



**DALHOUSIE**  
UNIVERSITY

LIBRARIES

# LIBRARY COUNCIL ANNUAL REPORT (Draft) 2022-2023

***Prepared by:***

*Jaclyn Chambers Page, Library Council Chair (November 2022-June 2023)*

***Faculty Unit:*** *University Libraries, Dalhousie University*

***Submitted:*** *July 2023*

## Table of Contents

Introduction .....	1
<i>Table 1. Library Council Members 2021-2022</i> .....	1
Business of Council and Presentations .....	2
Meeting format.....	2
Council Discussions .....	3
Presentations .....	3
Motions.....	3
2023-2024 Council Leadership.....	4

## Introduction

This report summarizes the activities from September 2022 through June 2023 for Dalhousie’s Library Council. It is particularly noteworthy that this council year was the first for Dalhousie Libraries’ new Dean of Libraries, Michael Vandenberg, who began his term on August 15, 2022. After the end of Erin MacPherson’s term as Council Chair, there were several shifts in leadership for the 2022-2023 Library Council, these are summarized below:

- Chair:
  - September-October 2022: Michael Vandenberg, Dean of Libraries
  - November 2022-June 2023 (continuing): Jaclyn Chambers Page, Copyright Librarian
- Secretary:
  - September 2022-January 2023: Leah Unicom
  - March-June 2023 (continuing): Carol Richardson; Carol was recommended by the Dean to become a member of council in order to make her eligible for the Secretary role, according to the Terms of Reference for Library Council.
- Recording Secretary:
  - September 2022- March 2023: Carol Richardson, upon Carol’s move to Secretary, this role was no longer required.

Please note that Library Council meetings were cancelled in both February 2023 and May 2023 due to a lack of availability of members and presenters. Agenda items from cancelled meetings were moved to the following month’s session.

### Membership table

Table 1. shows the membership as of June 2023. Quorum continues to be 50% +1 of the voting members. Quorum was achieved for all meetings. The Terms of Reference remain the same, requiring no less than fifty-five percent of the voting membership to be academic librarians. Library Council welcomed the following new members in 2022-2023:

- Michael Vandenberg, Dean of Libraries
- Jaclyn Chambers Page, Copyright Librarian
- Scott MacPherson (covering Lachlan MacLeod), Copyright and Research Data Management Specialist
- Ratna Dhaliwal, Collections & Metadata Librarian
- Robin Bishop, Manager of Acquisitions & Content Management
- Kristy Read, Manager, Community Engagement, Web Content and Communications
- Nicole Marcoux, Limited Term, Research Assistance & Subject Liaison Librarian

*Table 1. Library Council Members 2021-2022*

VOTING MEMBERS (37)		NON-VOTING MEMBERS (12)
DFA LIBRARIANS (24)	NSGEU & DPMG STAFF (13)	SENIOR LEADERSHIP TEAM (10)
Creighton Barrett David Michels Dominic Silvio	Amanda Sparks Carlina Gillis Carol Richardson	Allison Fulford Anne Matthewman Elaine MacInnis

Erin MacPherson Geoff Brown Hannah Steeves ** - June 30, 2023 Jackie Phinney Jaclyn Chambers Page* (Chair) Joyline Makani ** - June 30, 2023 Julie Marcoux Karen Smith Kirsten Huhn Linda Bedwell Linda Clark Lindsay McNiff Louise Gillis Mark Lewis Melissa Rothfus Ratna Dhaliwal Robin Parker Roger Gillis Samantha Adema Sarah Jane Dooley Shelley McKibbon	Courtney Bayne Gina Coates James Boxall Jan Pelley Jason Flynn Joe Wickens Lachlan MacLeod ** Leah Unicomb Robin Bishop Sai Chua Scott MacPherson (replacing Lachlan during his leave	Janice Slauenwhite Marc Comeau*** (temporarily replaced with Mick Bottom) Melissa Helwig Michael Vandenburg Sandy Dwyer Sarah Stevenson  University Librarian for University of King's College: Tracy Lenfesty  Chair of Senate Ex-Officio (per May 27, 2021 meeting) Dr. Louise Spiteri
--	---	--

\* Chair can vote to break a tie

\*\* Voting members on leave or term appointment during some or all of 2022-2023 term

\*\*\*Members of the Senior Leadership Team on leave during some or all of 2022-2023 term

## Business of Council and Presentations

### Meeting format

Council continued to meet exclusively virtually via Microsoft Teams for all meetings in 2022-2023. This model has proven beneficial to accommodate members located in various campuses across Nova Scotia and New Brunswick, as well as those working remotely, therefore, it will likely remain the preferred model. Teams also allows for easy electronic voting and for meetings to be recorded for minute-taking. A statement about recording for minutes is read before each meeting and provided on the agenda, as well as Dalhousie's territorial acknowledgement.

