

Library Council Meeting  
Minutes  
January 26, 2023  
1000- 1200hrs  
Microsoft Teams

Present: Jaclyn Chambers Page (Chair), Leah Unicom (Secretary), Carol Richardson (Recording Secretary), Amanda Sparks, Anne Matthewman, Courtney Bayne, Creighton Barrett, Elaine MacInnis, Erin MacPherson, Geoff Brown, Gina Coates, Jackie Phinney, Jan Pelley, Janice Slauenwhite, Jason Flynn, Joe Wickens, Julie Marcoux, Karen Smith, Kirsten Huhn, Linda Bedwell, Linda Clark, Lindsay McNiff, Louise Gillis, 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, Shelley McKibbon, Tracy Lenfesty

Regrets: Allison Fulford, Carlina Gillis, David Michels, Dominic Silvio, Hannah Steeves, James Boxall, Joyline Makani, Louise Spiteri, Marc Comeau, Mick Bottom, Roger Gillis

1. Territorial Acknowledgement

The Territorial Acknowledgement was read by Jaclyn Chambers Page.

2. Approval of Agenda

**Motion:** To approve the Agenda as circulated.  
SJ Dooley / E. MacPherson

3. Introductions

Welcome back Erin MacPherson from special leave.

New Library Council Members  
No new Library Council Members

Recognition of Guests  
No guests at today's meeting.

4. Approval of Minutes from meeting October 27, 2022

**Motion:** To approve the Minutes from the December 15, 2022 meeting as circulated.  
C. Barrett / R. Dhaliwal  
Carried

Business Arising from the October 27, 2022 meeting

- Discovery Layer Team Terms of Reference revisions

**Motion:** To accept the revised Discovery Layer Team Terms of Reference.  
J. Wickens / C. Bayne  
Carried

- Budget Presentation (questions sent to the Chair)

#### Question 1

*I am curious how the Libraries' budget deficit situation over this period compares to other faculties and high-level units. Were any faculties in a surplus situation? Are we running the biggest deficit? I am also curious how our deficits compare to the planned deficits in 2020-21 and 2021-22. Are they proportional? Bigger or smaller?*

With the current model and process, we don't see other Faculty and Unit budgets so we can't compare to others. There are Faculties that are similar to the Libraries and there are others that are better off. It was noted, the Dean takes every opportunity to advocate for a more interoperable budget model for the Libraries as well as more transparency across the University.

#### Question 2

*What language, if any, should we use when our budget situation comes up in conversations with faculty or other members of the academic community? For example, I sometimes find myself partly explaining how our budget works and gets allocated when getting requests for expensive new library databases / journals / subscriptions from faculty. Is it helpful in any way if I throw in some "Dal Libraries is in a difficult budget situation at the moment" language, or would it be preferable not to refer to our structural deficit?*

Our overall allocation is a single dollar amount, the acquisitions is a protected amount (an earmarked budget that increases year after year). The Libraries have to spend their acquisitions budget but are impacted by other deficits. The ability to manage the acquisitions budget is impacted by the overall staff and operational resources.

Start by sharing some context about academic libraries and the ability to provide access to information resources. Like every academic library we need to apply our budget with care and we can't purchase everything. We can refer to the work that is being done to secure best prices, the work of our consortia and leveraging purchasing power to keep costs down and highlight the issues with the scholarly publishing model that we operate in and encourage publishing in Open Access.

We keep wish lists in our Units and make challenging decisions about what licenses we keep. Also comparing ourselves to our peer groups eg. U15 Universities. We have the smallest acquisitions budget in this group but we are also the smallest school. It was noted, the Dean doesn't do a budget presentation to the University so there isn't an opportunity within the current model to make a case to the leaders of the University. Work with the Faculties if they have questions so they understand what the needs are. Bring it back to the Library Units for discussion and decision making. The Dean would advocate if there are products we really need. Need to make sure the messaging gets back in the approval processes to Senate to help us get the funds we need to support the programs.

#### Question 3

*When the library took on new responsibilities such as academic technology, was there an increase in budget to account for that? There are other products that we support (including financially) that perhaps may be more appropriate to have more support from other units (ie. DalAnalytics, Dal Research, etc). It might be worthwhile to look at this going forward.*

Yes, in 2017 received base budget transfers from the Centre for Learning and Teaching as well as ITS.

