

Library Council Meeting  
Minutes  
November 24, 2022  
1000- 1137hrs  
Microsoft Teams

Present: Jaclyn Chambers Page (Chair), Carol Richardson (Recording Secretary), Allison Fulford, Amanda Sparks, Anne Matthewman, Courtney Bayne, Dominic Silvio, Elaine MacInnis, Gina Coates, Jackie Phinney, Jan Pelley, Janice Slauenwhite, Joyline Makani, Julie Marcoux, Karen Smith, Kirsten Huhn, Linda Bedwell, Linda Clark, Lindsay McNiff, Louise Gillis, Marc Comeau, Mark Lewis, Melissa Helwig, Melissa Rothfus, Michael Vandenburg, Ratna Dhaliwal, Robin Bishop, Robin Parker, Sai Chua, Samantha Adema, Sandy Dwyer, Sarah Stevenson, Sarah Jane Dooley, Scott MacPherson

Regrets: Carlina Gillis, Creighton Barrett, David Michels, Erin MacPherson, Geoff Brown, Gwen MacNairn, Hannah Steeves, James Boxall, Jason Flynn, Joe Wickens, Leah Unicom, Louise Spiteri, Marlo MacKay, Michelle Paon, Mick Bottom, Roger Gillis, Shelley McKibbon, Tracy Lenfesty

1. Territorial Acknowledgement

The Territorial Acknowledgement was read by Jaclyn Chambers Page.

2. Approval of Agenda

**Motion:** To approve the Agenda as amended.

SJ. Dooley / R. Parker

Carried

3. Introductions

New Library Council Members

Welcome to Ratna Dhaliwal, Collections & Metadata Librarian and Robin Bishop, Manager of Acquisitions & Content Management.

Recognition of Guests

No guests were in attendance at today's meeting.

4. Approval of Minutes from meeting October 27, 2022

**Motion:** To approve the Minutes from the October 27, 2022 meeting as circulated.

K. Huhn / J. Marcoux

Carried

Business Arising from the October 27, 2022 meeting

- Succession Planning

Discussion:

*Can we have an update on what part of our compliment is the limited term position or is it filling the vacancy from Gwen's retirement? Is there an update?*

The limited term position is to provide coverage around Gwen's retirement for one year and then the Dean of Libraries will work through the staffing requirements going forward. The limited term position is not a direct replacement but there is funding available from salary savings from Gwen's position. The Search Committee has not been established yet.

*There is another compliment position freed up from Heather MacFadyen's retirement. What are the plans for this position?*

The Dean of Libraries needs to understand the compliment in order to understand our current needs and resources. The compliment may not be filled in the same way it used to be filled. It's definitely on the Dean's list to make sure people are aware, especially the new acting Provost, of the need for the compliment but the Libraries need to demonstrate they are able to fund the position before that can happen. The Libraries do not have the ability to do that at this time with such a large deficit.

*Is the Kellogg Committee going to be involved in the hiring process since Gwen's position had duties that involved the Kellogg Library. We want the person who is hired to have the skills to handle those duties.*

Sandy Dwyer reached out to the Killam Library Advisory Committee (KLAC) about adding a member from outside of KLAC (the Kellogg Library wasn't specified). KLAC will be meeting on November 28 and will discuss having representation from the Kellogg Library at that time. When the Chair of KLAC receives the posting, they will share it with KLAC/Search Committee through People Admin for input.

*In the interim, we need assurance that with less people, we are not going to have to do some of the things we do now, with less people to do them.*

We are putting limits on what we can do. Messages are being sent to Faculties including Medicine to let them know what the library staff can and cannot do with the staff shortages.

*Do the Libraries adsorb the deficits of the units that report to Dean - CLT, classroom tech support, etc?*

Out budget covers MacRae, Kellogg, Killam, Sexton, Academic Technology Services, Classroom Technology Services and the Dean's Office. CLT's budget isn't part of the Libraries' budget.

*We need to look at where the deficit is being created and more transparency around it.*

The Dean has had a couple of meetings about the financial situation and he mentioned in the last Library Council meeting that he was expecting to have a follow up meeting with the Finance Department to look at causes and create a plan to get back into a balance situation. We would have been in a deficit situation pre-COVID but with COVID we didn't have any student staffing costs and the Libraries were able to reduce travel and training costs so were able to submit a balanced budget over the last two years. It was noted, the Libraries are not a revenue generated unit and there are salary commitments from people who retire or who are on administrative leaves.

**Action:** The Dean is committed to do a presentation about the libraries budget for this fiscal year about where we are and the plan going forward.

## 5. Senior Leadership Team Reports to Library Council

Sandy Dwyer

*What is the process for replacing Michelle Paon's position*

The Dean of Libraries has been consulting about the traditional way a term role like this AD position has been done in the past. The Libraries will follow the same process as with the Provost position. There will be a committee formed, a posting created and then a follow up will be done before the posting is confirmed. This process will be starting soon.

