

Library Council Meeting

Minutes

June 22, 2023

1000- 1208hrs

Microsoft Teams

Present: Jaclyn Chambers Page (Chair), Carol Richardson (Secretary), Amanda Sparks, Carlina Gillis, Courtney Bayne, Elaine MacInnis, Erin MacPherson, Gina Coates, Jackie Phinney, Jan Pelley, Jason Flynn, Joe Wickens, Julie Marcoux, Karen Smith, Kirsten Huhn, Leah Unicomb, Lindsay McNiff, Louise Gillis, Marc Comeau, Mark Lewis, Melissa Rothfus, Michael Vandenburg, Ratna Dhaliwal, Robin Bishop, Robin Parker, Roger Gillis, Sai Chua, Sandy Dwyer, Sarah Stevenson, Sarah Jane Dooley, Scott MacPherson

Regrets: Allison Fulford, Anne Matthewman, Creighton Barrett, David Michels, Dominic Silvio, Geoff Brown, Hannah Steeves, James Boxall, Janice Slauenwhite, Joyline Makani, Linda Bedwell, Linda Clark, Louise Spiteri, Melissa Helwig, Mick Bottom, Nicole Marcoux, Samantha Adema, Shelley McKibbon, Tracy Lenfesty

Guests: Alison Brierley, Alissa Kossar, Catherine Gracey, Daryl Atkinson, Hailey Wills, Lucy Pauker

1. Territorial Acknowledgement

The Territorial Acknowledgement was read by Jaclyn Chambers Page.

2. Approval of Agenda

Motion: To approve the Agenda as circulated.

S.J. Dooley / L. Unicomb

3. Introductions

Welcome to our new Library Council Members, Kristy Read, Manager, Community Engagement, Web Content and Communications and Nicole Marcoux, Limited Term, Research Assistance & Subject Liaison Librarian.

Welcome to our Dalhousie Libraries Interns who have been invited as guests to today's meeting: Catherine Gracey and Hailey Wills, based out of the Kellogg Library, Alison Brierley and Alissa Kossar, based out of the Killam Library and Lucy Pauker, Archives, based out of the Killam Library.

Welcome to Daryl Atkinson, who is giving a People Counter Data presentation to Library Council.

4. Approval of Minutes from meeting April 27, 2023

Motion: To approve the Minutes from the April 27, 2023 meeting as circulated.

R. Parker / L. McNiff

Carried

- Business arising from the Minutes of April 27, 2023

The Library Council members list will be updated with the newest members.

5. Senior Leadership Team Reports to Library Council

Questions for the Senior Leadership Team Reports can be directed to the individual Senior Leadership Team member. Congratulations to Michelle Paon (December 2022), Anne Matthewman, Janice Slauenwhite, and Sarah Stevenson (June 2023) on their retirement.

Sandy Dwyer

Hoping to have a replacement for Janice Slauenwhite's position soon. The reference check is finished and hoping to make an offer soon with a start date in July.

Elaine MacInnis

Community Day is back this year after a 3-year hiatus and will take place on July 20. An announcement about the specifics of the day will be going out soon. Thank you to Jennifer MacIsaac and Phil Laughner who are working on scanning slides and pictures to post in a variety of locations for Community Day.

Michael Vandenburg

- There are some excellent events taking place for Pride and Indigenous History month.
- Been working with Janice Slauenwhite on budget allocations. In May the allocations for the 2023–2024 budget year were received. The Libraries received 1.5% increase to cover salaries. The university takes back roughly \$186,000 off the top to fund central priorities.
- A balanced budget has to be submitted where we use the funds in a way that balances. Janice and Micheal are also working on a multi-year plan for acquisitions. An increase of 2% was received for the acquisitions budget. It was decided to hold the allocation levels as last year and reserve the increase for the system wide budget. This will allow at the end of the year to model what it's like to purchase at multi locations from a central budget. Also working towards over the fiscal year to move towards a plan to collapse some of our orgs and change the budget structure.
- Will be going to Iqaluit, Whitehorse and Yellowknife for CARL meetings from June 24-July 5 and then taking some vacation. Elaine MacInnis will be acting Dean of Libraries while Michael is away.

Action: Michael has volunteered to do a more formal budget presentation at a future Library Council meeting and/or an all staff meeting so staff can see the actual numbers, not just hear them in an oral report. It is hoped a couple of presentations each year can be done.

6. Highlights from the Senate Report

No Senate Report was submitted for June.

7. Special Leave presentation Part 2 – Roger Gillis

Rogers Special Leave presentation, part 2. focused on Wikidata and Linked Data for Archival finding aids.

Highlights:

Linked Data

- Linked data is flat or fixed data. Flat data you may see it in a spreadsheet form with name, date of birth and place of birth. Linked data can be the same data just expressed differently.
- Key advantages of Linked Data – offers ways to connect structured data and publish on the web that allows for discovery, exploration and integration of various data sources. It uses different protocols like resource description framework called SPARQL. Leads to more enhanced data interoperability, more meaningful knowledge discovery.
- Linked Open Usable Data has 5 stars (available on the web, available as machine-readable structured data, as plus non-proprietary format, all the above plus use open standards from W3C (RDF and SPARQL), all the above plus link your data to other people's data).
- Libraries and Archives and Linked data – focused on Archival finding aids and Archival authority data and how it can be used in a linked data context.

Wikidata was introduced in 2012 by the Wikimedia foundation. Aimed as a storage initiative. Supports structure linked data and there is currently 104,234,833+ entries.