There are other products and transfers we receive from other Units like Uniweb, the RIM system as well as other models that give us funding. There are more information resourcing that the Libraries are supporting like VPRI (funds would come from outside of the Libraries acquisitions budget). Wanting to ensure that the focus of that acquisitions budget is around the things that we are licensing or purchasing to support research (would seek budget support for products that don't fit with the budget).

#### Question 4

*Do we have budget transfers for staff or the complement. Every new product or service requires more people and staff can only cope with so much. Can the people involved in the service or product be considered? For example, extra supports have not grown when it comes to products like Uniweb and RDM?*

If support requirements are needed, these need to be identified and managed and brought into the conversation. The Dean has been working with other Deans etc., around a potential replacement for Uniweb using the Digital Governance Framework and Council. There is a desire and request for the Digital Strategy Council to be funded in a way that is in addition to core IT services funding so there is a way to do that governance work but also prioritize what is happening across the university in regards to systems and funding that is needed.

#### 5. Senior Leadership Team Reports to Library Council (Highlights)

Janice Slauenwhite

Working with Facilities to assist with a space planning exercise in the staff areas of Resources, Document Delivery and the back end of Access Services.

Sandy Dwyer

- There is an All staff meeting on February 8 from 9am-11am. There will be two guest presentations: Huwaida Medani will be presenting on the Universities Employment Equity Plan and Lyndsay Anderson will talk about the Sexualized Violence Policy. Both of the presentations will be recorded only, not the question and answer session.
- There is a Wellness Day on February 2 with events staff can attend throughout the day. Please register if you plan to attend.

*No Applicants for the AD Resources, Head of Sexton position. Is there any idea of what direction we are going next?*

The Dean will be doing a fairly quick assessment of the options and a meeting is scheduled for the Heads in the coming week to discuss the options and make decisions for next steps as soon as possible. The role currently is being done by the Dean and Elaine for now. Should have more information in the coming weeks to announce to staff. It was suggested to consider posting the role again but reducing some of the responsibilities. The position requires a very unique skill set so separating it makes more sense.

Sarah Stevenson

The Paint Shop in Facilities Management are refinishing the rosewood study tables and repairing the legs. Sarah will post some pictures in the chat.

Anne Matthewman

- Research Summer camp is coming up again and is online. If people can contribute in their subject areas, it would be most appreciated.
- On the Academic Program and Curriculum Committee for Faculty of Graduate Studies.
- Fall term withdrawals are typically between 200-300.

Michael Vandenburg

- Reminder of the Desmond Cole's conversation with El Jones that takes place tonight at 7:00pm. Thanks to Nora Frauley-Elson for the work she has done on this event.
- Meeting January 19 with Nova Scotia Health / Dalhousie /IWK Leadership Situational Awareness Faculty at Dalhousie who have clinical roles within IWK and the Health Care system have access to all the resources that we license on behalf of the university but those who do not have academic appointments have differing levels of access. The ongoing questions about shared licenses was discussed. A reiteration of an understanding that came out of looking at this previously is that joint licensing hasn't been to anyone's advantage. There was talk about the value of looking at Open Access policies for publishing within healthcare. The issue around the access is largely from the information being with the publisher's and them charging a lot of money for those resources. A way to address this would be to collectively publish in Open Access or in Repositories. Adding Healthcare to Dalhousie's licensing has not been possible in the past so will look at other things around fulfillment.
- Meeting with SIM – expand their Intern Program

Talked about Internships and SIM's desire to expand it. They are looking at their whole structure of their program. The Dean is looking at what kind of potential there is for Internships within the libraries and whether there is an ongoing commitment in the library. What are some of the challenges and opportunities around that with our relationship with the SIM Program. The connection with the SIM and Internship Program at the Libraries is valuable. Are there other things we should be looking at in regards to Internships or experiential learning? The program is also wrapped up in our budget. We don't have year over year increases to put towards this program (we have a limited budget).

Elaine MacInnis

Indigenous Services

The film screening of "Basket Makers" by Catherine Martin is happening on February 1 at 6:30pm in the McMechan Auditorium along with a Mid-Winter Feast at 4:30pm in Ko'jua Okuom.

Academic Technology Services

Marc Comeau is away starting this week and Mick Bottom has agreed to take on his responsibilities temporarily so there is no report this month.

6. Highlights from the Senate Report

The Senate Report is available on Brightspace [January 2023] 20230126\_LC\_RPT\_SEN

7. Old Business

Discussion: Library Council Chair Terms of Reference

**Motion:** To add a Vice-Chair to Library Council.

R. Parker / K. Huhn

Carried

**Motion:** To change the Chair term to a one-year renewable term.

R. Parker / K. Huhn

Carried

Amend Secretary role and membership status 4.7

A formalized motion will be brought back to a vote at the February Library Council meeting.

