought forth classifications, either revamped or brand new ones were added. DalClass is a living document and is reviewed to make sure it is cohesive and matches.
- 2023 will see promotions through Today@Dal. A virtual Open House is taking place in the Records Management office. The Records Management website is transitioning to MyDal and hoping to launch in the Fall. Increasing the focus on the retention of data.

Please reach out to the University Records Committee if you have any questions or concerns.

11. UniForum

Background

Dalhousie has been contracting with Cubane to participate in Uniforum benchmarking. It has been rolling out over the last academic year and there has been messaging from Gitta Kulczycki, Vice-President Finance and Administration to university staff. In the fall, the first of two service effectiveness surveys were released to university staff and employee groups. This is all part of a benchmarking program that had its roots in Australia and was brought to a number of schools in Canada. The Dean of Libraries has been tracking this carefully and engaging here at Dalhousie.

The second survey will be launched in April and will have questions related to libraries. The Dean of Libraries is interested in the whole process around improving administrative services. In Australia, academic libraries fall into the administrative part of the organization and are not generally speaking, recognized as academic units but they are recognized in Canada. This is complicated in knowing how you do a survey on service effectiveness related to libraries that is focused on the administrative and not on academics.

There will be a meeting with the Senior Leadership Team and Angela Scammell, who is the Universities Senior Director for Uniforum, to explain the program and to share the timelines of the upcoming activities. The meeting will take place on March 31. Angela would like to hear our questions we want to have addressed. An all staff meeting may be set up to meet with Angela for a broader discussion about the program.

Questions from Library Council members will be compiled by the Library Council Chair and sent to the Dean before the March 31 meeting. A question and answer session (using the questions submitted) may be set up at the next Library Council meeting.

12. Announcements

Update to the All Staff Teams

The All Staff Teams has fewer channels but includes a work-related channel with information that is relevant to staff. Please spread the word about the new update.

News from Resources

From the Dal Libraries' DOG (discovery operations group)

Primo VE is slowly but surely improving. Some recent updates are Dal-specific and others are Novanet-wide. The general desire is for a consistent Primo look and feel across Novanet libraries. Recent improvements include:

- "Tweak your results" is now "Refine your results" (Novanet-wide)
- The Dal Libraries' options in the black banner at the top of the Primo screen are now:



There is no more ellipsis. Journal search has been brought forward (was previously in the ellipsis options). All options are now visible in the banner.

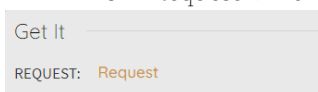
- Based on requests for clearer and more intuitive statuses in the public catalogue, Primo statuses have been updated. Only the user-facing labels in Primo have been changed. Alma will still display the detailed statuses to libraries' staff:

Previous Status	New Status in Primo VE
Not available - Acquisition	Not available - On Order
Not available - Claimed Returned	Not available - On Search
Not available - Hold Shelf	Not available - On Hold
Not available - Loan	Not available - On Loan
Not available - Lost	Not available - Lost
Not available - In Process	Not available - In Processing
Not available - Missing	Not available - Missing
Not available - Resource Sharing Request	Not available - Requested
Not available - Technical - Migration	Not available - In Processing
Not available - Transit	Not available - In Transit
Not available - Requested	Not available - Requested

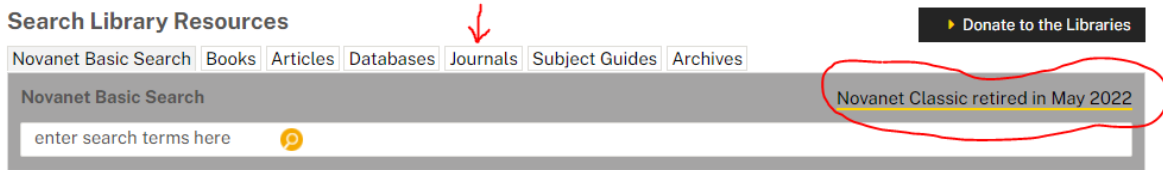
- Label changes in the Request Box will be made Novanet-wide after April 21 - these changes were considered too potentially disruptive/confusing to make mid-term
 - Resource Sharing will become: "Request from other libraries"



- Request will change to: "Request from your library":



- The last vestige of Novanet Classic will be disappearing from the single search box on the Libraries' homepage. Krishna will soon be deleting the Novanet Classic note:



- And, in case you haven't noticed, the eJournals' tab has been re-labelled to: Journals. Both print and electronic journals are now searchable within Primo.
- Krishna is going to look at the Journals search from the single search box. The code might be wonky since searches bring back book, article and other formats of information, and do not match results from journal searches performed from within Primo.