- <https://www.wikidata.org/wiki/Q579321> for Dalhousie.

Wikidata and Archival finding aids data.

- It's very siloed and stays in one place and not being used to its full potential and wiki data can change that.
- Connections with family, serves as valuable biographical sources, components of finding aids can be codified into linked data, serve as valuable biographical sources and offers a simplistic approach.

There are challenges that involves opening up descriptive data and requires a shift in thinking.

Dal's finding aids and Wikidata

- Focused on personal and corporate name authority records, a challenge was how granular to get, enhanced existing entries, made connections through finding aids, contemporary information from finding aids data, and made use of archives Linked Data Interest Group for describing organizations.

Future directions

- Considering participating in SNAC (Social Networks and Archival Context)
- Automated measures for updating/contributing Wikidata
- Exploring use of Wikidata
- Establishing workflows for contributing/updating Wikidata
- Contributing to Wikimedia Commons
- Determining level of granularity

8. People counter data presentation

Daryl Atkinson, the Evening Supervisor for the Macrae Library, has been tasked with the organization and visualization for the Dalhousie Libraries foot traffic data in consultation with Linda Bedwell.

Collecting traffic data

- Used Security gate counters in the past to keep track of people coming and going in all library locations. Every time someone walks through the gate counter it will count up by 1. This type of system is known for errors in the data. It was noted, there were no standards across the locations on how the data was being recorded.
- January 2022 started to migrate to the security cameras with software that will automatically do the count when patrons walk into the building. By June 2022, all locations were migrated to people counter software for the entrances.
- The raw data will tell you which camera is doing the recording and the type of recording, gives you a timestamp and it tells you what the camera is doing (it is set to only record entries, not exits). The timestamp is the only component that is needed for the data.

Transforms the data

The raw data is taken and refined. It is broken down for use and examined eg. daytime and evening hours plus there is a daily total to keep track of everything. There is a special hours field to keep track of delays in opening or if it's a holiday. Some of these days may be excluded depending on the need for that data (they are outliers and may skew the data).

Visualization traffic data

Need to know how you want to count (sum or total of everything), which location(s), by what (month, hours of the day etc), and for when (term, year, fiscal year etc.).

Complications and considerations

- We have gate count and people counter data. It is difficult to compare the data because they are recorded differently. There are limitations based on the gate count data (it can show a days worth of traffic but it is better if it's a month's worth). People counter only counts when people; come in but

doesn't show if they have stayed or left so head counts are done to supplement the data especially during extended hours.

- Outliers such as after-hours traffic will affect the counts. For example, security coming in after hours, repairs, café or staff coming in early so that data should not be included. Special hours like closures and holidays should be included in the data in order to help with hours consideration. It was noted, visualizations are pushing the limits in Excel.
- Tablo is being recommended because you can work with the data better and set up the data for better exploration eg. Select or deselect the data or reorganize as they choose.
- The Killam Library counters had intermittent network issues from November 2022-March 2023. The total annual traffic for May 2022 – April 2023 was 409,650 across all locations. The data was broken down per term (Summer, Fall, Winter). It was noted, there is 70% less traffic in the summer and the data was broken down by month and day of the week. Popular days are Mondays and Wednesdays, popular evenings are Monday-Wednesday. Average hourly weekday traffic is between 11:00am-3:00pm.

If you have any questions or want to make requests for data, let Daryl know.

Questions:

With these cameras, they are counting people coming in but they will also be seeing people going out. Is that a system limitation that it can't distinguish between people coming and exiting.

It was a choice but we had the ability to do both ways. We chose to count people coming in. So not to divide our numbers. Did explore the different systems and didn't want to get into it. It was noted, the libraries don't see the images, only security see those, we just get the numbers.

For those who are newer to Dalhousie Libraries, what was the intention for initiating the project?

The Dalhousie Libraries have always collected traffic data. The security gates have always kept track of patrons coming and going. It's recorded at most libraries because it's the easiest way to demonstrate usage of the library. Libraries have been typically used for checking out books, making a request but libraries are expanding their role, not just checking out books so we need to know who is using the space.

Now that you know the type of data to collect and different facets of that data, where will the data be useful for Dalhousie Libraries?

The requests that Daryl receives are for reporting to CARL, creating the Libraries Annual Report. Shortages in the budget so we need to find efficiency such as evaluating the hours of service (the data would show you the movements on any particular day). You can use the data to figure out when you should have a particular program.

9. New Business

- Election of Chair, Vice Chair, and Secretary

Motion: That Jaclyn Chambers Page be renewed as Chair for Library Council for 2023-2024.

E. Macpherson / K. Huhn

Carried

Motion: That Carol Richardson be renewed as Secretary of Library Council for 2023-2024.

E. MacPherson / K. Huhn

Carried

Motion: To elect Courtney Bayne as Vice Chair of Library Council for 2023-2024.

R. Parker / S.J. Dooley

Carried

10. Succession Planning – update on vacancies - Michael Vandenburg

The Senior Leadership Team (SLT) are seeing a lot of change with the recent retirements of Sarah Stevenson, Janice Slauenwhite, Michelle Paon, Anne Matthewman. The approach was to have conversations about SLT's level and its

structure. At a recent meeting with librarians about the challenges, it was expressed to have leadership roles within the library and a way to do that was to have separate Heads and Associate Dean roles. The current staffing plans for Sarah's retirement is to have Elaine as Interim Head of Killam and Michael to oversee Archives, Records Management and Special Collections and post a Head position for the Killam Library. If the Head role is successfully filled, there will be a year to see how it would work within the Libraries organizational structure and time to have conversations and get feedback about the Head role and discuss plans for what the SLT structure will be going forward and have the 5 year long term placements for the 2024-2025 fiscal year.