Amend membership to include representation from additional library staff

- How to better define NSGEU members in the Terms of Reference.

A formalized motion will be brought back to a vote at the February Library Council meeting.

8. New Business

To add a discussion at a future Library Council meeting, the purpose and overall goals of Library Council.

9. Announcements

Blind Date with a Book will be happening on February 14 at the MacRae, Kellogg, Killam and Sexton Libraries.

The University Records Committee meets tomorrow for the first time since 2021.

10. Adjourned.

The meeting adjourned at 12:00pm.

## **Report to Library Council**

**Anne Matthewman –January 26<sup>th</sup>, 2023**

### **AD Learning and Teaching**

#### ADAC

ADAC met on January 18th. The following were discussed:

Concerns regarding the Student Accessibility Centre: Several concerns have been expressed regarding accommodations for the December exam period. There has been a large increase in the request for accommodations and the Centre has had difficulty responding due to timing of requests, shortage of space, and shortage of staff. There is currently a 3 week wait for appointments to meet with an advisor. The Centre staff is looking into ways to address these problems.

Fall Term Withdrawals: The withdrawal date was extended in the fall due to the CUPE strike. The number of withdrawals was much larger than normal with 711 before the usual deadline plus 971 with the extended deadline. Most students dropped one course but a few dropped a full course load.

#### Learning and Teaching Team

We did not meet in January. Planning has begun for Research Camp and Lindsay is looking for volunteers to contribute based on their subject areas. Julie is promoting ICPSR's International Love Data Week and has compiled a Research Guide with information about the sessions. Jaclyn has been offering copyright sessions.

#### APCC (Academic Program and Curriculum Committee)

I am now representing the Libraries on this FGS committee. It met on January 10<sup>th</sup>. There was a presentation on a proposed Master of Business Administration program which would bring together several courses already offered. The committee had several questions and the faculty will come back to the committee with answers. There were also requests to approve curriculum changes to Applied Research in Health Data Science and to Machine Learning for Engineers 1. These were approved.

#### OER Grants

A second call for proposals has been posted and proposals are due on February 6<sup>th</sup>. The committee will be meeting on February 14<sup>th</sup> to consider the proposals.

### **Dunn Law Library**

The Law School is currently interviewing for two faculty positions, A joint law and computer science position, and an environmental law position. Librarians have been attending the job talks. In the Law Library, we are undergoing a search for an Administrative Coordinator.

We have been asked to complete about 25 course assessments for Law Graduate Studies and are slowly working our way through them. These are undergraduate courses which are being considered for graduate coursework.

## Dean of Libraries selected activities since Dec 15, 2022 Library Council meeting

### **Our Workplace Today Town Hall**

Thanks to everyone who participated in the January 9 Our Workplace Today Town Hall, and to those who responded to the 2021 Your Voice survey and Our Workplace Today sessions facilitated by Joanne Fraser that preceded this event. This was an important opportunity for me to hear your thoughts about how we might prioritize acting on the feedback and suggestions you've shared for how we can improve as a workplace. Several priority areas for improvement were identified in the Town Hall session. I'll list some highlights here and will follow up by sharing a message with all staff that includes next steps emerging from your input.

Staff comments and feedback were kicked off with comments encouraging us to bring patience, acceptance and grace to all of our interactions both with each other and with our library users. Where there are always things we can improve on and issues to address, this was excellent advice to ground our conversation.

One priority emerging from the meeting is to bring more clarity and consistency to the tools and channels we use to communicate. Next steps in addressing this priority include establishing a consistent approach to documenting our work and services using both our internal and external facing tools and systems so that we're all able to readily access the information we need to do our work, and can easily see who we should turn to with questions.

Another priority is to provide early communication about matters requiring decisions, and to be clear about how library staff will be engaged in decision-making, particularly where their work is impacted by the decisions being made. I see a next step in addressing this priority being to document our organizational design to establish as clearly as possible where and how decisions are made within the library across our many service areas.

The town hall included a lively discussion about our meeting culture with suggestions to consider meeting-free weeks and be more clear about the practical outcomes of our meetings and review our teams and groups with the goal of seeking balance between being inclusive and respectful of people's time and ability to participate on many groups. A priority is to address inequality in individual staff member's ability to participate in meetings, including space and technology limitations for people who don't have individual offices and formats for participation that allow people to submit input ahead of time, in written form and anonymously. Among the next steps we can take in addressing this is to remind all staff that they are welcome to join Library Council meetings and to facilitate this by having our meeting invitations in everyone's calendars.