## 6. Highlights from the Senate Report

There was no November Report this month from the Senate rep. [**Update:** Report was received and is attached]

## 7. Reference & Research Assistance Statistics in LibInsight

Thank you to Julie Marcoux and Sarah Jane Dooley for the presentation on Reference & Research Assistance Statistics in LibInsight. The presentation slides can be found in Brightspace [November 2022] RARA LibInsights & [November 2022] Codebook\_RARADataset\_2022.

Questions from the presentation:

*Did you include the numbers from the Service Points and Reference or just Reference on the location slide?* The presentation just includes the Reference stats not the Service Point stats.

What are we capturing in the drop-in questions?

A drop in question is an unscheduled question where someone has come in person.

*What is harder to know when people would like to drop in or are here but there is no one available to answer them?* We don't know the numbers for turn-aways but Service Point staff do answer questions and are the first point of contact. Access Service staff are supposed to record referrals. The RARA Team manages the Reference & Research dataset but not the Service Point dataset.

Clarification from CARL may be needed to why we are gathering stats the way we are because not everyone is entering their stats the same way at each location.

## 8. Old Business

Discussion: The terms of Library Council Chair outlined in the Terms of Reference  
Both of these motions will be deferred to the January meeting.

## 9. New Business

There was no new business.

## 10. Announcements

The Dalhousie Libraries holiday party will be taking place on November 30 from 12:00-2:00pm. Please wear your holiday apparel to be entered into the contest.

## 11. Adjourned.

The meeting adjourned at 11:37am

## **Report to Library Council Anne Matthewman –November 24th**

### **AD Learning and Teaching**

#### **ADAC**

As in my last report, recent meetings of ADAC have been focussed on the implications of the CUPE strike for academic programming. A number of extra meetings were held. A plan has been developed to revise content and assessment for those courses affected by the strike. ADAC will return to its regularly scheduled meetings next week.

#### **Learning and Teaching Team**

The Learning and Teaching Team had a short meeting on November 14<sup>th</sup> to provide updates. A LibGuides Working Group has been formed to determine whether and how our LibGuides should be updated and get a new look. Members are Lindsay, Allie, Jaclyn, and Robin. Robin will be looking to put together a project team to develop a knowledge synthesis model for Dalhousie. Julie has developed a self-teaching module on Excel which has been shared with DLI and on her Data and Statistics LibGuide. Our DalOpen course continues to be in a holding pattern.

We are looking forward to hearing from the Dean of Libraries about Pillar 2 of the Digital Strategy and about the role of the Team at our next meeting in December.

#### **Dunn Law Library**

Our student, Kate Anderson, recently published an article in *The Weldon Times Quarterly* about her work digitizing the Matheson Notebook collection for the Law School Digital Commons. The notebooks, recently given to the Law Library, date from 1898 and were compiled by law student Donald Matheson. He recorded information about his courses and interesting observations on Law School life. The notebooks themselves are on display by the service desk in the Law Library.

Teaching and research assistance are keeping our librarians busy. My Advanced Legal Research class is reaching the memorandum writing stage and will be giving their research presentations over the next two weeks.

The Law School PD Day was held on November 18<sup>th</sup>. The topic was the new Holistic Evaluation of Teaching policy and the session focussed particularly on peer review. We heard from three presenters from the Centre for Learning and Teaching. There are several ways to provide peer review including review of syllabi, classroom observation, and teaching circles.

Over the past month I have attended several meetings both in my role as Chief Law Librarian and my role as AD Learning and Teaching. These include the Law School's Academic Committee, a consultation for the search process for the Dean of Law position, and meetings with Advanced Legal Research students.

## **AD Library Services & Head, MacRae Library Report for Library Council November 2022**

**Access Services** – For Access services we have been busy working out the extended exam and holiday hours as well as confirming that our Winter term hours will be the same as our fall hours. (see Appendix A at the end of this report)

The Access Services Conference, held in Atlanta Georgia, on November 16<sup>th</sup> & 17<sup>th</sup> was attended virtually by 16 Libraries' staff. Leah Unicomb, Manager, Library Services, MacRae Library attended in person this year.

<https://www.eventleaf.com/e/2022AccessServicesConference>

Access Services staff took part in the "Our Workplace Today" sessions facilitated by Joanne Fraser on Nov. 4<sup>th</sup> & Nov. 9<sup>th</sup>.

On Nov. 14<sup>th</sup> Access Services Managers, along with other Libraries' Managers and Supervisors, attended the On Boarding Session for Managers/Supervisors organized by Sandy and given by Sheila MacLean, Sasha Sears and Alicia Watt from Talent Management.