When vacancies arise, would like to have a structure in place where there is some assessments being done around vacancies. Because the libraries are responding to changes in programs, additional enrollment, new areas of focus within the university, the libraries need to respond to that without the normal practice of filling those roles with the same role. With the shrinking budget, over time, we don't have the space to work towards other priorities. With vacancies that arise, want to work with Units, SLT staff to identify the impact of the vacancy and the possibility of shifting service levels to make room to meet our priorities.

One of the challenges is leaving a stacked role like Sarah's position with subject responsibilities that still remain. We need to know how we are connecting with our faculties and managing those connections in ways that don't leave gaps. Need strategies to retain critical connections with faculties in ways that both respect the functional roles and our responsibilities for keeping the connections with the faculties. It's a whole new discussion that needs to take place.

Questions

Do you have a structure in mind that the libraries are headed towards?

No not yet. Some of the structure is written in some of the Collective Agreements that are already established. We have discipline based responsibilities and cross discipline functional areas of service we are keen to provide to the university. We have the reporting lines and that expresses how we collect the roles and responsibilities within the library but there is opportunity to for a shift. Want to hear how people across the libraries are seeing the design and structure and what that means for your ability to connect with students and faculty and if those observations suggests changes, then that's where the Dean would prioritize making the changes.

The DFA collective agreement has some archaic language around some of the exclusions from the DFA that lists who, in the librarian structure are excluded. The Collective Agreement does not match up with what has been in place in the Libraries for a long time for the most part so the changes may have to be negotiated in the Collective Agreement. Just wanted to flag that the opportunity of the decoupling of the Associate Dean role and the reduction in the number of roles in the Associate Deans could go back to those librarians already working in the system to be within the faculty ranks opposed to the Administrative ranks.

There are definitely some dated and archaic part of the agreement. It would be great to start to modernizing the agreement. It was noted, another university just modernized the language related to Librarians in their agreement. Michael is happy to engage in that work but it is not fast or short-term work.

You planned for some discussions about the structure and the potential for some facilitated discussion with the stakeholders about what works and what doesn't. Can you speak more about how might look at possible models of Associate Dean position and their portfolios in order to move to point of decision making.

Would like to look at a spectrum of possibilities. Could look at the SLT structure along a spectrum on the one hand of being what we have right now so the status quo on one hand of the spectrum and completely blowing it up on the other side of the spectrum, having Head and Associate Dean roles completely separate and looking at a range of possibilities between those two roles, and having conversations within the library on the impact of these options and what would be realistic and unrealistic and how those different options would impact people. Would need to work with facilitators as the parameters and seek their expertise in constructing good conversations and good processes that gets good feedback.

If we also have or would want to look at the models in other Canadian Academic libraries (u15 or other similar size).

Good to know what is out there. There is an interplay of two things, the organization design shift and change to reflect what's happening in the Academy. They also reflect the skills and experience of the people in the organization. There is an element in seeing what is out there and it is a reflection of what they bring. They give a sense of the possibilities of what's out there.

11. Update on UniForum

- There were meetings in May with people who were identified to be in a respondent role and who would be responsible for coding activities of staff within a Unit. Those people are not set up to be a direct supervisor. You need to limit the overall respondents so it's not too large.
- The Libraries Senior Leadership Team are the respondents and Sandy Dwyer has the primary role as well as a respondent. It was noted, Cubane is wrapped up in a lot of confidentiality.
- There is a coding document for staff for the previous fiscal year. It has 164 duties that a person could be doing. The requirements in coding activities here we are not coding anything under 10% of someone's time. There are a number of codes that are specific to libraries. Working to have the coding completed by tomorrow to be submitted so Sandy can do some review and final deadlines at the end of this month. Looking to advocate for the library and happy to a meeting with DFA reps to address concerns that have been addressed in previous meetings.

Questions:

- You have the assurance that you don't have a plan for data but it sounds like a lot of work not to have a plan. From the work of the respondents, do you have an impression of the ways the data might be useful for reorganization, service levels, library structure, library services.
Michael has an idea of how it may be useful but is hard without seeing the outcomes. When we look at CARL stats we collect solid stats that could have be good data but it doesn't help us understand the different things that are done at libraries across the country. There are other universities within Canada that have the same responsibilities such as University presses, museums that fall under their responsibilities. It becomes challenging but we compare in the same way and we should be funded more because of this. This may help us by seeing the cost of the different services levels relative to our peers. That will be helpful to Michael and the university. The process has led to savings around understanding where the services are provided with a low cost and able to act and beyond that. This can and should lead to efficiencies but no understanding of what that outcome will look like. It will become clear that libraries are providing high value and are not resourced as well as our peers.

If you have any questions, please send them off to Michael.

12. Announcements

- The Library Council meetings for next term will be on Thursdays from 1:30-3:30pm. Invites to the meetings have been sent to members.
- Records Management sessions up for summer registration and there will be new ones focused on Teams usage and Faculty specific admin records.