### **Budget**

On December 16 I attended a Budget Model Workshop hosted by the Education Advisory Board

(<https://eab.com>) as a follow-up to the budget model overview meeting with Gitta and Frank on

November 15<sup>th</sup>. David Vuletich spoke about moving beyond incremental budgeting and shared lessons learned by universities that have moved to activities based or responsibility centre management models. He led attendees in a discussion to identify the principles that should underlie Dal's next budget model. A Budget Model Taskforce has now been struck to lead a consultative process that will result in a recommendations for a new budget model including an implementation timeline and transition plan.

Within our office, Janice has been working with staff from a number of units to complete our third quarter variance reports by January 13. The results of unit and faculty variance reports inform the final recommendations of the Budget Advisory

Committee, which were shared with Dalhousie faculty and staff on the 23<sup>rd</sup>. Budget plan highlights from the draft plan include a 2% increase to the library's acquisitions budget.

### **Digital Strategy**

On January I joined Digital Strategy Pillar 5 leads Jody Couch and Sonia Beattie in presenting a Digital

Governance Framework to Provost's Council for approval. The framework includes a Digital Governance Council that will provide oversight for our strategy, core groups governing digital infrastructure and data within the university, and subgroups managing operations. The 5 Digital Strategy Pillar groups will be incorporated within this framework as it is implemented.

### **Selected Meetings**

Dec 16 – Met with 2022 Access conference organizers from Carleton University to discuss the possibility of hosting Access in Halifax in 2023.

Jan 5 – Met with NS LGBT Senior Archive and Lesbian Oral History Project members from Dalhousie, MSVU and HPL to update members on the current status of the grant funded projects, confirm our commitments and establish next steps for growing and working with the collections.

Jan 5 – Met with SIM to hear about the faculty's nascent plans to expand their intern program.

Jan 19 – Attended a Nova Scotia Health/Dalhousie/IWK Leadership Situational Awareness meeting to explore models for supporting health professionals in achieving equitable access to information resources

Jan 24 – Attended my first Novanet Succession Planning meeting, only to find myself the new chair of this committee.

**AD Library Services & Head, MacRae Library  
and Acting Head, Sexton Library  
Report for Library Council  
January 2023**

**Access Services** – In addition to the updates in Sandy’s report, Penny David has retired from the Kellogg Library after 43 years. Her retirement starts March 1<sup>st</sup> however she is off since the beginning of January using up her vacation.

Kelsey MacGillivray, Killam Access Services, has put in her resignation effective Feb. 3<sup>rd</sup>. She has taken a contract position at the Mount. (S. Dwyer)

**Assessment** – Met with SLT to discuss and firm up the 2023-2025 Assessment Priorities. The Library Data Inventory pilot is well underway with Access Services, Reference & Research Assistance, and Document Delivery participating. I'm doing a deep dive with R&RA data in preparation for a service design assessment. This also involves analysis of Live Help data. Awaiting data from the Registrar's office to complete a quick assessment of distance students' use of Document Delivery. Refining lists of outstanding recommendations from past assessment projects for ADs and Marc for follow-up. Met with the EDIA committee to discuss further assessment of under-represented students' needs and satisfaction as a follow-up to a recommendation from the 2019 Dal Libraries' survey. (L. Bedwell)

**Copyright** - A few reminders from the Copyright Office:

- Copyright drop-in hour and the Copyright Quickchats series are ongoing, see the [Library Events](#) calendar for more information
- Public domain changes in Canada are now in effect, see our [blog post](#)
- Note: February 20-24, 2023 is [Fair Dealing Week](#), expect a webinar announcement from CAAL-CBPA soon and please share our [joint presentation](#) (Feb. 21) with Melissa R. and Lachlan McLeod on IP in the ScholComm context.  
(J. Chambers Page)

### **Data & GIS Services**

- The Data Team and the GIS Team have both noticed an increase in questions now that we’re a few weeks into a new semester.
- Jen is helping out with two classes this semester: PLAN 2006 and SCIE 4850. Some Dalhousie Integrated Science Program (DISP) students and SCIE 4850 student might collaborate on a drone data project with support from Jen and the GIS Centre.
- Choi has been providing extensive support to students and researchers who need the PCCF/PCCF+ to link data with postal codes to census geographies and census data.
- Julie and Louise have been collaborating on Love Data Week 2023 (February 13 to February 17) programming, and you might soon start to see promotional material go out for events. James, Julie, and Louise will be presenting during the week, as well as Theresa Kim from the Atlantic Research Data Centre.  
(J. Marcoux)