Andrew Finch will be retiring from Access Services in the Killam Library as of January 13, 2023. Andrew has been working at the libraries for 40 years. His last day at work will be November 25<sup>th</sup> and then he will be using up his vacation until the start of his retirement. Congratulations Andrew and best wishes for a wonderful retirement!

(S. Dwyer)

### **Copyright**

- Scott and I have been working on a [copyright education plan](#) for the winter term; if anyone has suggestions for workshop topics, etc. they would like us to cover, they can contact me!
- Extremely high demand for film screening permissions outside the classroom; Scott and I are reviewing the messaging on this issue to ensure it is clear for our users. (J. Chambers Page)

### **Data & GIS Services**

- The GIS Team is going through an exceptionally busy period with students booking many consultations and constantly dropping in to the GIS Centre for help.
- Choi has been working with Dal Libraries' resources team to provide access to Statistics Canada's new Rich Data Service (RDS) platform via EzProxy, and has been busy with data consultations including PCCF+ consultations and providing master [CIW NS2019 survey data](#) to a researcher.
- Julie has put together an instructional material series called [Easing into Excellent Excel Practices](#) available on the Excel page of the Data and Statistics research guide and will be presenting it at this year's [2022 DLI National Training](#) (held November 21 to November 25, 2022).
- One of Gwen's last acts as Coordinator of Data and GIS Services was to publish [issue 09 of Layers available on DalSpace](#) in collaboration with M. MacKay and with colleagues from Data and GIS Services. Happy retirement, Gwen!  
(J. Marcoux)
- I would like to officially welcome Julie to the role of Coordinator of Data & GIS Services. I am very grateful for her willingness to step into this role for the next year.

### **Indigenous Services**

- The November beading workshops lead by Michelle McDonald was very well received. This particular event filled up fast and had a waiting list. The second part of the Beaded Star workshop is happening on Thursday. More workshops are planned for the winter term.

- The Indigenous Program Planning Team met to discuss programming for the Winter term.
- Elaine & Samantha attended the NIKLA Council meeting on November 16<sup>th</sup>. Meetings of each of the interest groups are being scheduled for the week of December 12<sup>th</sup> and Samantha is the lead for the Libraries group.

### **MacRae Library**

- Jaclyn attended the November Faculty Council meeting on my behalf, representing the Library.
- Jaclyn partnered with Ashley MacDonald in the Writing Centre on the Ag Campus to offer a “Zotero Power Hour @ the AC”.
- We have received budget approval to fill the vacancy left by Alicia’s departure. During the remainder of this backfill period Daryl will switch to the daytime shift and the person hired in the backfill role will work the afternoon/evening shift.

### **Meetings & Events**

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

- Fall Convocation ceremony on November 1<sup>st</sup> and served as an official guide throughout the day for honorary degree recipient, Dr. Berthiaume, and his wife. I also assisted with the planning of the reception in his honour.
- The Data & GIS Services Team meeting with Michael.
- LibAnswers Implementation Team
- Reference & Research Services Team
- DalAC Academic Expansion Working Group
- Virtual CanAUL conversation on the experience of some Canadian libraries with Uniforum.
- Heads Meeting
- Onboarding New Employees Information Session
- Retirement party for Natalie Cole, Finance Manager for the International Office for the Faculty of Agriculture. I worked closely with Natalie on each of my trips to Ethiopia. I was particularly grateful for her expertise in Ethiopian government and culture while on my first trip to Ethiopia when I was called out of the middle of a class I was teaching because Immigration needed to see me immediately. (A “fun” tale for another time) She also worked very closely with us on the funding for, and shipment of, the library resources for the 4 ATVET colleges in Ethiopia.
- Until a new AD Resources & Head of Sexton Library is in place, I will be acting as Head of the Sexton Library. I look forward to working more closely with the Sexton Team during this period of transition.

## **Appendix A**

### **Extended hours for exams**

**December 2022**

#### **Sexton Library**

Friday	December 2	8 am – 11 pm
Saturday	December 3	10 am – 11 pm
Friday	December 9	8 am – 11 pm
Saturday	December 10	10 am – 11 pm
Friday	December 16	8 am – 11 pm
Saturday	December 17	10 am – 11 pm

**Killam Library**

Saturday Dec. 3 and Sunday. Dec. 4 10 am - 12 am  
 Monday Dec. 5 to Friday Dec. 9 7:30 am - 12 am  
 Saturday Dec. 10 and Sunday Dec. 11 8 am - 12 am  
 Monday Dec. 12 to Friday Dec. 16 7:30 am - 12 am  
 Saturday Dec. 17 and Sunday Dec. 18 8 am - 12 am  
 Monday Dec. 19 to Tuesday Dec. 20 7:30 am - 12 am

