

Library Council Meeting  
Minutes  
September 12, 2024  
1330- 1510hrs  
Microsoft Teams

Present: Courtney Bayne (Chair), Carol Richardson (Secretary), Allie Fulford, Amanda Sparks, Creighton Barrett, Dominic Silvio, Erin MacPherson, Geoff Brown, Gina Coates, Jackie Phinney, Jaclyn Chambers Page, Jan Pelley, Jason Flynn, Jennifer Adams, Joe Wickens, Joyline Makani, Joyline Makani, Julie Marcoux, Karen Smith, Kristy Read, Leah Unicomb, Linda Bedwell, Lindsay McNiff, Louise Gillis, Louise Spiteri, Marc Comeau, Mark Lewis, Melissa Helwig, Melissa Rothfus, Nicole Marcoux, Ratna Dhaliwal, Robin Bishop, Roger Gillis, Sai Chua, Sandy Dwyer, Sarah Jane Dooley, Scott MacPherson, Shelley McKibbon

Regrets: David Michels, Elaine MacInnis, Hannah Rosborough, Hershan Fernando, James Boxall, Kirsten Huhn, Mick Bottom, Robin Parker, Samantha Adema, Tracy Lenfesty

## 1. Territorial Acknowledgement

Approval of Agenda

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

J. Chambers Page / E. MacPherson

Carried

Introductions

No new members or guests today.

Approval of Minutes from meeting June 13, 2024

**Motion:** To approve the Minutes from the June 13, 2024 meeting as circulated.

L. Unicomb / J. Chambers Page

Carried

## 2. Budget and hiring freeze

- No significant clarity to provide beyond the message sent to Library Staff on Friday September 6 but will give a bit of context:
  - It's clear from the situation we are in, like many universities across Canada, we are in a challenging environment this fall based on enrollment (domestic enrollment is positive but the international enrollment is down 20% from what had been budgeted. During Covid the enrollment started to decrease and then many government changes have added to this decrease plus provincial funding etc have added to these factors. This will have a multi-year impact so the university is instituting changes now to help and try to reverse the decline in international class sizes.
  - This freeze covers both faculty and staff positions in the operating budget but it does not cover research or grant paid positions. Exceptions are roles that are deemed critical. Any exceptions at the Libraries will be discussed at the Senior Leadership Team level and approved by the Dean. A small team will be reviewing the exceptions composed of the Provost, VP People and Culture, VP Finance & Administration. There is no clarity on how the exceptions are being handled.
  - The freeze will be reviewed in March 2025.
  - Discussions have been taking place between different groups including Deans, VPs and the Provost.
  - No changes to the Libraries' allocations. This is just a mechanism put in place. If someone leaves, we can't start an appointment process until we submit to the exceptions group and get approved. It was noted, an exception application will be filed for the Resources Licensing Manager position and there is critical support needed for the Faculty of Science so a science librarian will also be a high priority for the Libraries. Additional discussions will need to take place at the Libraries Senior Leadership Team to prioritize other exceptions with the Head of Kellogg leaving.

- Head roles are important for the tenure track promotion process so something will be in place before the Acting Head of Killam and Head of Kellogg leaves.
- Student employment has not been affected. It was noted, the Intern program should not be affected because all student hiring is exempt from the hiring freeze.

If anyone has any questions or concerns, please reach out to the Dean directly.

### 3. Outline for the upcoming year for Library Council

- Library Council will meet the same time as last year (2<sup>nd</sup> Thursday of the month from 1:30-3:30pm).
- Library Council Vice Chair position is still vacant – please contact Courtney if you have any questions about the position or would like to volunteer.
- The Senior Leadership Team reports are being moved to October.
- Will be looking at document storage for Library Council. Currently we are using Brightspace and Dalspace.
- The remaining Committees of Library Council will be reviewed eg. Preservation Committee, SRMG.

### 4. Announcements

- Congratulations to Melissa Helwig on her new position at Toronto Metropolitan University School of Medicine. This will be a great loss to the Dalhousie Libraries. Good luck in your new adventures.
- HVAC – The 5<sup>th</sup> floor will open (Reading Room will be going back upstairs on September 23. The scanning staff will be moving to room 3700 (in the Reference & Research Services office). Most staff will be moving back to the 5<sup>th</sup> floor.

### 5. Highlights from the Senior Leadership Team

The quarterly reports from the Senior Leadership Team have been deferred to the October meeting.