**EDIA** – The Dal Libraries’ EDIA Committee held a meeting on January 18<sup>th</sup> and welcomed new member, Lauren Davis, from the Sexton Library. Linda Bedwell joined as a guest to begin discussions with the Committee regarding an assessment project related to underrepresented group. A special meeting has been called to review the relevant findings from the 2019 InSync survey as a first step towards an assessment project. The Committee will be meeting monthly and the agenda for the next regular meeting will include a discussion regarding EDIA goals and priorities coming out of our new Strategic Plan as well as identifying training needs related to EDIA.



## **Indigenous Services**

- Michelle McDonald will be offering a dream catcher workshop on February 9<sup>th</sup>. This event will be open for registration in LibCal by Friday.
- We are finalizing the promotions for the screening of Catherine Martin's latest documentary film, *Basket Makers*. The film screening will be held on February 1<sup>st</sup> (storm date of February 15<sup>th</sup>) at 6:30 p.m. in the MacMechan Auditorium with a Mid-Winter Feast to take place in the Ko'jua Okuom starting at 4:30. The film screening will be followed by a panel discussion with basket makers featured in the film. The film screening and panel discussion will also be livestreamed. An announcement will be going out that includes a link to the livestream.
- I attended the recent NIKLA Council meeting and the AGM is being planned for late February. We encourage anyone who is interested in the work of NIKLA to become members. More information is available at: <https://www.nikla-ancla.com/>

**LibGuides** - The LibGuides Working Group (Lindsay McNiff, Jaclyn Chambers Page, Allie Fulford, Kelsey MacGillivray, and Robin Parker) is currently looking closely at Subjects in LibGuides and homepage designs. (L. McNiff)

**LiveHelp** – Service resumed on January 9<sup>th</sup>.

**Reference & Research Assistance** – The Reference & Research Assistance Team are participating in the library data inventory pilot. The Team also met in January to discuss the Reference portions of the Time Saving Measures Grid prepared by Julie last year.

## **MacRae Library**

- We're delighted to have Erin MacPherson back from her Special Leave. We look forward to Erin's presentation on her Special Leave project at an upcoming Library Council meeting.
- We have met to discuss division of liaison responsibilities between Erin and Jaclyn, as well as MacRae representation on various Committees.
- Liaison Responsibilities:
  - Erin will continue to be the liaison for Plant, Food & Environment Science, Engineering and Animal Science & Aquaculture
  - Jaclyn will take on responsibilities for Business & Social Sciences
  - They will both support the Research Methods courses
- Committee Representation (not directly associated with system-wide responsibilities):
  - Erin – SRMG (delegate for Elaine), Reference & Research Assistance
  - Jaclyn – Curriculum Committee for the Faculty of Agriculture, LIPCC
- Met with Erin M., Jaclyn, and Erin W. to review the current status of the MacRae collections budget.
- Jennifer and I met with Sarah and Creighton to discuss potential projects for another YCW project this summer for the MacRae. In the end we made the decision not to submit an application this year.
- The Call for Submissions is out for the 7<sup>th</sup> Annual DalAC Students, Staff, Faculty and Alumni Art Exhibit. The Opening Reception for the Exhibit will be held at the MacRae Library on Thursday, March 2<sup>nd</sup> at 7:00 p.m.

## **Sexton Library**

- I am now in Halifax one day per week and spend at least half of the day at the Sexton Library.
- I attended the Sexton All-staff meeting on January 19<sup>th</sup> where everyone presented updates on their activities.
- Sexton Library will be participating in "Blind Date with a Book" this year!
- Nora and Lauren have recently completed Cataloguing training.

- Nora and David have taken on some additional responsibilities with Marlo's departure. Nora is looking after the promotions for DalReads (first event taking place Thursday!). David will be looking after Connected Classrooms, as well as blog posts.
- Acting Provost & Vice-President Academic, Dr. Kim Brooks, will be visiting the Sexton Campus on Monday, January 30<sup>th</sup> and has requested a tour of the Sexton Library.