The agenda for 2022-2023 followed a similar model to the previous year; written Senior Leadership Team (SLT) reports were provided before the meeting, and during the meeting each SLT member verbally provided 1-2 highlights from their report, followed by an opportunity for questions regarding their reports. A new optional template for SLT reports was developed by the Chair to bring consistency to these reports. Following the SLT reports, special presentations and discussions on specific issues took place. Council meetings ended with an opportunity for announcements. Agendas and Minutes for the 2022-2023 Library Council meetings are available in [DalSpace](#).

## Council Discussions

Council engaged in a number of discussions regarding succession planning and the composition of the DFA Librarian complement. Several retirements and the process of accepting a spousal hire led to many clarifying discussions with the new Dean of Libraries.

Dean Vandenberg also provided an informative session about the Dalhousie Libraries' budget status in December 2022. This presentation helped give Council insight and offer suggestions for the strategic direction of the Libraries to address inherited budget challenges.

Library Council made some changes to the council Terms of Reference, as outlined in the "Motions" section below. Most notably, a vice chair position was added, a position that had initially been brought forward by Council members in 2021-2022.

The Uniforum University-wide survey was a major topic of discussion for Library Council. Council engaged in a presentation with survey co-ordinators, Angela Scammell and Christopher Lake and Acting Provost, Dr. Kim Brooks to voice concerns about the purpose and use of the collected information for Dal Libraries operations.

## Presentations

The following presentations took place during the 2022-2023 term:

- Study Spaces Designing for Well-being in an 'Echo Pandemic' (special leave report) – Linda Bedwell (2-part presentation)
- Reference & Research Assistance Statistics in LibInsight - Sarah Jane Dooley & Julie Marcoux
- Intellectual Property Policy – Lachlan MacLeod
- Budget presentation – Dean of Libraries
- Boulden Animal Clinic Library Resources (special leave report) - Erin MacPherson
- University Records Committee Update – Courtney Bayne & Michael Vandenberg
- Open GLAMs (special Leave presentation) – Roger Gillis (2-part presentation)
- Uniforum Survey - Angela Scammell, Kim Brooks, Michael Vandenberg
- People Counter Data – Daryl Atkinson

## Motions

The following motions (aside from routine business motions) were considered by Council:

- To approve the Dalhousie Service Point Committee Terms of Reference. Carried.
- To approve a change to section 4.7 of the Terms of Reference for Library Council so the Secretary can be a non-voting member and remove the term of this position and change section 4.8.4 of the Terms of Reference for Library Council to say on behalf of the Chair the Secretary may distribute documents pertaining to urgent matters arising on short notice electronically prior to noon the day preceding the session.
- To approve changes to the Library Council Terms of Reference in the following items:
  - 4.5. Library Council shall elect a Chair from among voting members who allow their name(s) to stand. Should there not be any candidates from among the voting members, a non-voting member may be elected Chair. The term of this position shall be defined as

- a one year renewable term commencing July 1st. Any exception to the Chair's term shall be determined by a vote of the Council.
- 4.7. Library Council shall elect a Vice Chair from among voting members who allow their name(s) to stand. Should there not be any candidates from among the voting members, a non-voting member may be elected Vice Chair. The term of this position shall be defined as a one year renewable term commencing July 1st. Any exception to the Chair's term shall be determined by a vote of the Council.
  - 4.8. Duties of the Vice Chair – The Vice Chair shall:
    - 4.8.1 Perform the duties of Chair if the Chair is unavailable.
    - 4.8.2 Assist the Chair in the conduct of meetings.
    - 4.8.3 Assist the Chair in the preparation of the agenda for meetings.
  - 4.9. Library Council shall elect a secretary from among voting members who allow their name(s) to stand to take official minutes and distribute an agenda. The term of this position shall be defined as one year commencing July 1st. Any exceptions to the Secretary's term shall be determined by a vote of the Council. Any individual can be elected for multiple consecutive years.
  - 4.10. Duties of the Secretary – The Secretary shall:
    - 4.10.1. Take minutes and distribute same in a timely fashion;
    - 4.10.2. Collect agenda items for the following meeting and distribute supporting documentation at least three business days prior to the meeting;
    - 4.10.3. Distribute the agenda three business days prior to the meeting;
    - 4.10.4. The Chair or Secretary may distribute documents pertaining to urgent matters arising on short notice electronically prior to noon the day preceding the session. Materials distributed after that time require a procedural motion for discussion.
    - 4.10.5. Enlist administrative support as needed to complete these duties in a timely fashion.
  - All changes above were carried.
  - The voting membership will also consist of one NSGEU library staff representative elected by NSGEU library staff members. After a lengthy discussion, it was decided to table this topic to a future Library Council meeting when the Faculty Procedures and Governance Working Group had some time to investigate the purpose and role of Library Council and the various employee groups that make up the membership.
  - To agree that Carol Richardson be added as a member of Library Council for the purposes of being secretary. Carried.

## 2023-2024 Council Leadership

Council leadership will be served by the following in 2023-2024 (approved by acclamation):

- Secretary: Carol Richardson
- Vice Chair: Courtney Bayne
- Chair: Jaclyn Chambers Page

Respectfully submitted,

Jaclyn Chambers Page, 2022-2023 Chair