**MacRae Library****Extended Hours (November 27 – December 17)**

Sundays: 12:00 noon – 12:00 midnight (1 extra hour)  
 Mondays – Thursdays: 8:00am – 12:00 midnight (1 extra hour per day)  
 Fridays: 8:00am – 9:00 pm (3 extra hours)  
 Saturdays: 12:00 – 5:00 (**Exception** – Saturday, December 10 open from 8:00 am – 9:00 pm to accommodate exams being written in the Library)

**Law Library**

Hours Type	Date From	Date To
<b>Extended</b>	Dec 2/2022	Dec 18/2022
	Hour Open	Hour Close
Monday	8:00am	10:00pm
Tuesday	8:00am	10:00pm
Wednesday	8:00am	10:00pm
Thursday	8:00am	10:00pm
Friday	8:00am	10:00pm
Saturday	9:00am	8:00pm
Sunday	12:00pm	8:00pm

**No Extended hours for Kellogg Library, CHEB, WMLC**

**Holiday Hours**

**December 23, 2022 – January 2, 2023**

**Sexton Library**

Tuesday December 20 8 am - 4 pm  
 Wednesday December 21 8 am – 4 pm  
 Thursday December 22 8 am – 4 pm  
 Friday December 23 8 am – 12 pm

December 24 –January 2 Closed  
 Tuesday January 3 8 am – 4 pm  
 Wednesday January 4 8 am – 4 pm  
 Thursday January 5 8 am – 4 pm  
 Friday January 6 8 am – 4 pm  
 Saturday January 7 Closed  
 Sunday January 8 Closed

Back to regular hours starting Monday Jan, 9, 2023

**Killam Library**

Wednesday	December 21	7:30 am - 6 pm
Thursday	December 22	7:30 am - 6 pm
Friday	December 23	7:30 am - 12 pm

December 24 –January 2		Closed
Tuesday	January 3	7:30 am - 6 pm
Wednesday	January 4	7:30 am - 6 pm
Thursday	January 5	7:30 am - 6 pm
Friday	January 6	7:30 am - 6 pm
Saturday	January 7	10 am - 6 pm
Sunday	January 8	10 am -6 pm

Back to regular hours starting Monday January 9, 2023

**WMLC**

Wednesday	December 21	8 am – 6 pm
Thursday	December 22	8 am – 6 pm
Friday	December 23	8 am – 12 pm

December 24 –January 2		Closed
Tuesday	January 3	8 am - 6 pm
Wednesday	January 4	8 am - 6 pm
Thursday	January 5	8 am – 6 pm
Friday	January 6	8 am - 6 pm
Saturday	January 7	10 am -6 pm
Sunday	January 8	10 am -6 pm

Mon. Jan. 9 regular hours resume

**MacRae Library – Holiday Hours**

**Holiday Hours (December 18 – January 8)**

Sunday, December 18: 12:00 – 9:00 p.m. (exams end the 19<sup>th</sup> in Truro)  
Monday, December 19: 8:00am – 6:00pm  
Tuesday, December 20: 8:00am – 6:00pm  
Wednesday, December 21: 8:00am – 6:00pm  
Thursday, December 22: 8:00am – 6:00pm  
Friday, December 23: 8:00am – 12:00 noon  
CLOSED December 24 – January 2<sup>nd</sup>  
Tuesday, January 3: 8:00am – 6:00pm  
Wednesday, January 4: 8:00am – 6:00pm  
Thursday, January 5: 8:00am – 6:00pm  
Friday, January 6: 8:00am – 6:00pm  
Saturday, January 7: CLOSED  
Sunday, January 8: 12:00pm – 5:00pm

Regular hours resume Monday, January 9<sup>th</sup>.

**Kellogg Library**

December 19 – December 23 (Intersessional Hours)  
Mon – Thur 8:00 am – 5:00 pm  
Friday 8:00 am – 12 pm



Sat – Sun                      Closed

December 24-January 2 (Holiday Break) Closed  
Regular hours begin on Jan.3, 2023

**CHEB**

December 20 – December 23 (Intersessional  
Hours) Tues –Thurs        7:30 am – 6:00 pm  
Friday                        7:30 am – 12 pm  
Sat – Sun                    10:00 am – 6:00 pm

December 24-January 2 (Holiday Break) Closed

Regular hours begin on January 3, 2023

**Law Library**

Monday	December 19	8 am – 10 pm
Tuesday	December 20	8 am – 10 pm
Wednesday	December 21	8 am – 4 pm
Thursday	December 22	8 am – 4 pm
Friday	December 23	8 am – 12pm
December 24 – January 2		Closed

Regular hours begin on January 3, 2023

Report to Library Council  
Janice Slauenwhite  
Manager, Financial & Physical Resources  
November 2022

#### Facilities

- Arranged movers for a furniture move between CHEB and Kellogg Library.
- Killam Library was closed on November 19<sup>th</sup> due to a scheduled power outage to allow Facilities staff to undertake legislated high voltage maintenance work.
- Tactile indicators are scheduled to be installed at the top of staircases in the CHEB the week of November 21<sup>st</sup>.
- CHEB will be closed on November 26<sup>th</sup> to accommodate a mass casualty / disaster simulation event organized by the C3LR and the Faculty of Medicine.