**** All Dal Libraries' staff are still encouraged to report any Primo issues that seem odd or annoying. You can write to any member of the Dal DOG Team:**

Joe Wickens (chair and also Dal's representative on the Novanet DOG), Anne Matthewman, Sarah Stevenson, Lindsay McNiff, Shelley McKibbon, Jennifer MacIsaac, Krishna Sirivuri, Jan Pelley, Allie Fulford

Acquisitions

Acquisitions staff from across the Dal Libraries have met (and will continue to meet) to review and gather information on current acquisition and content management tasks and workflows, to provide an understanding of how tasks connect, and to think about process improvements. We had a very productive meeting March 21 sharing ideas and workflows, facilitated by Robin Bishop and Kirsten Huhn.

News from Sexton Library

- Nora Frauley-Elson is organizing a rescheduled event: Desmond Cole (author of the Dal Reads' book, *The Skin We're In*) in conversation with El Jones. This event is free and taking place on March 29, 2023, from 7-8:30 pm in the Killam Library's MACME Auditorium.
- Lauren Davis is enrolled in HR's Supervisory Development Program.
- AF attended candidate presentations for the LTD term librarian in the Killam Library
- AF attended candidate presentations for the Chief Law Librarian
- AF attended the Heads' meeting on March 9
- AF attended Dal DOG meetings March 2, March 16
- We wish our MI Interns Anne Summerhays, Mansi Trivadi, and Hailey Frenette, all the very best, as they leave us this month.

Report to Library Council

Anne Matthewman –March 23rd, 2023

AD Learning and Teaching

ADAC

At the February meeting of ADAC there was a presentation on AI and Academia by Mike Smit and Christian Blouin. Their main question was how do you change pedagogy to deal with ChatGPT and similar AI programs? Although there are some useful aspects of AI, there is a huge potential for misuse in the academic sphere. It will be interesting to determine how libraries will use ChatGPT and other AI programs.

Other items covered at ADAC included the experiential learning project in which Dalhousie is participating, and a consultation regarding the Executive Director position at CLT. Another meeting is scheduled for March 22nd.

Digital Strategy Pillar 2.1

I have been attending meetings for both Pillar 2 planning generally and Pillar 2.1. Kate McInnes of FOLCD and I are co-chairing the working group for creating an inventory of training opportunities for digital resources at Dalhousie. The group is also tasked with presenting a definition of “digital literacy”. We have recently created a working group with members from various units across the university. The working group will meet on March 27th to work on the definition and to start compiling the inventory of training resources. Once our group is finished its work, other groups within the pillar will identify ways to address gaps in training.

Learning and Teaching Team

The Team met on March 13th. There are a number of activities going on including copyright tutorials, work on the Assignment Calculator, and a virtual scavenger hunt for the EAP students. Additionally, new modules have been created for Research Camp. Lindsay McNiff and Michelle MacDonald are working on digital certificates for completion of the modules.

FGS Academic Program and Curriculum Committee

I attended meetings of this committee in February and March as the Libraries representative. The Committee has been looking at proposals for new programs as well

Dunn Law Library

As a member of the Law School’s Academic Committee, I have been taking part in consultations with the faculty regarding the School’s curriculum objectives which were developed in 2016.

Serena Mott has been hired as the Administrative Coordinator replacing Lisa Drew. Serena will be working with financial and budget documents, Alma, and other administrative duties related to the Law Library. Additionally, she will assist at the service desk. Serena was previously with the Law Library in a temporary position.

Kate Armstrong will be our summer student again this year. Kate will be covering reference and research assistance, circulation assistance, and working on digitization projects.

AD Library Services & Head, MacRae Library
Report for Library Council
February & March 2023

Access Services – The Access Services Managers have been working with Sandy and Linda Bedwell to complete a Data Inventory Spreadsheet for the data collected in Access Services. The rationale for doing a library data inventory:

- General knowledge of what data we have, where it is, etc.
- Encourage more use of data for decision-making
- Help build awareness and a culture of assessment
- Better management of the data we collect - is there anything we can stop collecting, can we collect more useful data
- Develop retention plans for the data we collect
- Preparation for internal data sharing/requests
- Awareness of personal identifying information we collect
- Improve consistency in recording behaviours
- Data resources for demonstrating library value and impact

Several meetings to complete this inventory have taken place and the spreadsheet is near completion.

- Due to the upcoming increases in minimum wage, in April & October, we have had to review our required student hours to ensure that we stay within our student budget. The wage increases mean an increase of \$60,000 to our student budget. This means a reduction in the number of students we can hire. Janice and Sandy created a spreadsheet with two different staffing scenarios and requested that Access Services Managers complete the spreadsheet and the results helped inform where we could find some savings. Mick also completed the spreadsheet for the navigators (Sexton, WMLC, & Killam HelpDesk).
- We are currently in the process of determining our extended hours for exams. We have been reviewing the people counter data to help inform our decisions. We will likely have similar hours as last exam period with a slight variation perhaps at MacRae and CHEB. We will also be doing counts during our extended hours to see how many people are actually in our locations during the extended hours.
- We are also reviewing the people counter data to help inform our spring/summer hours. It is anticipated that they will remain the same but we will be doing some building counts (people in seats) throughout out the summer at each location to give us some more data to help in decision making for next spring/summer.

