Approval of the Agenda
   • Tour de Table
   • Agenda was approved.

Minutes of the Meeting of 28 October 2015
   • No modifications. Minutes were approved.

Business Arising from Meeting of 28 October 2015
   • Presentation of Annual Report 2014-2015 in Senate on 2 December

The Annual Report for the Committees activities was presented to Senate on December 2\textsuperscript{nd}. Concerns were voiced by some committee members who were present at Senate that the abbreviated delivery by Chair Ghyslaine McClure was a missed opportunity to present the Libraries’ agenda and make known information that might be of interest to Senate and the McGill community in general. It was noted that in order to keep the Senate agenda moving, reports from Committees that are of an informational nature are to be kept very brief. No questions were raised on its contents. A condensed version of the Report will be included in the Senate minutes, which are available to all.
4. Dean of Libraries Report, presented by C. Colleen Cook, Trenholme Dean of Libraries
   • FIAT LUX
     i. Many questions that people have about the Feasibility Study and the Fiat Lux building project can be found on FAQ section on the Fiat Lux website which is updated regularly.
     ii. The Study addresses the McGill Library system as a whole, though the brochure and publicity materials highlight changes to the McLennan and Redpath buildings.
     iii. The Feasibility Study is now in the second half of Phase 1. A larger business plan, which will include other projects within the University is expected to be completed in the coming weeks with Michael Di Grappa (Vice-Principal, Administration and Finance) and Robert Couvrette (Vice-Principal, University Services)
     iv. The Feasibility Study team is now in the process of considering two methods of high-density storage: the ASRS (Automated Storage and Retrieval System) vs the ‘Harvard Model’. These are the most popular systems that are utilized, so there are many best-practice procedures to inform the final choice
   • Budget
     i. The Canadian dollar is still very low, which has resulted in a several million dollar shortage in the Collections budget. The Provost and Vice-Principal (Academic) is contributing budget to make up the shortfall.
     ii. The FY17 Agreement Exercise will see a request for a larger Collections budget to account for the low dollar.
   • Staffing
     i. The positions left vacant as a result of the Staff Retirement Incentive Program of 2013 have not yet been fully replaced. Dean Cook expects another wave of retirements in the coming year, so there has been an increase of hiring of Library admin staff recently.
   • University libraries across Quebec are looking at switching to a uniform system across all institutions
     i. The new system would comprise financial, circulation, inventory and Inter-Library-Loan components.
     ii. This may be an opportunity to become more connected with colleagues province-wide, and for users to have easier access to a wider range of material
     iii. The Dean of Libraries, librarians and library support staff are in on-going conversation with librarians at other QC institutions to determine the best fit
       1. Once the system is changed, the current user interface will change as well
       2. The new system will more than likely be cloud based
       3. It should take no longer than 1-2 years to finalize and implement a new system
       4. There is no anticipated cost sacrifice associated with a switch of systems – budget used for maintenance and operation of the current system will simply be reallocated.
   • With exams starting next week, Dean Cook noted that once again, the libraries are completely jam-packed with students
   • Schulich lost some internal space with repairs (shoring up of façade which is falling) and it will be a long time to get funding from Province (Heritage building)
     i. According to the Feasibility Study, Schulich Library was the library that people liked the most
     ii. Since the required repairs are so large, deferred maintenance budget cannot be used to fund
iii. There has been an appeal to the Province for money, but this process will take years to be approved.
iv. Tara Mawhinney pointed out that this repair project was discussed at Senate on 18 November 2015 (see excerpt from Senate Minutes below), and based on this, Chair Ghyslaine McClure agreed that Robert Couvrette, Associate Vice-Principal (Facilities Management and Ancillary Services) should be asked to the next meeting to answer further questions from the Committee.

“Referring to the report’s paragraph on the repairs needed to the Macdonald Stewart Library building, which states that "the full restoration project must be initiated by 2017 if the building is to be retained," Senator Gore asked V.-P. Di Grappa if he could clarify what is meant by "if the building is to be retained." He answered that a major investment in the building is required, with various issues needing to be addressed in priority order. V.-P. Di Grappa noted that when a major intervention is required on a building, one of the available options is sometimes to not spend money there, and instead to relocate the people and to deal with the building later. But he added that in this particular case the University has made representation to the government for funding to restore the building”.

5. Community Feedback on Libraries
   • Tara Mawhinney noted that her neighbourhood library had been outfitted with an RFID system (Radio Frequency Identification) and asked if McGill would ever consider this route.
     i. Dean Cook responded that switching to RFID would be an enormous cost, and the current barcode system at McGill is very well-established and works well. Almost every single book is barcoded.
   • Faculty of Arts Library Advisory Committee – Senior Director, Planning and Resources Diane Koen presented on the FIAT LUX building project at their last meeting which was very well-received. Meetings of the Library Advisory Committee have become more fruitful, Gillian Lane-Mercier reported.
   • PGSS – In general there has been a positive reaction amongst grad students to the Fiat Lux building project.
   • SSMU – In the process of consulting with the student body for feedback for various library improvement projects – there is an online ‘suggestion box’ where people can submit ideas.

6. Other Business/Discussion
   • Update from ad hoc focus group on Library Services
     i. This taskforce was struck by Dean Cook in January of 2015, to examine and offer recommendations on the flow of communication to and from the Libraries.
     ii. The taskforce created a Communications plan with recommendations that include clarification/revisions to the Terms of Reference of Library Advisory Committees and a clearer role for Liaison Librarians.
     iii. Recommendations were presented and accepted at the Dean’s Cabinet earlier this year.
     iv. Members of the SCL agreed to review the mandates and Terms of Reference for both the Senate Committee on Libraries and their respective Faculty Advisory boards and be ready to offer feedback by the next SCL meeting in March of 2016.

• Dean Cook reported that Rolando Del Maestro was awarded ‘Friend of the Year’ on December 2nd at the Friends of the Library AGM. He and his wife, Pam fund the endowment for the ‘Pam and Ronaldo Del Maestro William Osler Medical Students Essay Award’, which awards a first, second and third monetary prize.

Meeting adjourned at 3:35