### **Other Notes from Team Members:**

Both Nora Frauley-Elson and Scott MacPherson have contributed works to the [68<sup>th</sup> Dalhousie Student, Staff, Faculty and Alumni Exhibition](#). The Exhibit runs from January 27 – April 16 at the Dalhousie Art Gallery. I think a few others with the Dal Libraries have also contributed. Be sure to check it out!

### **Meetings & Events**

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

- Our Workplace Today Town Hall
- Reference & Research Assistance Team
- Indigenous Program Planning Team
- Meeting with the Dean, Faculty of Agriculture
- Meeting with Associate Dean Academic, Faculty of Agriculture
- Dalhousie Agricultural Campus Space Issues & Priorities Committee
- Copyright Team Update
- Academic Expansion/Double Major Working Group, Faculty of Agriculture
- Wellness Wednesday session on January 11<sup>th</sup>.
- Heads Meeting
- Scholarly Resource Management Group

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

#### Finance

- Submitted 3<sup>rd</sup> quarter variance report

#### Other

- Assisting with the arrangements for the mid-winter feast planned for February 1<sup>st</sup>
- Assisting with the arrangements for the Dal Reads event on January 26<sup>th</sup>
- Participating in the Wellness Wednesday sessions set up by the Health & Wellness Committee

## Research & Scholarly Communications

### Scholarly Communications:

OER Grant Application – This year we have been able to offer a second round for Dal OER grants. Please see the CLT page for more info: [https://www.dal.ca/dept/clt/awards\\_grants/Grants.html](https://www.dal.ca/dept/clt/awards_grants/Grants.html)

The Atlantic OER grants are also currently taking applications: <https://atlanticoer-relatlantique.ca/grants/>

Scholarly Communications continues to work on moving strategic plans into action.

Lachlan MacLeod, Jaclyn Chambers Page, and Melissa Rothfus will be offering a presentation on Intellectual Property and Scholarly Communications on Feb 21, 2023, please see the Library events calendar for more info and to register.

Melissa Rothfus, along with Medicine liaison librarians Jackie Phinney and Robin Parker, gave a presentation on open access publishing in medical education for the Medical Education Research Roundtable series on January 10<sup>th</sup>.

### Research Data Management:

Louise, Scott, and Melissa H continue to meet and plan, we are currently focusing on identifying tasks and updates based on the RDM strategy.

The RDM team met and discussed upcoming Borealis Update (blog post: <https://blogs.dal.ca/libraries/2023/01/borealis-upgrade-february-1st/>) and the update to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2 2022): [https://ethics.gc.ca/eng/tcps2-eptc2\\_2022\\_introducing-presentation.html](https://ethics.gc.ca/eng/tcps2-eptc2_2022_introducing-presentation.html).

Love Data week is coming up, please check the library events calendar for events at Dal and the event guide for info about Dal and International Events: <https://dal.ca.libguides.com/lovedata2023/>

Presentation to Dalhousie Research Advisory Committee by Louise Gillis on Data Management Plans.

### UNIWeb:

Melissa H hosted a Canadian Associate University Librarians chat on RIMS/CRIS tools. Few people attended but it was interesting to learn about the systems in place across Canada and how they are being used/implemented.

## Kellogg Health Sciences Library

### General updates:

Penny David is currently on vacation until the end of February and will be retiring on February 28<sup>th</sup>, 2023.

An application was submitted for a Young Canada Works internship, with a potential start date of November 2023.

### Resource News:

Usual meetings with the Resources team members as we work to wrap up year-end purchases.

### Attended:

- Meetings with NS Health, IWK, Heads of NSHealth Library & IWK Library
- UMECC meeting (Med Curriculum meeting)
- Scholarly Communications meeting
- CHLA/ABSC board meetings

- CHLA/ABSC CPC Halifax meetings
- MHLA/ABSM Board Meeting
- UNIWeb support team meetings
- Research Data Management meetings
- Dal Libraries Heads meeting & Senior Leadership Team meetings
- KLMG meeting
- Meeting with NSHealth Librarian at the Dal School of Nursing Yarmouth campus, Melissa R, and the head of NSHealth Library
- Matter of Focus book launch
- Faculty of Graduate Studies Faculty Council meeting