(S. Dwyer)

Assessment

- Bi-monthly meetings with ADs and Marc has begun. One item being discussed is use of and reporting of usage data. Advising on usage data reporting has begun with the People Counter data and feedback button data.
- The Library Data Inventory continues. As of writing this, Copyright, Document Delivery, and Instruction are complete; Access Services, Archives & Special Colls, Records Mgmt, and R&RA are in progress; and a meeting has been scheduled for Data & GIS. I have several areas still to reach out to. You will hear from me soon!
- Recommendations from previous assessment projects are being followed up on. To ease the process, I have created lists of recommendations that have likely been completed and providing these to ADs for official follow-up statements for the assessment webpages. The next stage will be lists of relatively easy recommendations to address, followed by a prioritized list of the remainder. It is important to close the loop on the assessment process, not only for ethical reasons, but to keep our community engaged and responsive when we ask for their input.
- One outstanding assessment recommendation was concerning as it pertained to accessibility of outlets so I enlisted Janice's help. Thank you, Janice, for reaching out to the folks who did our 2018 building accessibility audit. This audit did not consider the placement of outlets but that team responded to Janice with the guidelines. ADs now have the info to confirm outlets are accessible or the EDIA committee may take this on.
- Still waiting on my data request to the registrar's office to aid in a quick assessment of document delivery use by distance students.
- Completed an in-depth look at R&RA and Live Help usage data to help guide the service design assessment coming up. I'm meeting with this team next week to share findings and provide some suggestions.
- Gave an Intro to Library Assessment session for SIM's INFO 6500 Community Led Services.

(L. Bedwell)

Copyright

- [Copyright Office Online Drop-In hours](#) continue Wednesdays 10-11 am until April 19, 2023
- Next Quickchat scheduled for April 6: [Copyright Essentials for Grad Students](#)
 - Thank-you to those who have attended/promoted the drop-ins and Quickchats
- Bi-annual University-wide Copyright Advisory Committee meeting took place February 9, 2023
 - Meeting of copyright stakeholders across Dalhousie for updates from Copyright Office and roundtable discussion of any copyright-related concerns
 - Introductory meeting for Michael V., Jaclyn Chambers Page, and Scott MacPherson to the Committee
 - Next meeting will take place in Fall 2023
- Fair Dealing Week took place Feb. 20-24
 - New [Fair Dealing advocacy website](#) launched from CARL and partners
 - Includes easy MP [letter writing campaign](#) to support educational Fair Dealing, view the Fair Dealing Week session held by CAUL-CBPA, "[The Big Chill: Censorship by Copyright in Libraries and Literary Studies](#)"

(J. Chambers Page)

Data & GIS Services

- James and Jen have been updating promotional content and supporting students for the [Esri Canada Centre of Excellence \(ECE\)](#) app challenge and scholarship program. Two teams from Dalhousie completed the app challenge this past Friday March 17 after an intensive week of work.
- Thomas has created an institutional [GIS Centre GitHub](#) for use in sharing GIS-related code that he has developed.
- [Statistics Canada's Rich Data Services platform](#) (RDS) which allows researchers to access some of Statistics Canada's public use microdata file collection has been added to our list of databases. Thanks to the many colleagues across Dalhousie Libraries that got the EzProxy access working and the database added to the list.
- 2021 census profile tables are now available in the [Canadian Census Analyzer](#). Choi has been following up with University of Toronto's CHASS about problems with some of the 2021 census profile outputs.
- Love Data Week 2023 was held from February 13 to February 17. In collaboration with Julie and Louise, interns Courtney and Maddie created a research guide featuring a list of online presentations of regional interest and drafted instructions on how other institutions in Atlantic Canada could best link to or take and adapt content. Our colleagues from across Atlantic Canada have asked that we follow the same format next year.
- The "Forward Sortation Area" (3-digit postal code) level of geography for the [2021 Census of Population profile](#) was released by Statistics Canada on February 8 and is available from the download page. December 2022 health regions boundary files corresponding to the 2021 and 2016 Census geography are now available in [Health Regions: Boundaries and Correspondence with Census Geography](#).

(J. Marcoux)

EDIA – The EDIA Committee met on February 15 and March 1st. The committee welcome two new members Lauren Davis and Carlina Gillis.