A few highlights since the June meeting:

Mark Lewis

Will be working out of the Killam Library on Fridays as part of his role as Acting, Associate Dean, Library Services.

Allie Fulford

The USD money has been received. Thank you to the Resources Team for their hard work in getting this accomplished.

Kristy Read

We have new ssh stickers. These were very popular at the orientation sessions.

### 6. Highlights from the Senate Report

The Senate Report is in Brightspace [September 2024] 20240912\_LC\_RPT\_SEN.

### 7. Library Council Annual Report

**Motion:** To approve the 2023-2024 Library Council Annual Report as written.

J. Chambers Page / R. Dhaliwal

Carried

Library Council Committees

- LIPCC Annual Report  
**Motion:** To approve the LIPCC Annual Report as submitted.  
M. Rothfus / N. Marcoux  
Carried
- DLSPC Annual Report  
**Motion:** To approve the DLSPC Annual Report as submitted.  
G. Coates / R. Dhaliwal  
Carried

- Preservation Committee – Update  
Have not met yet so nothing to report.
- Scholarly Resources Management Group (SRMG) – Update  
A lot of work of SRMG was spent on one time purchases that impacted a few of the Dalhousie Libraries.  
Resources staff have been sending renewals to SRMG for their consideration (this is an ongoing process)

The Preservation Committee and the Scholarly Resources Management Group (SRMG) will be put on Library Council's December agenda for another update.

+ Consent Agenda item

- Copyright Office Annual Report  
Please take a minute and read this report to find out what the Copyright Office is up to. If you have any other questions, please reach out to Jaclyn or Scott.

#### 8. AI Community of Practice Proposal

Like to propose that we have an AI Community of Practice centered around library concerns, news, and topics. It could be a Libraries Professional Development Team, so a peer to peer learning too to keep us informed on new tools, techniques, ideas in a library context.

Please let Jaclyn know if you are interested in joining a Team. Jaclyn will send out a message on Libraries Connect for volunteers. It was noted, the Dean of Libraries endorses this proposal.

#### 9. Any other business

No other business.

#### 10. Adjournment

The meeting adjourned at 1510hrs.

# Senate Report to Library Council

Thursday 2024-09-11, 13.30-15.30, Teams Virtual Meeting

Report for Senate meeting of 2024-09-09, 15-17.00, Rowe Management Building & Teams Online

First meeting of the academic year.

## 1. Approval of Agenda

Indigenous land acknowledgement statement

## 2. Consent Agenda

2.1 Approval of Draft Minutes of June 10, 2024 Senate Meeting

2.2 Senate Nominating Committee: Senate Standing Committee Nominations

- Michael Vandenburg will be continuing in his duties on the Honorary Degree Committee.

- Ratna Dhaliwal will be joining the Appeals Committee.

2.3 Senate Planning and Governance Committee: Academic Amnesty Request for Global Climate Strike – September 20, 2024 will again be allowed this year.

- Students can participate without academic penalty.

## 3. Matters Arising from June 10, 2024 Meeting

3.1 Proposed New Program – PhD in Information, Faculty of Management and Faculty of Graduate Studies (granted!)

3.2 Proposed New Program – PhD in Management, Faculty of Management and Faculty of Graduate Studies (granted!)

## 4. Welcoming Remarks by Cheryl Fraser, Chair, Board of Governors and Kim Brooks, President and Vice-Chancellor

## 5. Senate Orientation and Rules of Procedure

Presenter: Louise Spiteri, Chair of Senate and John Hope, General Counsel & University Secretary

- Overview for new members highlighting governance structure and Senator responsibilities.

## 6. Recent Committee Work Highlights:

6.1 SAPRC (Academic Programs & Research Committee):

- Approved 5 concept papers for new academic programs

- Approved 4 major academic program modifications

- Recommended 2 new PhD programs in the Faculty of Management

- Approved part-time PhD program in History, FASS.

6.2 SLTC (Learning & Teaching Committee):

- Approved admission modifications and pathways to 4 academic programs

- Approved modifications to the Course Syllabus Guidelines

- Approved terms of reference for the review of the Student Accommodation Policy, the Accessibility in Course Design Policy, and the Code of Student Conduct.

6.3 SPGC (Planning & Governance Committee):

- Recommended or approved appointments to Senate Standing Committees, Faculty representative to the Board of Government, and Senate representatives to various university-level search committees.

- Approved creation of working group to inform development of a framework for academic quality assurance.

- Recommended revisions to the Policy for Faculty Reviews of Academic Programs

- Considered recommendations from the University Governance Review.