#### Finance

- Attended a UniForum presentation
- Attended a Faculty & Unit Finance Administrators meeting
  - 3<sup>rd</sup> quarter variance reports will be due January 13<sup>th</sup>
  - Financial Services is moving towards no longer accepting paper copies of travel expense claims (soft “deadline” for this is January 1<sup>st</sup>). Everyone is encouraged to submit expense claims through Chrome River.

#### Other

- Attended reception in honour of Dr. Guy Berthiaume
- Working on CARL statistics
- With Nellie, Sandy and Marlo working on plans for staff Christmas party

## Academic Technology Services Library Council Report

Marc Comeau, Director ATS

- Once there was an announcement that the CUPE strike was over, we restored permissions to CUPE members within an hour so that they would be able to continue working as soon as they wanted.
- The new network rollout has hit some delays. The consultant continues to work on building the network, but we're unlikely to see any significant rollout until the new year.
- There is a lot of work happening in the background in the server room as we move our servers behind the main firewall. This work won't be noticed but will go a long way towards improving our security situation.
- Two significant MFA dates have passed. Mandatory use for staff and faculty is now in place. The Help Desk was very busy through both times, but the load was manageable with some additional support in the form of additional Navigator hours paid for by the MFA project.
- We suffered a partial Proxy outage last week (<https://blogs.dal.ca/libraries/2022/11/issue-accessing-electroniccontent-through-the-dalhousie-libraries-this-week/>) We identified some process and communication gaps and are working to improve things going forward. One part of that was providing contact information to the resources team to reach us after hours. But we're reviewing other areas where we can improve as well.
- We're launching a pilot Course Site Development Service for the winter. This is a similar but broader support service than the previous Course Builder service that was in operation through the early pandemic era.

## General Updates

- Produced two issues of the *Connected Classrooms* newsletter.
- Assisted with preparations for a reception in celebration of Guy Berthiaume's honorary degree from Dalhousie.
- Did layout and editing on the GIS & Data newsletter, *Layers*.
- Met with the Dal Reads author to confirm their participation in this year's campaign (awaiting their involvement on the general announcement).
- Assisted with planning the staff holiday party.
- Assisted with Gwen's retirement celebration.
- Assisted with the Raddall reading featuring Michelle Butler Hallett and Carol Bruneau (in partnership with the WFNS).
- Assisted with promotions on an English Department event we are supporting (Richard Van Camp)
- Assisting with planning for Apuknajt programming (planning is ongoing)

## Meetings & Events (highlights)

- Dal Libraries Health & Wellness Committee
- Dean of Libraries (regular check-in)
- United Way Steering Committee (several)
- Indigenous Program Planning Team
- Libraries Fundraising (with Advancement)
- Attended the United Way's fundraising event at DalPlex (Dal vs SMU volleyball game)
- Web Operations Working Group (university-wide)
- Communications Collective (university-wide)
- Attended Gwen MacNairn's retirement celebration
- Attended the reception in honour of Guy Berthiaume

W.K Kellogg Health Sciences Library | Research & Scholarly Communications  
Highlights for Library Council, November 2022

## Research & Scholarly Communications

### Scholarly Communications:

The team met and started working on plans for the upcoming year, this work will continue at the December meeting as we map these plans to the Dal libraries strategic plan.

### Research Data Management:

The team met and started working on plans for the upcoming year. This work has focused on the Research Data Management Strategy and the Dal libraries strategic plan.

Louise Gillis and Jackie Phinney presented at the Faculty of Medicine Research Advisory Council on RDM best practices.

CAAL's Digital Preservation and Stewardship committee hosted an RDM Institutional Strategies Discussion. Louise Gillis and Mike Beazley (Acadia) moderated.

### Research News:

Melissa Rothfus, Louise Gillis, and Lachlan MacLeod had a virtual poster accepted at the Ontario Libraries Association Super Conference. The topic is the Open Scholarship Survey.

### UNIWeb:

The team has been meeting as usual. The Dean of Libraries and I met with the Proximify Executive Director.

### Other:

Melissa Rothfus, Louise Gillis, and I met with Dr. Stacy Allison-Cassin to welcome her to Dal and discuss her work on Wikipedia and Wikidata and possible collaborations.

## Kellogg Health Sciences Library

### General updates:

We have hot water in the Kellogg Kitchenette! Thanks to Janice for getting this work submitted and sorted for us. We also now have a HEPA air purifier in the Kellogg meeting room. Our compact shelving is scheduled to have some repair work done this weekend. With Gwen MacNairn's departure from Dalhousie, I worked through the process of ensuring websites, libguides and departments were updated about her retirement.

