

Library Council Minutes

April 24, 2025

1:00 pm - 3:00 pm

Microsoft Teams

Present (Expected): Katelyn Browne, Rob Drew, Rosie Le Faive, Deanelle Praise Magbanua, Noah Mannholland, Courtney Matthews, Keri McCaffrey, Keltie MacPhail, Kim Mears, Spencer Merz-Wood, Donald Moses, Dorcas Ogunwole, Juanita Rossiter

Regrets: Melissa Belvadi

Land Acknowledgement

- **Approval of Agenda**
 - K. Browne moved
 - S. Merz-Wood seconded
 - Approved by consensus.
- **Approval of Minutes (March 27, 2025)**
 - R. Le Faive moved
 - R. Drew seconded.
 - Amendment: A decision was made that Pods shall be bookable; it was not just "argued for" by some members.
 - Amendment: D. Magbanua's name was misspelled.
 - Approved by consensus.
- **Follow-up on Pre-submitted Reports**
 - None raised.
- **Student Reports**
 - Undergraduate students (N. Mannholland)
 - There was a positive reception of the exam-time library schedule. Many students are using it "all the time."
 - This will be N. Mannholland's last time with the Library Council. D. Magbanua will be taking over. Many thanks were extended to N. Mannholland.
 - Going forward, the Library will be a Student Union campaign-free zone, so we should not see any more posters for SU elections.
 - K. Mears extended thanks for reviewing the survey questions. Over 640 responses have been collected. We are very pleased and would love to see even more students fill it out.
 - N. Mannholland and D. Magbanua offered to amplify the message. The survey will be open until May 9, so a message will be included in the May newsletter which will be delivered May 1 or 2.
 - Graduate students (D. Ogunwole)
 - not present
- **Post-Library Council CUPE (R. Drew, S. Merz-Wood)**

- Library Council minutes, once approved, are to be posted to the Library website. This has not been happening, neither with reports.
- D. Moses commented that we have previously posted minutes but never posted the reports, and that we can commit to getting the minutes up.
- K. Mears offered that for one year there may be reports posted.
- When asked if the CUPE staff on Council can circulate the reports to other CUPE staff in advance of the meeting, D. Moses reiterated that it's fine to share the draft minutes and agenda with colleagues.
- There were comments about silent zones, but that's already on the agenda (will be discussed in due course).
- Is there any word on the process of the UL succession - will we have an interim UL?
 - D. Moses replied that he is not involved with the process. A committee has been struck but has not met yet. Members of the committee could request an update from Dr. Naterer, the committee's chair.
 - As an update, a doodle poll has gone out for the committee to decide when to meet.

- **Past Items for Discussion or Proposals**

- Library Policies
- Library Operations
 - Persons banned from campus and university policy for public service points (K. Mears)
 - Previously at Library Council, staff presented their concerns. R. Drew was going to connect with the Health & Safety committee, which hasn't met yet. In his council report, D. Moses mentioned that UPEI resources/training exist for human rights, EDI, and from the sexual violence and prevention office. He also linked to a library safety toolkit that has been developed by Canadian Urban Libraries Council (CULC). That links out to training opportunities. D. Moses offered to help facilitate such training if staff members would find some of them useful. R. Drew will circulate those.
 - D. Moses had submitted a question about this matter to the Joint Occupational Health & Safety. The minutes of the February 19, 2025 JOHSC meeting included a good discussion of the topic, with many of the same questions that the Library had. The minutes of the March 19, 2025 JOHSC indicated that the committee sent a letter requesting information about policies and processes regarding our concerns to the VP Admin and Finance. A response is expected this month (April).
 - Islandora Migrations (R. Le Faive, C. Matthews)
 - The team has completed IslandVoices, and is now working through a post-migration checklist and a few wrinkles we've encountered. Many thanks to the many people (in Library Council and not) who helped.
 - We are making progress on all sites! We are continuing to identify requirements for the remaining migrations, looking at selections that will become collections in Island Archives, and updating PEI Legislative Documents.