Resources/Sexton Design & Technology Library | Library Council Report

Submitted by: Allie Fulford

Date: June 22, 2023 (Allie on vacation)

Monthly highlights (1-5 key events, meetings, etc.):

- The job ad for the limited term Subject Liaison and Alma Support Librarian in the Sexton Library is posted and available for applicants until July 5.
- Interviews for the C5 position in Resources are completed and the process is at the reference check stage.
- The Resources' fantastic NSCC work placement student, Hope Campbell, had a very successful and productive five-weeks. We wish Hope all the best.
- Ratna presented at the Manitoba Library Association Conference, and at APLA with Anne LePage from Mount Allison, on behalf of the CFLA about the Canada-wide survey of library and information professionals regarding the [Cataloguing Code of Ethics](#). The [survey](#) is open until end of day July 31st. Anyone at the Dal Libraries is invited to complete the survey. It is anonymous and no personal data will be collected.
- Resources is still working away cleaning up administrative accounts. If anyone is using any of the OCLC services and has not yet heard from the team, could they please contact Resources at library.licenses@dal.ca
- The Novanet Acquisitions Service Group had an initial system-wide meeting to talk about devising Alma workflows related to ebooks, from beginning to end (from purchase until students have access). This is the first of many such meetings to come for Acquisitions and Cataloguing, with Novanet colleagues collaborating to figure out workflows in Alma. Many Dal Resources' staff were among the 52 attendees: André, Andrew, David, Denise, Erin, Kevin, Kirsten, Nora, Ratna, Robin, Allie (hope I haven't missed anyone)

Important news (Notable news with a University or Library-wide impact):

- The USD reconciliation report for FY 2024 is being prepared by Kirsten. This report and the funds received are essential for acquisition budget planning and spending.
- A change will be coming to how faculty members submit requests for course/program assessments. Requests will go to a generic Dal Libraries' email account, rather than to the Dean, and then be distributed to the appropriate liaison. More details will be supplied to liaison librarians as soon as all of the details are finalized. The change is being made to better track requests.

Announcements (staff acknowledgements, upcoming events, etc.):

- Kristy Read visited the Sexton Library, had a tour, and met staff, on June 2. Welcome Kristy!
- Sarah Jane, Robin, and Denise attended the APLA conference, June 6-9.
- Gina, Robin, and Carlina attended the DPMG conference, June 8.
- Sexton Library had a huge clean out of excess furniture and other material. Some items, placed on Surplus and not requested, were picked up by Trucking, and other material from the office and basement areas, also not requested, was put in a dumpster during Sexton Campus clean-up week, June 5-9.
- AF participated in the search committee for the Manager, Financial and Physical Resources

Associate Dean Learning and Teaching / Chief Law Librarian Library Council Report

Submitted by: Anne Matthewman

Date: June 22nd, 2023

I am sorry that I will miss this meeting as this is my final report as the Associate Dean Learning and Teaching and Chief Law Librarian. Thank you everyone for your interest and support.

Monthly highlights (1-5 key events, meetings, etc.):

- I attended the ADAC meeting on June 14th. Of note was the announcement that Dr. Christian Blouin, Associate Dean of Computer Science will be heading a group to develop a Dalhousie wide strategy regarding the use of ChatGPT and other AI applications. There was a discussion of the new MPHEC requirements for certificates and diplomas. The requirements are more stringent than previously. There was also discussion of a new SLEQ form designed for students to comment on their experience in the classroom.
- The Learning and Teaching Team met on June 12th. We discussed reporting and presentation of data related to Teaching and Learning. Lindsay will be heading the initiative. The group felt it is important to report the value of instruction by liaisons and to record the skills that students acquire.
- We hope to wrap up the inventory and definitions for Pillar 2 of the Digital Strategy soon. The working group will meet on June 19th to complete them.
- I recently attended the Canadian Association of Law Libraries Conference in Hamilton, Ontario. Much of the programming focused on AI and its impact on the legal profession and on the resources used by lawyers and law libraries. One of the plenaries focused on access to justice, and there was a useful session on life after retirement which I attended.
- I have attended the monthly meetings of the Faculty of Graduate Studies Academic Programs and Curriculum Committee. I think it is important to note that the course assessments prepared by librarians are always shared and reviewed by committee members as part of the proposals.

Important news (Notable news with a University or Library-wide impact):

- None

Announcements (staff acknowledgements, upcoming events, etc.):

- The University recently announced the appointment of the new Dean of the Law School, Sarah Harding. Dean Cameron will retire on July 1st and Associate Dean Lucie Guilbault will be Acting Dean until Dean Harding arrives in late August. Library staff are looking forward to meeting and working with her.
- The Law School has released a posting for a Collections and Access Librarian. This position will include collections responsibilities as well as supervision of library operations and staff.

AD Library Services & Head, MacRae Library - Report to Library Council

Submitted by: Elaine MacInnis

Date: 22 June 2023

[Highlights for May and June](#)

Access Services –

- Amanda attended the CALM 2023 - Conference on Academic Library Management and Gina attended the DPMG Conference.
- Killam and Kellogg welcomed Teanna Sparks, to a 6-month temporary position
- Killam welcomed Danielle Hoar to a full time Library Services Assistant position on June 19
- Killam said goodbye to, Zizheng Wang, our NSCC work placement student, and Chioma Obodo, filling in for Kyoo. Kyoo is scheduled to return on July 4, 2023.
- Killam is now able to offer printing services to our community users for a fee.
- The shift continues on the 3rd floor of the Killam. Please be patient as the stack end signs do not denote the correct call number range. (A. Sparks and S. Dwyer)