### Resource News:

Carlina Gillis and I met with the Ebsco rep for a quick introductory chat. Discussed current resources like DynaMed, etc.

Reviewed two potential collection donations with the assistance of Jodi Walker and the UGME Librarians.

### Research News:

Robin M. N. Parker (2022) Planning Library Instruction Research: Building Conceptual Models with Theoretical Frameworks, *Medical Reference Services Quarterly*, 41:4, 408-423,

<https://doiorg.ezproxy.library.dal.ca/10.1080/02763869.2022.2131149>

Humphrey M, MacDonald G, Neville H, Helwig M, et al. A Systematic Review of Antimicrobial Stewardship Interventions to Improve Management of Bacteriuria in Hospitalized Adults. *Annals of Pharmacotherapy*. 2022;0(0).

<https://journals.sagepub.com/doi/full/10.1177/10600280221134539> \*

\*The data for this review has been deposited in the Dalhousie Librarian Knowledge Synthesis Search Materials Repository: <https://borealisdata.ca/dataset.xhtml?persistentId=doi:10.5683/SP3/D9XYSU>

Bradbury, K. M., Moody, E., Aubrecht, K., Sim, M., & Rothfus, M. (2022). Equity in changes to dementia care in the community during the first wave of the COVID-19 pandemic in high income countries: A scoping review. *Societies*, 12(2), 30. <https://doi.org/10.3390/soc12020030>

**Other:**

General preparations for the Fall Health Sciences Library Committee meeting.

**Attended:**

- UMECC meeting (Med Curriculum meeting)
- Digital Strategy Pillar 3 meeting
- Scholarly Communications meeting
- AFMC Fall meeting
- CHLA/ABSC Boarding meetings in Toronto November 7 to 9, 2022.
- CHLA/ABSC CPC Halifax meetings
- MHLA/ABSM Fall General meeting and CE activity
- UNIWeb support team meetings
- Research Data Management meetings
- RARA meetings
- Dal Libraries Heads meeting

## Dean of Libraries selected activities since Oct 27 Library Council meeting

I am continuing to have introductory meetings with individuals and groups within the library and across the university, and am attending regularly scheduled meetings with a number of library groups. Meetings this month have included:

Oct 27 - Matt Hebb in AVP Government and Global Relations  
Nov 7 - Raj Prithviraj, AVP Global Relations  
Nov 10 - Pamela Edmonds, Director and Curator of the Dalhousie Art Gallery  
Nov 10 - Laura Godsoe re: her Director Employment Equity role

Oct 31 - LIPCC/Interns meet and greet  
Oct 31 - Institutional RDM Strategy meeting  
Nov 7 - Data & GIS Services meeting  
Nov 7 - Indigenous Program Planning Team meeting  
Nov 22 - Archives, Records Management and Special Collections  
Nov 23 - RIM/CRIS  
Nov 23 - Copyright Team

### **Digital Strategy**

I have been working with CIO Jody Couch and Allison Kincaid from Planning and Analytics to resume coordination of the university's Digital Strategy after a hiatus this summer. On Oct 31 I co-chaired a Digital Strategy Implementation Committee meeting with Jody that included updates from each of the five pillar leads and a review of a draft digital governance framework from Pillar 5 co-leads Jody Couch and Sonia Beattie.

Jody and I have also resumed work on Pillar 2, the people-centric pillar. We have connected with Chris Hattie, AVP Human Resources and lead of the Third Century Promise pillar supporting and empowering our people to coordinate our efforts.

### **CRKN**

I travelled to Montreal on Nov 1-3 for the CRKN Fall Meeting. Highlights of the meeting included consultation sessions with the Content Strategy Committee, Preservation and Access Committee and Researcher Council seeking consensus on priorities for the coming year. There was good discussion related to CRKN's content strategy moving forward, and the role that transformative agreements will play in that strategy.

While at CRKN I missed a reception held in the Killam Library for Dalhousie Honorary Degree recipient, former Librarian and

Archivist of Canada, Guy Berthume. However, I was fortunate to connect with current Librarian and Archivist of Canada, Leslie Wier, at the meeting and discussed possible collaborations between Dal and LAC. Future meetings are in the works to explore this further.

### **CARL**

On Nov 14-17 I was in Ottawa for the CARL Fall Meeting. Notable sessions included an update and planning session with the Digital Research Alliance of Canada and a session related to CARL's work to explore the possibility of national repository infrastructure. Wednesday and Thursday included CARL advocacy sessions on Parliament Hill related to copyright. Leslie Balcom from UNB and I met with Halifax MP Andy Fillmore supported by CARL staff to make a case for fair dealing in the upcoming copyright review, and with a larger group we met with the Assistant Deputy Minister of Cultural Affairs to address the same topics, as well as issues related to Crown Copyright and the Cultural Properties Board. A highlight of the event was a presentation and discussion about mental health by my former Provost and current President of Carleton, Benoit-Antoine Bacon.