- Fundraising/Renovation Updates (D. Moses)
 - The Chair's report included metrics from marketing about the digital campaign for library renos. They sound promising! The amount of engagement is higher than standard for Facebook and Instagram, which is a positive. It is unclear whether that activity has led to conversions (donations).
 - The RFP for renovations to UASC closed on April 16th. We received an update from Facilities that 4 submissions are being evaluated. Once a submission is selected, library staff will learn who's going to be involved.
 - For the Lobby, A4 (architectural firm) are in the process of working on the design. They have digitally scanned the space. Facilities is anticipating reviewing A4's plans in the next couple of weeks. Q: Is there anything we should prepare in anticipation of potential near future work? D. Moses: I posed a similar question to Facilities, and there is nothing at this time; we will wait until we hear from them.
- National Network for Equitable Library Service (D. Moses)
 - There is nothing specific to add at this point. Based on info we received from colleagues at Acadia, who have access to both NNELS and to CELA, we're pursuing the CELA route as they seem to have more academic content. D. Moses sent a follow up message to Grace Dawson at the PEI Public Library Service (PEIPLS, as they have a "subscription" to CELA) regarding whether UPEI staff could mediate access to those resources, e.g. if a patron designated by Accessibility Services could have facilitated access to content. No response yet. Right now, our patrons can go to the public library and present an accommodation request (that would have to include a medical piece) then they could get access to the CELA resources. We would like to save our patrons the trip downtown or to another PEIPLS branch, by facilitating that request for access here.
- Library Planning / Future Directions
 - External Review (D. Moses)
 - Appreciation was extended for the help and support that has gone into the work underway, including to Charlotte McCardle for facilitating a SOAR session; Alysha Aitken for transcribing all the resulting post-its; K. Mears and R. Le Faive for their work on the student questionnaire; Yuqin Gong, APCC, and N. Mannholland for their suggestions and feedback on the survey.
 - Student survey: The up-to-date number of responses: 643. Some appreciative comments included praise for study places; textbooks; accessibility. Some suggested improvements included: make it more modern; more places to study; noise levels; host more learning events; more outlets; food options; more natural lighting. This feedback will be included in external review. A faculty and staff survey will follow.
- **New Items for Discussion or Proposals**
 - Library Policies
 - Exam Period Noise Zones

- During the fall semester, some of the upstairs was quiet and the rest was silent; CUPE members found it hard to police the quiet zones. A suggestion was posed: have a fully silent upstairs for the next exam period. The only place where talking would be permitted is the "lobby with couches" at the top of the stairs, and even there one may only use a "quiet phone voice".
- K. Browne expressed support if this makes sense with the service desk. She asked for suggestions of naming the quiet-but-talking-is-ok zone: "murmur zone"; "whisper zone"; "low-voice area"
- A member proposed that we get a decibel meter, and through the renovations, install lights that flash when the noise is too high.
- A member noted that the upstairs includes group study rooms; if the entire upstairs is quiet how would we manage this?
 - We could allow the group study rooms to be occupied by only one person (do we need group study rooms for group projects?)
 - We could install signage to indicate the noise level
 - S. Merz-Wood: Looking at noise complaints that tend to come up, it's more commonly regarding the reading room than the group rooms.
- D. Moses proposed installing felt, acoustic tiles, or other sound-dampening devices at the top of the stairs.
- Proposal: that the upper floor be a silent zone during exams with exceptions of the group study rooms
- K. Browne clarified that this will be for the next "big" exam period in December, and not spring/summer semester exams.
- Vote by consensus passed with 7 votes of "1".
- Library Operations
- Library Planning / Future Directions
- **Roundtable**
 - R. Drew: Nothing to report.
 - S. Merz-Wood: Nothing to report.
 - R. Le Faive: Nothing to report.
 - K. Browne: Nothing to report.
 - K. Mears: Congratulations to Donald on his next-to-last Library Council meeting.
 - C. Matthews: Will be speaking at APLA in June.
 - J. Rossiter: Nothing to report.
 - K. McCaffrey: Nothing to report.
 - K. MacPhail: Extending a big thanks to everyone who helped make IslandVoices launch this week!