The committee has been focused on assessment for EDIA. In February's meeting we focused on the 2019 Insync survey and the information reported by underrepresented students and in the March 1st meeting we continued the conversation by discussing:

- a. Insync 2019 – re: Under-represented students
- b. Indigenous SIFT Report
https://cdn.dal.ca/content/dam/dalhousie/pdf/library/assessment/Report_IndigenousSIFT_2019.pdf
- c. Killam Library Space Assessment
https://cdn.dal.ca/content/dam/dalhousie/pdf/library/assessment/Killam_QSlips%26TouchstoneTours_HighlightedFindings.pdf

(S. Dwyer)

Indigenous Services

- We were delighted with the turnout for the Apuknajit (Mi'kmaq Mid-Winter Feast) and screening of Catherine Martin's latest documentary film, *Basket Maker*, held on February 1st. The event opened with a traditional ceremony and smudging outside of the Killam Library and attendees moved into the Ko'jua Okuom for the Feast. The film screening was held in the MacMechan Auditorium and was followed by a panel discussion with basket makers Margie Peltier, Ursula Johnson and Della Maguire, who were all featured in the film. The film screening and panel discussion were livestreamed and we had approximately 150 people tune in at some point during the livestream.
- The Indigenous Program Planning team is working on programming ideas for the Spring and are considering ways to recognize Earth Day and National Indigenous Peoples Day. We will renew promotions for the Red Dress Exhibit for May as well.
- We are working with two new Mi'kmaq artisans to design and build a table for the Ko'jua Okuom. Our hope is to have the table ready for National Indigenous Peoples Day in June.
- Michelle McDonald's latest two-part beading workshop, Red Dress Earrings, begins today (Thursday).

LiveHelp

Winter session ends on April 6, and Spring session runs April 11-June 16.

In late January, Linda Bedwell and I met with Novanet LiveHelp Coordinators to discuss LiveHelp data collection and CARL statistical reporting. We have identified some shortcomings with how LiveHelp data is collected and whether it satisfies our CARL reporting needs. An ongoing discussion regarding LiveHelp data collection continues at the Institutional Coordinator level.

(SJ Dooley)

Reference & Research Assistance

Webpage Changes

The team worked together to make necessary changes to the [Reference & Research Assistance webpage](#). These changes better reflect our current services, modes of service delivery, reference resources, hours and contact information. We hope with the applied template, staff and patrons alike will be able to find the information they need quickly from tab-to-tab and at a glance.

In addition to the aforementioned webpage changes, access to the page is now clearly labelled in the menu on the homepage (found below the Ask Us image).

Many thanks to Krishna for his fast turnaround time and flexibility in making these changes on the back end!

Reference Services Assessment Project

The Reference Team will participate in a service assessment project with Linda Bedwell. Work on the assessment will begin soon after the team meets with Linda on March 29. Many thanks to Linda for her preliminary work reviewing the RARA dataset and LiveHelp data. Reviewing this data ahead of time will inform how we approach this project.

(SJ Dooley)

MacRae Library

- We held a meeting with Margarete Zillig and representatives from the NS Purebred Sheepbreeder's Association to discuss a potential donation to support work related to the Edith Zillig Sheep Fond. With their generous support, as well as an existing Fund to support the collection, we expect to begin a multi-summer project to continue work on this Fond.
- The Dal AC Student, Staff, Faculty and Alumni Fine Art & Craft Exhibit opened on March 2nd with an Opening Reception. The reception was very well attended, in spite of an oncoming snow storm. This year we had 22 artists and a total of 64 pieces in the exhibit. We gave the artists the option to have their work displayed for an extended exhibit (to the end of exams) and the majority of the artists have left their work on display. It creates a wonderfully soothing and creative environment for students to study in! We also held a "Learn the Basics of Sketching" Workshop during the first week of the exhibit.
- MacRae staff are now holding a staff "Treats & Trivia" gathering on the last Tuesday of every month. Thank you to Jaclyn for organizing this!

Sexton Library

- I'm pleased to welcome Allie back to the role of AD Resources & Head of Sexton Library. It has been a pleasure to work more closely with the Sexton team over the last few months and to get to know the staff better.

Meetings & Events

Some key meetings and events I attended since the last Library Council report

- The Library Services Team met on February 27th to share updates.

- All Staff Meeting on February 8th.
- Copyright Advisory Committee Meeting.
- DLSPC Meeting on February 13th
- Faculty Council for the Faculty of Engineering
- EDIA Committee Meeting
- Have been able to participate in a few of the Wellness Wednesdays and really enjoyed them. Thank you to the Health & Wellness Team for organizing these.
- SRMG on February 27th
- Meetings related to the Art Exhibit.
- Meeting to discuss emergency response (power outages, etc.) and we will be resuming the work that was done by the Disaster Response Planning team under Michelle Paon's leadership pre-COVID.
- Indigenous Program Planning Team meetings
- NIKLA Council meeting
- MacRae Staff meetings
- Presentations by the candidates for the Limited Term Librarian position.
- Presentations by the candidates for the Chief Law Librarian as well as the Dean and AD meeting with candidate.