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

**Libraries HR Highlights**

**Staffing**

- The Video Conferencing Coordinator position has closed and we are in the process of setting up the interviews. Search Committee members are Mick Bottom, Sandy Dwyer, Ian Taylor, Director, MedIT and Charles Currie, Manager, Distributed Education Technologies, MedIT.
- The Digital Asset Technician interviews are taking place the week of January 23<sup>rd</sup>. Search Committee members are Courtney Bayne, Creighton Barrett, Melissa Helwig and Sandy Dwyer.
- Interviews for the Library Services Assistant (Killam) position will take place between January 30<sup>th</sup> and February 7<sup>th</sup>. Search Committee members are Amanda Sparks, Denise Irving and Sandy Dwyer.
- Search committee members Courtney Bayne, Creighton Barrett, Geoff Brown and Sandy Dwyer are in the process of shortlisting candidates for the Archives Assistant position. Interview dates are yet to be determined.
- The Limited Term Librarian (Research Assistance & Subject Liaison) posting closed on January 20<sup>th</sup>. Search committee members are Creighton Barrett, Linda Bedwell, Roger Gillis, Louise Gillis, Kirsten Huhn and Julie Marcoux.
- The posting for the Acting AD Resources/Head Sexton closed on January 20<sup>th</sup>. There were no applicants.
- An employment requisition to fill the Director, Communications and Public Relations position, formerly held by Marlo Mackay, has been submitted for approval.

**Events**

1. Wellness Wednesdays, hosted by members of the Libraries Health & Wellness Committee, were off to a great start on January 11<sup>th</sup> with 16 participants. There will be 14 sessions (stretch or meditation) in total so it is not too late to come to a session.
2. Our all staff meeting will be held virtually, via Teams, on Wednesday, February 8<sup>th</sup> from 9 am – 11 am. We have two guest presentations: Huwaida Medani, Manager, Employment Equity, will present the University's Employment Equity Plan and Lyndsay Anderson, Advisor, Sexualized Violence, will talk to us about the University's Sexualized Violence Policy (responding to disclosures, how the policy works, what's required of managers, etc.).
3. I attended a Pride At Work Canada workshop: Rethinking Inclusion Training on January 18<sup>th</sup>. Just a reminder that Dalhousie University is a proud partner of Pride at Work Canada and there are free workshops that we can attend. For more information about events and to register please go to <https://prideatwork.ca/events/>.
4. I would like to encourage everyone to participate in Dalhousie's 3<sup>rd</sup> Annual **Wellness Day** on February 2<sup>nd</sup>, the day before Munro Day. Dalhousie presenters will share their skills and insights in virtual sessions, scheduled every hour on the hour.

The Food in this Place: A workshop on navigating your food environment  
February 2, 2023

<https://events-tm.dal.ca/workshop.php?id=4166>

The Connection Between Microaggressions and Wellness  
February 2, 2023

<https://events-tm.dal.ca/workshop.php?id=4163>

Avoiding Common Career Blunders  
February 2, 2023

<https://events-tm.dal.ca/workshop.php?id=4164>

Zumba Energizer

February 2, 2023

<https://events-tm.dal.ca/workshop.php?id=4165>

Move More, More Often

February 2, 2023

<https://events-tm.dal.ca/workshop.php?id=4168>

Ten Easy Ways to Find Joy in the Every Day

February 2, 2023

<https://events-tm.dal.ca/workshop.php?id=4170>

Difficult Conversations Demo and Discussion

February 2, 2023

<https://events-tm.dal.ca/workshop.php?id=4171>

## **Library Council Report: 26 January 2023**

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

### **AD ARMSC**

Happy New Year to all – the break seems like a long time ago already!

Unit News: The postings for T-7 (Digital Assets Technician, permanent) and C-6 (Archives Assistant, permanent) have closed. Interviewing for the T-7 position was scheduled for January 23<sup>rd</sup>.

I completed the 3<sup>rd</sup> quarter budget variance report with assistance from Janice Slauenwhite and Kelly Casey. The student assistants (interns) like will be overspent in Archives, this was done knowing that there would be a significant underspend in the Killam budget to balance the two. The Killam underspend is the result of one of the Multidisciplinary interns not being able to complete the entire summer work term due to extenuating circumstances. The Archives has been regularly using endowments to cover key operational costs such as software licenses and external appraisals. I have brought this to the Dean's attention in hopes that they can be addressed when the overall Libraries' budget is more robust.

Our external appraiser has been spending a lot of quality time in the Archives preparing monetary appraisals for collections processed in 2022. The appraiser noted the Leighton ([Stirling County Study](#)) fonds as being of one of the best acquisitions in the collection. In the appraiser's estimation, it will be of interest to researchers from a wide range of disciplines and geographies.

Under Creighton Barrett's guidance, the Team has been considering our data collection using LibInsight. This is related to the work of the RARA team, and larger discussions around data collection and assessment of services/value.