Assessment - The Library Data Inventory is chugging along. 1st meetings are scheduled with Schol Comms, RDM, and Uniweb teams. 2nd meetings are scheduled with Data & GIS, DUASC, Records Mgmt, and Janice for Admin. 1st meetings with Resources, Web, and Discovery teams are to be scheduled. ATS is requiring several meetings and their inventory is underway. Completed Inventories: Access Services, R&RA, Copyright, Doc Del, Instruction, Assessment. Thanks to everyone for their patience and efforts with this project. As many of you know, this is not so cut and dry! Please get in touch if you have library usage/process/user data but don't see your unit on this list. (L. Bedwell)

Copyright

- the Copyright Online Drop-In Hour will continue throughout the summer on Wednesdays from 10 am-11 am. The link to drop-in is available on the [Library Events calendar](#) and the [Copyright Office homepage](#).
- Will be embarking on a new round of presentations for each Dalhousie Faculty Council beginning in September; confirmed dates for about half
- 2024 ABC Copyright Conference will be hosted by CAAL-CPBA in Halifax, we'll likely be heavily involved (Jaclyn on planning committee). (J. Chambers Page)

Data & GIS Services - Jennifer Strang and Julie Marcoux were thanked in the [acknowledgement section](#) of *Marine Policy* article [Humanizing marine spatial planning: a salutogenic approach](#) for providing “ArcGIS guidance and support” (Jennifer) and “continued assistance with managing the complex data sets” (J. Marcoux).

EDIA – the EDIA Committee met on May 31st. The group has been working on recommendations from the Insync assessment report for under-represented students. At their next meeting they will be giving some consideration to an assessment project related to EDIA.

Indigenous Services – A Smudging Ceremony, open to all and led by Catherine Martin, was held in the courtyard in front of the Killam Library on June 21st to acknowledge National Indigenous Peoples Day. Plans are underway to have exhibits and art work in place in library spaces for the North American Indigenous Games (July 15 – 23).

LibGuides – A Novanet search bar has been coded into the LibGuides template and now appears at the top of every LibGuide and the LibGuides homepage. We are trying this out based on some reading about search behaviours that the LibGuides Working Group did. If you have feedback, please send it to Lindsay McNiff. Big thanks to Margaret Vail and Sarah MacDonald at StFX for helping us figure out how to do this (they are now trying it out at StFX as well). (L. McNiff)

Reference & Research Assistance/LibAnswers – LibAnswers FAQ knowledgebase populated with questions developed by LibAnswers Team. A project for interns has been created to be completed over the summer. The project will involve designing/implementing a tagging system for questions. Erin has received the PIA from ATS. She is working on developing language for the question intake form on data use and retention and will share with ATS/RM and the LibAnswers team. Aim to have FAQ static knowledgebase live for the Fall, with Question form live shortly after. Anyone wishing to add FAQs, please send them to Erin. (E. MacPherson)

Important news:

- My term as Associate Dean Library Services and Head of MacRae has been extended for one year, after which time I will seek a final term, with a formal review in Winter/Spring 2024.
- Effective July 1, I will be acting Head of Killam Library for a few months. I plan to be in Halifax two days per week over the summer months and will be using Sarah’s old office on the 3rd floor.

Announcements:

- The Agricultural Campus Community Day returns this year for the first time since 2019. The event will be held on Thursday, July 20th from 10:00 a.m. – 2:00 p.m. and this year we will be marking the 50th anniversary! Jennifer MacIsaac is busy working with our archival photo collections to prepare a special exhibit to mark the 50th anniversary! Stayed tuned for further details!

Libraries Financial & Physical Resources Library Council Report

Submitted by: Janice Slauenwhite

Date: June 19, 2023

Monthly highlights (1-5 key events, meetings, etc.):

- Submitted budget to Budget Office
- Working on multi-year plan for eventual submission to Budget Office
- Attended the all-staff spring celebration held on June 14th
- Continue to attend weekly meetings related to the Killam energy retrofit project
- Attended a Facilities kick off meeting for the work currently taking place on the balcony off the 2nd floor reading room in Killam.

Dean of Libraries Library Council Report

Submitted by: Michael Vandenburg

Date: 2023-06-21

Monthly highlights (1-5 key events, meetings, etc.):

June 21 – I want to start by giving some highlights from my day today, as I feel it was an interesting mix of ongoing activities and special events. In my life outside of work I've joined the Halifax Rowing Club and enjoyed a solstice row to the point of the Northwest Arm where I watched the sunrise with club members. My day on campus began with a productive discussion about UniForum with DFA staff and representatives including Dominic that resulted in a plan that I hope will address some of the concerns raised in our previous meetings. That meeting ended in time for me to join the morning smudge led by Catherine Martin in the courtyard outside the Killam to recognize and celebrate National Indigenous Peoples Day. Later in the morning I joined a meeting of our Dal Libraries team supporting the RIM/CRIS system where we shared updates on this system which include plans to temporarily extend our contract with UniWeb while future plans are sorted with the help of the Provost. From 1 – 3 pm I participated in interviews for a new Executive Director of the Centre for Learning and Teaching. Interviews continue this week with deliberations scheduled for early next week. I'm encouraged by the strong slate of candidates for this role that is such a critical partner to the library. I went from these interviews to Kellogg Library to meet with Melissa Helwig and Jennifer Hall, Associate Dean of the Dal Medicine New Brunswick program, stopping in at the Arts Centre on my way to briefly join a celebration for Camille Cameron who is ending her appointment as Dean of Law and moving to retirement. Leaving my office today I also said farewell to Janice, as this is the last day we are in-person together at the Killam before she leaves for vacation and retirement. It's a lot to pack in to one day, and I expect it will take me some time to unpack and completely absorb it all.