Submitted by,

Elaine MacInnis, Associate Dean, Library Services
and Head, MacRae Library

Report to Library Council
Janice Slauenwhite
Manager, Financial & Physical Resources
March 2023

Finance

- Submitted 3rd quarter variance report
- Working on year-end processes
- Submitted application for SEP (student employment program) funding
- With Michael, met with Financial Services to discuss the Libraries budget and multi-year plan

Facilities

- Submitted CARL statistics
- With Sandy and Nellie Renzelli met with Security to discuss security of our buildings in the event of unexpected closures
- Funding has been approved for an energy refit of the Killam Library; details regarding the work to be undertaken can be found here <https://www.dal.ca/dept/facilities/campus-development.html> (scroll down and click on Killam Energy Refit).

Other

- Attended the mid-winter feast on February 1st and the screening of Catherine Martin's documentary the *Basket Maker*.
- Participating in the Wellness Wednesday sessions set up by the Health & Wellness Committee
- Attended Academic Staff Relations Forum meeting
- Assisting Nora Frauley-Elson with logistics for Dal Reads event
- Attended the candidate presentations for the LTD term librarian position in the Killam Library
- Attended the candidate presentations for the Chief Law Librarian position
- Attended a Faculty & Unit Financial Administrators meeting
- Member of the search committee for the position of Manager, Community Engagement, Web Content & Communications

Dean of Libraries selected activities since Jan 26 Library Council meeting

Jan 26

The CARL Advancing Research Committee meeting included updates and discussion about CARL's Shared Repository Infrastructure Project. Geoff Harder from uAlberta has been seconded to this project to lead work developing a strategy framework for shared Canadian repository infrastructure. Those who attended the CAAL State of Institutional Repositories in Canada webinar on Feb 7 heard more from Geoff on this project. I see great potential in shared approaches to managing this infrastructure, and will be following this with interest.

Jan 27

I chaired the annual University Records Committee meeting. This committee reviews and updates the university's Record Management Policy, reviews and approves record classification, retention and disposition schedules, and reviews procedures and guidelines supporting compliance with the policy. The meeting included a comprehensive update from Courtney Bayne and provided an opportunity for discussion about current trends and issues related to records management at Dalhousie. Members expressed gratitude to Courtney and our Records Management team for their excellent work in providing practical guidance to the university.

Jan 27

I co-chaired the Digital Strategy Implementation Steering Committee meeting. The meeting focused on updates regarding the new digital governance structure and the creation of a Digital Student Journey committee, and gave Digital Strategy pillar leads an opportunity to share updates on progress.

Feb 1

I'm grateful to have been included in the Apuknajit (Winter Feast) held in the Ko'jua Okuom and to have attended the screening of Catherine Martin's documentary Basket Maker and panel discussion with three of the basket makers featured in the film. It provided an excellent opportunity to connect with and learn from members of the Mi'maq community in Nova Scotia, and I feel that it was an amazing realization of the vision for the Ko'jua Okuam. Many thanks to members of our Indigenous Program Planning Team and Dean's Office staff for their work to organize these events.

Feb 7 & Mar 7

I attended monthly LGBT Seniors Community Advisory Committee meetings that have been revived with administrative support from Halifax Public Libraries. With the initial grant funded projects complete, Committee members are keen to see materials in this collection used, and brainstormed ideas including the possibility of working with faculty member Margaret Robinson on experiential learning opportunities with materials from the collection and developing a travelling exhibit with duplicates from the collection.

Feb 9 & Mar 2

On February 9 I chaired a meeting of the Novanet Succession Planning committee. A Novanet Board meeting was held on March 2, and included approval of the budget for the coming fiscal year. I've been asked to take the vice-chair role for Novanet. With anticipated Novanet staff retirements and work remaining before we're fully settled into work with Alma, I expect this will be a significant commitment for me over the next year.

Feb 9

I chaired the biannual Copyright Advisory Committee meeting. While I chair this meeting in my capacity as the university's Copyright Officer, members of the library's Copyright Office lead the committee discussion and provide all of the substantive updates related to their activities and to changes within the copyright landscape. Many thanks to Jaclyn Chambers-Page, Scott MacPherson and Elaine MacInnis for their capable management of this critical portfolio.

Feb 10

I attended a number of sessions at the Information Without Borders conference and participated as a member of the Future of G.L.A.M. panel discussion at the end of the day. It was excellent to see so many people attending this event, including many of our colleagues from Dal Libraries.

Feb 13

I attended the CAAL Winter 2023 Board meeting. The agenda included a review of CAAL strategic directions and priorities, and updates and discussion related to AtlanticOER.