### **Deans Council**

Deans Council had a presentation by Gita Kulczycki on Nov 8 introducing the Uniforum Fall Service Effectiveness Survey which was distributed to ~2000 members of the university community on November 14 and closes on the 25th. Library members who received an invitation to complete the survey are encouraged to participate in order to have our

voices included in the results. I have engaged in follow-up discussion with Gita about the inclusion of library services in the Spring Service Effectiveness Survey and will continue to participate in senior administration discussions regarding Dalhousie's participation in Uniforum and advocate on our behalf.

On Nov 8 I presented to Deans Council providing an update on our current RIM provider UNIWeb and the results of the RIM tender process co-chaired by Melissa Helwig and Jason Flynn this summer. Deans were supportive of the outcome of the tender and emphasized the importance of resourcing the RIM system properly on an ongoing basis in order to leverage and realize its full potential.

#### **Dalhousie Executive Rankings Strategy**

I've been invited to join the Dalhousie Executive Rankings Strategy group and attended a meeting of this group on Nov 21. Melissa Rothfus was a guest presenter on Clarivate's highly cited researchers list. It's rewarding to witness our staff being called on to provide expert advice.

#### **Advancement**

I have been meeting with Siobhan Doherty in Advancement on a variety of fundraising initiatives. This is an area of my portfolio that I am keen to advance and explore new opportunities within.



## Report to Library Council Sandra Dwyer Director, Libraries HR & Access Services November 2022

### Libraries HR Highlights

#### Staffing

- Employment requisitions have been approved to fill the currently vacant Video Conferencing Coordinator and the Archives Assistant positions. Postings are in the process of being prepared.
- An employment requisition has been approved to fill the Digital Asset Technician position on a permanent basis.
- Andrew Finch will be retiring from Access Services in the Killam Library as of January 13, 2023. Andrew has been working at the libraries for 40 years. His last day at work will be November 25<sup>th</sup> and then he will be using up his vacation until the start of his retirement. Congratulations Andrew and best wishes for a wonderful retirement.
- An employment requisition has been approved to replace Andrew. A posting is in the process of being drafted.
- Michelle Paon is retiring after 22+ years with the Dalhousie Libraries. She finished up her time with us last week. Best wishes and congratulations Michelle!
- Gwen MacNairn is retiring after 21 years with the Dalhousie Libraries. Her last day with us was November 18<sup>th</sup>. Congratulations Gwen and best wishes!
- A request has been made to KLAC to put together a search committee for a one-year Limited Term Research Assistance & Subject Liaison Librarian position and the search is in the process of being set up in PeopleAdmin.
- The Dean will be initiating a Senior Administrative Appointments process as soon as possible to fill the AD/Head Sexton role for a one-year term.

#### Activities

I virtually attended the Access Services Conference, held in Atlanta, Georgia on November 16<sup>th</sup> & 17<sup>th</sup>. There were some excellent sessions on EDIA and I am planning to share some of the ideas from these sessions with our Libraries' EDIA Committee. <https://www.eventleaf.com/e/2022AccessServicesConference>

On November 14<sup>th</sup> I attended the "On Boarding Session" that I had organized for the Libraries' managers and supervisors. The presentation was given by Sheila MacLean, Sasha Sears and Alicia Watt from Talent Management. Joanne Fraser is preparing a summary report from the "Our Workplace Today" sessions that took place on November 3<sup>rd</sup>, 4<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>. This report will be shared with all staff once it has been received.

I participated in the Dalhousie Office of Sustainability's Sustainability Challenge 2022. <https://eventstm.dal.ca/workshop.php?id=4128>

I have been working with Marlo, Janice and Nellie to organize and plan the menu for the Staff Christmas Party.

As usual, I participated in the following regular meetings: Heads, Access Services Managers, Dal Libraries Health & Wellness Committee, Senior Leadership Team, Human Resources Integration Team (University-wide Team), and the Healthy Workplace Collaborative (University-wide Committee).

## **Library Council Report: 27 October 2022**

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

### Archives, Records Management & Special Collections (ARMSC)

Budgetary approval for filling the vacancy created by Joan Chaisson's retirement has been approved so the search can proceed. Search committee members are: Courtney Bayne, Creighton Barrett, Geoff Brown and Sandy Dwyer.

I've been engaged in discussions about how to better support the Agricola collection at the MacRae Library. The details are still a work in progress but I am hopeful that a few changes will make things better for everyone.