April 27 – I met with our Libraries Internship/Practicum Coordinating Committee chaired by Jackie Phinney and Courtney Bayne. Jackie reported on her meeting with Janet Music and Sandra Toze from the School of Information Management to share information with the goal of improving the internship program to best meet the needs of students, the school and the library. The committee discussed our current internship and practicum program, including the impact of inflation on an effectively shrinking budget for interns, the need to provide helpful learning experiences while supporting our operational needs, and the intersection between SIM internships and learning experiences for students in other programs and disciplines.

May 10 – The Senior Leadership Team met with Siobhan Doherty, Mark Campbell and Sarah MacDonald from Advancement who facilitated a brainstorming session identify the library's priorities for the upcoming advancement campaign. Emerging priorities for giving include Indigenizing and diversifying library spaces, creating EDIA focused experiential learning opportunities for students, and funding speaker series and other events to welcome and engage our community in discussions and learning. When we receive our draft case for giving from Advancement, I plan to share it with library staff for further input as this is intended to be a living document informed by feedback from all staff.

May 29-June 1 – I attended the CARL Spring Meeting in Calgary and joined the CARL Board of Directors as the Atlantic Representative. Meeting highlights included presentations and discussions about the implications of AI and machine learning for research libraries, updates from the Digital Research Alliance of Canada, and work to establish CARL priorities and an action plan for Open Scholarship. Beginning next week I will participate in a CARL study tour of

Canada's North, traveling to Iqaluit, Whitehorse and Yellowknife. I look forward to reporting on this experience and my learnings from the North in a future report.

June 5 – I attended the CAAL-CBPA 2023 Spring Board Meeting. Highlights included a motion to approve an additional \$20,000 for the AtlanticOER Pressbooks Network platform, approval of terms of reference for a new Research Data Management Committee, plans to review the CAAL budget model, and discussions about possible collaborations and connections between CAAL and Novanet as Novanet plans for the upcoming staffing changes and retirements.

June 20 – I facilitated a roundtable discussion on the Societal Impact of Open Science: Knowledge Transfer & Misinformation at the Societal Impact of Science Conference held at Dalhousie this week. The session was co-led by Melissa Helwig and resulted in a statement that will be published in the conference proceedings and inform next year's conference. This was a great opportunity to collaborate with Melissa, participate in an international conference without leaving campus, and discuss core concepts of our work in libraries with researchers from around the world.

Important news (Notable news with a University or Library-wide impact)

May 4 – Huwaida Medani from the Equity Office led the first of a series of quarterly meetings of Dalhousie's Employment Equity Leads. Sandy and I serve as the Equity Leads for Dalhousie Libraries, and have begun identifying the libraries priorities and actions related to employment equity. This meeting presented an opportunity to share information, progress, and challenges, and to begin building a community of practice with colleagues across the university.

May 11-12 – Kim Brooks led a Dean's Retreat focused on designing programs to fulfill our civic responsibility and lifting Dalhousie, widely recognized as one of Canada's best, into the community of the world's greatest universities. Activities centred around identifying shared principles to inform our work, agreeing on internal and external motivations that might inform the future of programs at Dalhousie (size, scope, design), brainstorming on how programs might evolve to respond to those motivations, and beginning to articulate next steps in this work. One the second day we also discussed opportunities for implementing an integrated planning model at Dalhousie. I'm grateful to be able to participate in these discussions, and as always, impressed by the very smart, motivated, kind and considerate colleagues I have in Dalhousie's senior leadership team.

May 17 – There were a number of events on campus and in the library related to UniForum on May 17. The day began with a training session for Dalhousie staff identified to engage in coding university staff activities. Over lunch Dal Libraries Senior Leadership Team had the opportunity to meet with Haseeb Kamal, managing director of Cubane Canada, to learn more about the benchmarking program and share our own thoughts about how research libraries are situated within Canadian universities and what this means for implementing the program at Dalhousie. Later in the day a session was held for academic and administrative leaders to introduce the next phase of the program and share ways that UniForum has benefitted peer institutions in Canada, Australia, New Zealand and the United Kingdom. Members of the Senior Leadership Team have now been tasked with coding library staff activities with a deadline at the end of this month. I will continue to share updates about this programme as I learn more.

Announcements (staff acknowledgements, upcoming events, etc.)

It was great seeing many of you at our all-staff spring celebration on June 14. As people arrived and gathered with friends and colleagues, it was nice to hear the room go from quiet to the happy din of people enjoying each other's company. I was pleased for the opportunity to acknowledge a number of library staff who had impactful careers at Dal

and are now moving on to retirement. Thanks to Sandy and Kristy for compiling career highlights for me to share at the event. I'm copying them here for those weren't able to attend:

Anne Matthewman (13 Years)

Anne has been with Dal Libraries for a month short of 13 years; she started in August 2010 as the Chief Law Librarian at the Sir James Dunn Law Library and has taught legal research to law students at the first year and the advanced levels. She took on the additional role of AUL Learning and Curriculum Support in July 2013, which became AD Teaching and Learning in early 2020. Anne developed the course for Advanced Legal Research and taught it for 12 years. She also assisted with the creation of the Purdy Crawford information commons.

Anne will fondly remember how everyone banded together to get through COVID-19. She enjoyed participating on various university committees and meeting people from across the university, most recently, the Digital Strategy Committee. Anne will miss watching the tree outside her office window grow and go through the seasons – this spring, a little downy woodpecker visited.

Anne is grateful to the two super teams she worked with – the Law Library staff and librarians and the Learning and Teaching Team. Both are dedicated, congenial, and focused on providing the best library service.