Feb 28

The UNIWeb Administrators meeting offered an opportunity to learn more about how UNIWeb is being administered and supported across different faculties. This will help inform discussion at the upcoming March 22 Dean's Council meeting where I expect that our next steps regarding the RIM system tender completed in summer 2022 are confirmed. Thanks to Melissa Helwig for leading our efforts related to RIM, and to Carlye Stein, Melissa Rothfus, Jason Flynn and Ahmed Mahdy for the work they do to administer and support UNIWeb at Dalhousie.

Mar 1

I met with a group of people across Dal Libraries with roles in administering and our emergency procedures. Having had a number of unscheduled closures during the fall and winter terms, it was timely to meet to share lessons learned and plan for any updates needed to our emergency and disaster recovery procedures.

Mar 1

I attended a Budget Model Principles meeting where Gitta Kulczycki led a discussion about the foundational principles, incentives, and disincentives that will frame the new budget model.

Mar 9

I joined a planning session held by the Resources Team's managers and librarians including Robin Bishop, Ratna Dhaliwal, Carlina Gillis and Kirsten Huhn. The group is developing process maps for the full lifecycle of our collection development, acquisitions and cataloguing activities to build a better understanding of how these processes should be organized and managed in our Alma environment with a number of new team members. Following a number of staffing changes on this team over the last year, it's been excellent to see this team coming together to grapple with some of our current process and data challenges, and to establish how they will work together as team moving forward, collaborating with library staff across the library system involved in selecting and making information resources available to our users.

Mar 9 & 21

I attended meetings of the Atlantic Research Data Centre Governing Council which included reviewing and approving budgets for the coming year. The ARDC is managed by Statistics Canada with Casey Warman serving as the Academic Director. Governance includes representatives from our partners at SMU, StFX and CBU. The ARDC has a fairly small number of annual users, but is seen steady growth in use since over the last decade. Statistics Canada is implementing a virtual server environment that will facilitate remote access to some data sets when it goes live in 2025/26, but it is expected that many data sets will still require in-person access in the data centre. Thanks to Julie Marcoux for participating on the ARDC Advisory Committee, and to Choi Chua for providing advice and support related to the centre.

Mar 10

The Digital Governance Council held an initial kick-off meeting. The meeting included an update on Dalhousie's enterprise resource planning (ERP) strategy, plans for managing our aging Banner software, and plans by the Registrar's Office to implement new recruitment management software to improve the experience for prospective students. Membership of the infrastructure and data governance committees is still being confirmed.

Mar 20

The e-Learning Advisory Committee met. This is an ad hoc committee of the Senate Learning and Teaching Committee that brings together student and faculty voices with administrative leads from the Library, ITS and the CLT to provide input into the delivery of e-learning at Dalhousie. The meeting included the presentation of a proposed e-learning framework for the university and discussion of the results of an online teaching and learning survey recently conducted by CLT.

Mar 21

It was very nice to attend the University Staff Milestone Reception and celebrate with Asmeret Gheabreab, who was recognized for 25 years service at the Kellogg Library. Karen Tarum from the Law Library was also recognized at the event for her service. I'm sorry that our own milestone event in the library has been delayed a couple of times, but am looking forward to this celebration planned for April 18.

AD Resources and Head Sexton

Thanks to Allie Fulford for taking on the Acting Associate Dean of Resources and Head, Sexton Design and Technology Library effective March 1, 2023 to February 29, 2024. As I mentioned in my update to all staff, I'm grateful that Allie has since agreed to take on the role, and confident of her ability to successfully lead this portfolio and participate on our Senior Leadership Team in the coming year.

Chief Law Librarian Selection Committee

I have been serving on the Faculty of Law's Chief Law Librarian Selection Committee along with David Michaels. Thanks to those who attended job talks for the candidates interviewed for the position. I'm looking forward to the appointment being finalized and welcoming the incumbent.

Search Committee for Manager, Community Engagement, Web Content & Communications

The posting for this position has closed and the search committee, composed of Samantha Adema, Nora Frauley-Elson, Sandy Dwyer, Janice Slauenwhite and myself, is beginning to review applicants. You may be interested to learn that there was strong interest in the role, with over 80 applicants.

Access Conference planning

Work continued through February and March to determine the feasibility of holding the Access Conference in Halifax. We are on the cusp of being able to make a more formal announcement. Thanks to Sarah Stevenson for working on this with colleagues at academic libraries across the region.