The Killam location of the Archives has decided not to pursue grant-funded positions in this fiscal year as we look forward to welcoming and onboarding our new Archives Assistant and transitions associated with the end of my Associate Dean term on June 30, 2023.

I was part of a meeting with LGBT Senior's Archive committee on January 5<sup>th</sup>. We came to a happy resolution of roles of the various partners in this project. Dalhousie Archives continues to be the home of the collection with the associated responsibilities for stewardship and access. Other partners will be taking on organization and hosting of events related to the collection. Dalhousie Libraries had played a significant role with some previous events with enormous assistance from Marlo MacKay and James Wilson.

Under the leadership the Dean, Senior Leadership Team has started preliminary work to develop service level definitions for the Libraries. This involves looking at all our services, where they intersect with different units/libraries, and the personnel involved in the delivery of those services. While still in the very early stages, it has been illuminating to step back from the busyness of doing, and look at how we are doing things and the interconnectedness of our activities.

### **Head of Killam**

#### Leaves/Hires:

Dominic Silvio's leave continues until March 5, 2023. Joyline Makani is on special leave (sabbatical) January 1 – June 30, 2023. Their liaison departments were informed of their leaves, and asked to direct requests for purchase, instructional sessions and student queries to the Killam Reference & Research Services account. Thank you to David Michels for taking on an instructional request for Law, Justice and Society, and to our MI Interns for handling some of the reference questions and contributing to course assessments under the guidance of their supervisors.

Gwen MacNairn recovered sufficient mobility in early January to be able to ready her office for the next occupant. The search process for the Limited Term Appointment Science Librarian is underway and I look forward to meeting the short-listed candidates. The committee has reserved several time slots during the month of February for interviews.

#### Selected meetings:

- Senior Leadership Team: December 20, January 17
- Heads: January 5



- Indigenous Program Committee: January 10
- LIPCC: January 12
- Earth & Environmental Science mid-year honours presentations: January 13
- Dal Discovery Group (DOG): January 19
- Jan 17: Class for Dal Integrated Science projects (Earth & Environmental Sciences, Chemistry, Physics, Soil Microbiology): 23 students. Other sections taught by Julie Marcoux and Jaclyn Chambers-Page. Julie was responsible for preparing templates for handouts, lesson plans and presentations.

Respectfully submitted,

Sarah Stevenson

## Senate Representative Report to Library Council

Monday January 9, 2023

3:00pm-5:00pm

The most recent meeting of Senate took place on Monday, 09 January 2023. This report describes highlights of the meeting.

### Campus Well-being Steering Group Presentation

Presenters: Raghav Sampangi (Senior Instructor, Faculty of Computer Science), David Pilon (Director of Counselling & Psychological Services, Student Health & Wellness), Janice MacInnis (Manager of Organizational Health, Human Resources), Krista Cross (Director of Operations, Student Health & Wellness)

Report on plans and activities. Dalhousie is a member of the Okanagan Charter, which pledges that Dalhousie will promote and embed wellbeing into all aspects of campus life. Seeking to measure Dalhousie against the 13-factor National Standard for Psychological Health and Safety in the Workplace, and apply it to higher education.

Chair of Senate's Report – Louise Spiteri. Call for Senate representatives on the Board of Governors and on a rapid task force reviewing Senate Policy for Academic Unit Consolidation, Renaming, Establishment, Termination and Transfer (AUCRETT).

Provost's Report\* -- Kim Brooks, Acting Provost. Reminder to nominate colleagues for teaching awards. Working with Budget Advisory Committee on their report.

### Senate Planning and Governance Committee (SPGC)

Proposed Extension of Suspension of Section 6.5 (a) of the Senate Constitution – In-Camera Status of Senate Standing Committee Meetings for specific committees through spring and summer of 2023.

Presenter: Louise Spiteri, Chair of SPGC **Motion carries.**

### Senate Academic Programs and Research Committee (SAPRC)

Jean Monnet European Union Centre of Excellence – Proposal for Creation as a Centre

Presenter: Jamie Blustein, Chair of SAPRC **Motion carries.**

Proposed Meeting of Board of Governors Representatives, Senate Representatives and President -- discussion of reviving this practice, also of logistics and choice of participants and questions. Questions were asked about ensuring diversity of participants, more thought will need to be given to this.

Next meeting: Monday January 23<sup>rd</sup>, 2023

Respectfully submitted,  
Shelley McKibbon