Sarah Stevenson (22 Years)

For the last 17 months, Sarah has been the Associate Dean Archives, Records Management & Special Collections.

She is also Head of the Killam Library and the subject liaison for Chemistry, Mathematics and Statistics, Marine

Management, Resource and Environmental Studies, and Physics and Atmospheric Sciences. Sarah graduated from Dal's MLIS program in 2001 and started in a tenure-track position with the Dal Libraries that same year as a science librarian.

Sarah has made her mark at Dal Libraries; in 2005, she led the restructuring of the Killam Internship Program to improve professional experience for interns. She has served on many committees, including Disaster Management, Space Planning, Killam Library Travel Committee, and Faculty of Science Council just to name a few. She chaired the Web Committee in 2010 and helped merge the separate library sites into one unified website.

Sarah has a favourite memory in which she wore the Tiger suit as part of the LibQual survey promotions and the antics that ensued to stage photos in the Dean's office, at the Killam Service Point, and by the comment board. She says it has been a privilege to see folks succeed, do excellent work, and have fun doing it. Sarah is grateful for her time at Dal, and to be able to take early retirement – she has other things to explore and enjoy!

Michelle Paon (23 Years)

Michelle is retiring as Head of the Sexton Library and Associate Dean, Resources, but Michelle she started as an MLIS graduate student intern in 1997. In 2002, she became a fulltime science librarian, supporting faculty and students in the study of biology, the environment, oceanography, and marine management, psychology and neuroscience, sustainability, and Indigenous issues. She has loved teaching library research sessions and providing hands-on workshops during the year. During the Fall frenzy, she often found herself at the Killam Access Services Desk and is grateful to the libraries team for answering questions and teaching her new skills during the run of a week!

She has been an inspiration and a mentor in the Dal Libraries as a leader in the delivery of effective liaison librarian services. Michelle was also actively involved in the establishment of the DalSpace online research repository, the Killam Library Learning Commons, and the Novanet Live Help Pilot Project.

Michelle is a caring and thoughtful colleague. She was a founding member of the Dal Libraries green team, a team that was responsible for staff education on adopting more sustainable practices. She is also deeply committed to reconciliation, regularly attending seminars and lectures and taking courses from Indigenous Elders and scholars every year. Michelle says it's been an absolute pleasure to work with so many dedicated individuals across the Libraries. She will miss working with staff and sharing time together.

Penny David (43 Years)

Penny started in the role of Clerk-Typist I in Technical Services & Administration at the Kellogg Library on September 30, 1980. Since then, she has been in the roles of Clerk 2 and Clerk 4, responsible for administrative functions including cash balancing, ensuring that our facilities and equipment were in good order, and processing materials. During her time at Kellogg, Penny served as a fire warden and was actively involved with the university's annual United Way campaign and the Canadian Cancer Society's annual daffodil fundraiser. Penny was also a member of the Dalhousie Black Faculty and Staff Caucus, and most recently worked at the library's single service point where she has been a welcoming and helpful presence for our library users.

Penny has always been willing to lend a helping hand when needed and could be depended upon to arrange parties for her departing co-workers. She has been a kind and friendly colleague with an infectious positive attitude.

Linda Clark (43 Years)

Linda started as Acquisitions Librarian in 1980, became Assistant Law Librarian in the late 1980s, and in 2016, she added Document Delivery Librarian for the whole system to her portfolio. Linda was involved in the design and construction of the new library post-fire, educated architects and contractors on the function and goals of a library, and she loved increasing her collection development skills.

Some of Linda's favourite memories include Bring your Dog to Work days, watching Law Library staff do mock trials and create innovative learning opportunities like the legal research escape room, participating in the staff Christmas giving events and food drives, and enjoying the Document Delivery Day in the Life video. Linda feels fortunate to have met and worked with so many intelligent, dedicated colleagues.

Janice Slauenwhite (45 Years)

Janice has worked for Dal Libraries for 45 years! She was hired right out of high school and started as a Clerk Typist in Information Services in August of 1978. She has held the positions of Clerk 2, Administrative

Secretary, Administrative Officer, and became the Financial & Physical Resources Manager in 2012. In this role, Janice manages the budget and the office of the Dean, and is responsible for personnel administration, library statistics, and the library's physical facilities. Janice is known for building and maintaining strong relationships with staff in many departments across the campus and within the libraries. She has worked under Bill Birdsall, Bill Maes, Donna Bourne-Tyson, as well as current Dean of Libraries, Michael Vandenburg.

With her long history with the libraries, it's no surprise that Janice met her husband, Bill, here. They began dating in 1985 and were married in December 1987. Janice is looking forward to being active and reading, camping, and gardening more in her retirement.

Libraries HR Library Council Report

Submitted by: Sandra Dwyer

Date: June 22, 2023

Monthly highlights

- Attended weekly Dalhousie University Infrastructure & Sustainability Initiative Killam Library (EPC) Project - Coordination Committee Meetings.
- Attended the all staff Spring Celebration at Risley Hall on Wednesday, June. 14.
- Along with other members of SLT, who are considered the Respondents for this project, I spent a considerable amount of time doing the coding required for UniForum. The deadline to have our coding completed is June 26th after that date the Primary Contact, which is me for the Libraries, has until June 29th to review everyone's coding and then submit it in the UFAST system.