Academic Technology Services Library Council Report – March 2023

Mick Bottom – Acting Director, Academic Technology Services

- Panopto video content management service - 3-year contract renewal is in progress.
- Brightspace review – currently working on the project charter.
- Joined Microsoft Intune Steering Committee - this is a device management tool that is about to be rolled out by ITS that is used to manage desktops, laptops, and mobile devices. Graham Perkins will be working with ITS a couple of days a week for several weeks in a small working group setting up this tool. This tool will likely be useful for us as well so the experience gained will be invaluable.
- Joined Teams Phone Steering Committee – ITS project to replace landlines across campus with VOIP/Teams phones.
- As of March 13th, Brett MacDougall is our new Video Conference Coordinator. Brett's previous role was with the ATS Classroom Technologies team so there is a vacancy to be filled at a later date.
- The Brightspace Virtual Support room hours of operation are changing. Since it was opened in March 2020, the virtual support room has been well used with over 23,000 visits by instructors requiring technical support with Brightspace and other learning technologies. Having reviewed past and current use of the service, and to make the best use of our resources, we are discontinuing our weekend hours of operation. This weekend will be the final weekend. As of next week, the hours of operation will be Monday to Friday 9am to 8pm.
- Classroom AV upgrades – at the end of April work will commence on two large projects to upgrade the AV in 36 classrooms in Truro and the Marion McCain building in Halifax. These projects were originally planned for last summer, but supply chain issues delayed them. We are still dealing with supply chain issues for some AV equipment which started during the pandemic and is not showing any signs of improvement.
- Potter Auditorium – the projector and screen will be upgraded during May. Another large project that will take approximately 2 weeks to complete.
- Working on another tender for more classroom AV upgrades in Halifax & Truro. Given the supply chain issues, the work will likely take place next year.
- In the process of moving the ATS servers behind the datacenter firewall.
- Test instance of DSpace 7.4 is up and running.
- The ILP (Integrated Learning Platform) integration between Banner and Brightspace is almost ready to test in production.
- We are rewriting the hours widget that was used on the library website to display the open hours across the different locations. The previous version was using an unsecure framework. It should be ready for testing in a few weeks.

Report to Library Council
Sandra Dwyer
Director, Libraries HR & Access Services
March 2023

Libraries HR Highlights

Staffing

- Brett MacDougall, who had been working for us in an AV Technician role was the successful candidate for the Video Conferencing Coordinator position. Brett began in his new position on March 13, 2023. Congratulations to Brett on his new role!
- An employment requisition to fill the newly vacant Classroom Technologies Technician position, Brett's former position, has been approved by the Budget Office. We are waiting for HR to approve and draft the posting.
- Phil Laugher, was the successful candidate for the Digital Asset Technician position. Phil had been temporarily assigned to this position, from his regular Library Services Assistant position, for the past year. He began permanently in the new role on February 13th. Congratulations to Phil on his new role!
- An employment requisition to fill the newly vacant Library Services Assistant position, Phil's former position, has been approved and the posting will be ready to go in the very near future.
- Jodie Walker was the successful candidate for the Library Services Assistant (Killam) position. Jodie had been working in a temporary Library Services Supervisor position at the Kellogg Library. Jodie began in her permanent position on March 13th. Congratulations Jodie!
- Clare Cheong was the successful candidate for the Archives Assistant position. Clare has been working in Document Delivery and will begin in her new role on April 3rd. Congratulations to Clare on her new position!
- Allie Fulford has been appointed Acting Associate Dean of Resources and Head, Sexton Design and Technology Library effective March 1, 2023 to February 29, 2024. Please join me in congratulating Allie on this appointment and wishing her well in the year ahead.
- The posting for the Manager, Community Engagement, Web Content and Communications formerly held by Marlo MacKay, has closed. Search Committee members Michael Vandenburg, Janice Slauenwhite, Samantha Adema, Nora Frauley-Elson and Sandy Dwyer are currently in the process of shortlisting the applicants.
- Kelsey MacGillivray resigned from her role as a Library Services Assistant in the Killam Library to take a position at the Mount. We have posted for her replacement and are currently in the process of short-listing the applicants. Search committee members are Amanda Sparks, Sandy Dwyer and Joe Wickens.
- Penny David retired from the Libraries on February 28, 2023 after 43 years of service! We wish Penny all the best for her retirement.
- The posting to fill an Administrative & Library Services Assistant, Penny's replacement, closed on March 7th. Search committee members are Jan Pelley, Melissa Helwig, Nellie Renzelli and Sandy Dwyer.

Other

- On Thursday, March 9th, I held an Achieve refresher session for Managers. For those who may not be aware ACHIEVE is Dalhousie University's performance development system. It provides a structured process that recognizes employee contributions to organizational success while valuing employee growth and development. ACHIEVE contributes to the development of a culture where employees and their managers can have meaningful work conversations.
- Attended the Law Librarian Job Talks on March 7th & 9th
- Attended the Limited Term Librarian candidates' presentations on March 6th, 8th and 10th.
- As a member of the University's Healthy Workplace Collaborative I reviewed grant applications and assisted in the selection of the Healthy Workplace Grant Award winners.
- On February 2nd I took part in the following University's Wellness Day events: "*Connection between Microaggressions & Wellness*", "*Avoiding Common Career Blunders*", and the lunch time Zumba energizer.