Highlights for Archives/Special Collections: The archives has had four external visitors this past month using the McMechan, LGBT Sr Archive, and Faculty of Medicine collections. Jennifer Lambert and Kelly Casey were able to track down the current location of a mural by Aubrey Williams that was commissioned for Howe Hall. It has been housed in an unexpected location. The question and questioner have been successfully referred to the Dal Art Gallery for further response.

### **Head of Killam**

Second semester planning: This past month saw a lot of investment into planning for the various retirements (Gwen MacNairn, last day November 18; Michelle Paon, last day November 14<sup>th</sup> due to medical leave) and other leaves (Dominic Silvio, parental leave Dec 3- March 5; Joyline Makani, special leave January – June 2023). Thanks to the members of Council, particularly Julie Marcoux who provided annotated copy, for their comments on the position posting for a 12-month Limited Term Appointment science librarian. In conjunction with the Dean and other Heads, it has been decided that we will temper expectations of the affected departments by providing them with a memo outlining what can be accomplished (purchase of resources and ordering deadlines; potential instruction with links to existing online tutorials) and services that cannot be provided at this time, particularly systematic and comprehensive literature reviews.

Welcome Ratna & Robin: I've had the pleasure of spending some time with both Ratna Dhaliwal and Robin Bishop – new members of the Resources Team – as part of their on-boarding. I'm looking forward to the energy and ideas that they are bringing to the unit.

Farewell Gwen: On Friday afternoon, November 18, we had an online farewell get-together for some of Gwen's closer colleagues. There were tributes from some and well-wishes from all. Her next big adventures include participating in a research trip (sort of a citizen-science) to Antarctica (!) and visiting one of the world's most-populated cities, Tokyo. We wish her all the best in retirement and know that she will continue to model exuberant life-long learning.

Killam monograph budgets: I've circulated a proposal for additional funding for the Killam monograph funds. Next week Kirsten and Ratna will be joining the Killam liaison meeting to show us how to access budget information in ALMA.

FASS School of Languages: This was mentioned at the recent FASS Faculty meeting (November 15). I am meeting with Dean of FASS Jennifer Andrews on December 7<sup>th</sup> to learn more about the proposal and how it may benefit the Killam liaisons, Killam collection and collection budget.

### Liaison role:

Review of redesigned French LibGuide, prepared by intern Anne Summerhays; active ordering on French and General Science accounts.

### Selected meetings:

- LIPCC Virtual meet and greet with Dean Michael Vandenburg
- Reception in honour of Guy Berthiaume

- Regular meetings: Discovery Team meeting (Nov 3), Indigenous Program Planning Team (Nov 7), Archives, Records Management & Special Collections (Nov 16), Reference & Research Services (Nov 16); FASS Faculty (November 15), Faculty of Science Council (November 17).

Respectfully submitted,  
Sarah Stevenson

**Senate Representative Report to Library Council**  
**28 November 2022**

The most recent meeting of Senate took place on Monday, 28 November 2022. This report describes highlights of the meeting.

Update: October proposals on consolidation of Faculty of Management and move of SRES -- proposals passed.

**Making DEI A Reality: Faculty of Management**  
Binod Sundararajan

Management's Strategic Plan supports inclusion and reconciliation. Several action items on diversity, inclusion, and learning from each other. Working group on EDI is currently faculty and staff, will add student voices this year. Identify diversity metrics to track-- diagnosis and progress. Will develop short- and long-term goals. Goals for recruitment of ANS and Mi'kmaq faculty and graduate students, post-docs. Increase diversity of undergrads by designing more equitable admissions policies. Designing inclusion survey and develop activities/events. Make Rowe building more accessible in consultation with disability stakeholders.

Promise Scholars, standing EDI committee, mentoring and partnerships.

MBA course on EDIAD lens in the workplace. Student reflections. New MBA course on environmental, social & governance. Both courses have EDI concepts embedded/reflected in the program. Course creators are developing ways of including the aspects in the courses.

**Chair's Report:**

Ongoing holistic review of academic quality. Call going out shortly for Senate reps for search committees for President and Vice-Chancellor.

**Provost Report:**

Thanks to Senate members for cooperation on various matters.

**Update on Research & Innovation**

Senator Aiken

Funding \$214 M, reached a stated goal. Research publication is up, international collaborations are up. Increase in PhD students, up 19% since 2018.

R&I linked to UN Sustainable Development Goals.

Renewing R&I strategy. Focus on inclusive research, community stakeholder contacts.

Areas needing attention: defining and integrating inclusive research.

**Senator Pacurur:**

Update on: 6.1 Student Feedback on Learning Experiences Policy – Proposed Extension of Suspension of Student Ratings of Course Content

Motion: Extension of suspension part of student ratings instruction. [Motion]  
Carries

Motion: Medical notes/ Student declaration of absences. Continue suspension.