Important Staffing news

- Interviews for a Classroom Technology Technician position, to replace Brett MacDougall, are taking place from June 21st – 27th. Members of the search committee are Mick Bottom, Sandy Dwyer, and Chris Richardson, Service Delivery Manager, MedIT.
- Interviews for the Library Services Assistant position in Resources took place the week of May 23rd – 26th. We are in the reference checking stage of the process.
- The Limited Term Subject Liaison & Alma Support Librarian position, to fill the vacancy that was created at the Sexton when Allison Fulford accepted the position of Acting AD/Head of Sexton, has been posted and will close on July 5th.
- Danielle Hoar was the successful candidate for the Library Services Assistant position in Killam Access Services. Danielle graduated from NSCC with her Library Information & Technology Diploma in 2015 and has been working in the Halifax Public Library system for the past seven years. Danielle's first day with the Libraries was June 19th.
- Elizabeth (Liz) Johnson was the successful candidate for the Administrative & Library Services Assistant position in the Kellogg Library. Liz has a Library Technician Diploma from Nova Scotia Community College and over 30 years' experience working in various Libraries and Learning Commons across Canada. Liz's first day at the Dal Libraries was June 12th.
- The interviews for the Manager, Financial & Physical Resources position that closed on May 14th took place the week of June 5th – 9th. We are now in the reference checking stage of the process.

Announcements

- Amanda, Courtney, Leah, and Robin are taking advantage of the upcoming training on Lean management principles, that's being hosted by the Education Institute. It is a two-part work shop taking place on June 19th and 26th.
- Best wishes to Janice Slauenwhite, Sarah Stevenson, Michelle Paon, Penny David, Linda Clark, and Anne Matthewman on their retirements. Hoping all your days are filled with fun and relaxation!

AD Archives, Records Management & Special Collections | Head, Killam Memorial Library

Library Council Report

Submitted by: Sarah Stevenson

Date: 22 June 2023

Monthly highlights:

- At the Archives/Records Management annual meeting last week, Dianne shared a terrific find from the MacMechan fonds: a copy of the Dal Gazette that had had been found in a trench in France during WWI and sent back to MacMechan. It had been left behind by another Dal student in service before being found by the student that sent it back to MacMechan. The pages are stained with mud. Look for the full story in an upcoming issue of Dal Magazine in time for Remembrance Day 2023.
- Library Staff from the University of King's College came for a Killam tour on June 7th. They found it helpful to see the people that they work with online, primarily Resources and Document Delivery. They were also interested in our digitization facilities and compact shelving units in the Archives. (I remain envious of their climate controlled space for their archives and special collections.)

Important News

- Nicole Marcoux started her term with Dalhousie Libraries on June 1. Nicole is covering Gwen's subject areas (Biology, Science Communications, Medical Sciences, Oceanography) and Julie's role as library instruction coordinator for the Integrated Science Program and liaison for Psychology & Neuroscience. Nicole is a very welcome addition to the liaison librarians. The Killam librarians are happy to welcome back a former intern. Welcome Nicole!
- The Deep Energy Retrofit project is in full swing in the Downie-Wenjack Legacy Space. It is minimally disruptive in terms of noise and dust. Sandy Dwyer, Nellie Renzelli and Janice Slauenwhite continue to attend weekly meetings with the contractor.
- I will be on a 6 month sabbatical starting July 1. My sabbatical projects are all based in Resources and include updating the collection policy for my science liaison areas (last written in 1995), collaborating with Kirsten Huhn on her plans for a subject selectors' handbooks and some data wrangling with our Streaming Video usage data. These data sets are not in COUNTER compliant formats, so they require a little extra attention to make them comparable. For the month of January I have opted for a workload reduction arrangement with my official last day as January 31, 2024.

Announcements:

Obviously, this month has been full of 'last's for me – last committee meetings, last course assessments, last donor replies, last Library Council. I hope you will indulge me in a few 'last remarks', with apologies to the folks who attended the little farewell event at Killam Thursday and heard most of this already.

I started out at Dal Libraries as what would be the last Science Services Intern, as Science & Social Science-Humanities Reference services merged during the summer and fall of 2000. When I accepted the permanent-track position, I only planned to stay for two years, but that ended up being twenty-two. It has been a remarkable journey: we no longer rely on print indexes, ebooks and ejournals are mainstream, databases aren't served up on CDs anymore. The Killam building has had various internal renovations like the Learning Commons & LINC, extra outlets and wireless boosters, all to adapt to the needs of current students.

One of the constants for me (in addition to the sound of drilling that accompanies almost every maintenance project in the Killam) has been the sense of how fortunate and privileged we are to work in a university. While there are challenges within the institution, it really is a remarkable privilege to work with the faculty and students and be part of higher education. One of my favourite professors in undergrad at UNB, a pretty fine scholar himself, remarked at a colloquium in honour of his 60th birthday that he considered himself so fortunate when his students surpassed him. Over the last seven years as Head of Killam and an Associate Dean, I've thought a lot about Dr Valenta's delight in seeing his students succeed. I feel that I am doing my job right if the people I am responsible for are succeeding. In my opinion, it's our job as leaders to create the conditions and provide the support for all you to do your best in your roles.

Some of you will know that I am a fan of Québécoise novelist Louise Penny and her Inspector Gamache series. Throughout the series, Penny refers to Inspector Gamache's four sentences that lead to wisdom: *I was wrong. I'm sorry. I don't know. I need help.*

I hope that these sentences shaped my time in leadership – being willing to admit mistakes and apologize, being honest about what I didn't know, and asking for help from colleagues. I found that ideas/plans/writing always improved with discussion from others.

I'll close with my gratitude for the privilege of working with all of you over the years, and with my very best wishes for the opportunities and changes to come.

Sarah Stevenson