- Hosted two of the Health & Wellness Committee's Wellness Wednesday sessions. "Quick Yoga at Your Desk/Chair Yoga to Stretch You Out" on February 8th and "Yoga for Neck and Shoulders" on March 1st.
- On February 8th I attended the all staff meeting.
- As usual, I participated in the following regular meetings: Heads, Access Services Managers, Senior Leadership Team, Human Resources Integration Team (University- wide Team), Equity, Diversity, Inclusion & Accessibility Committee.
- A significant amount of my time, these past few months, has been spent on the hiring processes and on search committees for a good number of library positions.

Library Council Report: 23 March 2023

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

AD ARMSC

Comings and Goings:

- Phil Laugher was the successful candidate for the T-7 (Digital Assets Technician) in February. We're pleased to have Phil continuing in this role on a permanent basis.
- Congratulations to Clare Cheong who was the successful candidate for the C-6 (Archives Assistant, permanent). Clare's start date in the Archives is April 3rd.
- Annette Amenta (2nd year MI intern) is finishing up her term this month. We wish her well as she completes her degree and moves into professional positions.
- 1st year MI Intern Lucy Pauker has decided not to continue with us through the summer. They have enjoyed the work but would like to live closer to family for the summer months. We are looking at the existing pool of applicants to see if there is a suitable candidate for the summer vacancy.
- There will be an NSCC practicum student in the Archives (80%), Resources & Access services (20%) starting the end of April.

Head of Killam

Comings & Goings:

Welcome back Dominic! Dominic returned from leave earlier this month. It's great to have him back on-site and working with departments again.

Thank you to all who attended the candidate presentations and offered feedback for the Limited Term Science Librarian position. At the time of writing, I am waiting for the recommendation from the various committees.

This month we are saying goodbye to MI Interns Anne Summerhays, Mansi Trivadi and Hailey Frenette. They were our first-ever Multidisciplinary Intern cohort. We appreciated their willingness to shift between Killam and Sexton, spend at week at the Agriculture campus and provide reference service across all three libraries. My thanks also to supervisors Sarah Jane Dooley, Sam Adema and Lindsay McNiff. Carol Richardson continues to keep us all on track with things administrative and be an on-site contact pretty much every day.

In the last two months we have restarted joint meetings with the Access Services and Reference Services staff. This has brought forward some of the challenges with our existing service model which the reference providers will be discussing in an upcoming meeting.

Other:

I attended the Ontario Library Associate Superconference in person this year, along with David Michels and Sarah Jane Dooley. I previously distributed my sketchnotes of the conference sessions I attended on the listserv.

I am part of a multi-university organizing committee to host the ACCESS 2023 conference in Halifax in October. Last week, Jennifer Richard (Conference Chair from Acadia) went on site visits arranged by Discover Halifax to help us make a final decision on the conference hotel and venue. Working with Discover Halifax has been a very informative experience and I would recommend them to anyone planning a conference/event. Our planning consultant did a lot of the leg work with narrowing down the venues and checking available dates, as well as setting up the site visits. We are hoping to have a final decision and signed contract this week.

Selected meetings:

- Heads: February 14, March 9
- Indigenous Program Committee: February 7, March 7
- Dal Discovery Group (DOG): February 27, March 2, 16
- University Records Management Committee Jan 27
- Candidate presentations and meetings:
 - Chief Law Librarian: March 7 & 9
 - Limited Term Science Librarian: March 6, 7, 8, & 10.

Respectfully submitted,
Sarah Stevenson

Senate Representative Report to Library Council
23 March 2023

The most recent meeting of Senate took place on Monday, 13 March 2023. This report describes highlights of the meeting.

Matters Arising:

- Jean Monnet European Union Centre of Excellence – Proposal for Creation as a Centre – Approved at Board of Governors on Feb 14
- Selection of Questions – Meeting of Representatives of Board of Governors, Representatives of Senate and President – 4 selected, to be voted on.

Steps to Make Diversity and Inclusion a Reality

Presenter: Nicole Maunsell, Web Strategist, Faculty of Management – Deans Office

Title: *Management Equity, Diversity, Inclusion, Accessibility and Decolonization (EDIAD) Resource Site*

Site intended to help faculty and staff share resources they have found helpful. Includes videos, files, and examples of materials and activities faculty have used. Both external and internally created items.

Chair's Report:

Presenter: Senator Spiteri

No verbal report.

Selection of Senate Representatives - Meeting of Representatives of Board of Governors, Representatives of Senate and President*

Presenter: Senator Spiteri

Selected Representatives:

Senators Patti Doyle-Bedwell, Sheila Wildeman, David Westwood, David Jakeman

Next meeting, 27 March 2023

Respectfully submitted,
Shelley McKibbon