Minutes
Senate Committee on Libraries
Friday, 20 March 2009
Conference Room, Office of the Director of Libraries

Present: Andrea Bernasconi, Heather Empey, Jody Heymann, Zachary Honoroff, William Johnston, Cynthia Leive, Anthony Masi (Chair), Kerry McSweeney, Nandita Perumal, Janine Schmidt (Trenholme Director of Libraries), and Nadya Wilkinson.

Regrets: Jacqueline Bede, Gonzalo Cosa, Amber Lannon, Mary Lourenco, Roderick MacDonald, Carman Miller and David Ronis

Guests: Sharon Barqueiro (replacing Nancy St-Pierre), Office of the Provost, Johanne Pelletier, Secretary of Senate and Andrew Stoten, Committee Administrator, Secretariat

Announcements
The Chair opened the meeting by welcoming guests, Johanne Pelletier and Andrew Stoten who will be speaking to Item 03-05, and Sharon Barqueiro who is replacing Nancy St. Pierre as Secretary to the Committee. Nancy St. Pierre has transferred to the Centre for Teaching and Learning and the Chair congratulated her on her new assignment.

Membership List
The Chair then asked all members to introduce themselves. As several members noted that the attendance sheet was not accurate, Janine Schmidt and Johanne Pelletier agreed to consult the Senate list for any discrepancies. Andrew Stoten will also compare the list of members to the computerized membership list.

Action: Janine Schmidt/Johanne Pelletier/Andrew Stoten

03-01 Approval of the Agenda of 20 March 2009 - attached
The agenda was approved as distributed.

03-02 Minutes of the Meeting of 5 December 2008 -attached
The minutes of 5 December 2008 were approved as distributed. A query arose as to what is the correct procedure for publishing the minutes. In the past, the annual report was the only publication that was made public.

Decision: It was agreed that the matter be referred to Johanne Pelletier for follow-up on the correct procedure.
Action: Johanne Pelletier
03-03 Business Arising from the Minutes

The Chair reviewed the order of the agenda. Johanne Pelletier and Andrew Stoten will be speaking to Item 03-5, Terms of Reference. The Strategic Plan presented in draft at the 5 December 2008 meeting and the Library Code of Behaviour are attached as agenda items.

03-04 Report by Trenholme Director of Libraries (to be tabled)

The Chair apologized for not having a written report; however recent activities were highlighted:

a) Client Relationship and Management

Three objectives:
1. To ensure client-centred access to information resources and assistance in use based on user preferences, expectations, and work habits.
2. To ensure client satisfaction by delivering high-quality, innovative, up-to-date and responsive information services and products and by connecting with the people, services and resources that match their needs.
3. To provide training and information literacy, and promotional and publicity programs, to all clients to ensure the appropriate discovery and use of information resources with particular attention to uses of new technology, including links to Google Scholar, creative website design, blogs, and wikis.

New technological resources and policies:
- Instant messaging as well as on-line chat being used
- Twitter installed on website
- Clearer policy on blogs
- On-line booking for rooms

b) Collections Management

Five objectives:
1. To acquire, organize and preserve outstanding print and electronic collections of information resources to support curriculum outcomes and research productivity, paying particular attention to online back sets and reserves.
2. To participate in the CFI bid related to the Humanities and Social Sciences.
3. To develop priorities for collection digitization, extend the e-thesis and e-scholarship initiatives, and construct appropriate resource discovery mechanisms.
4. To implement strategies for the reduction of cataloguing backlogs, including outsourcing.
5. To integrate the Government Information Service into the Humanities and Social Sciences Library.

New developments were highlighted:

- All staff have been provided with sessions on collection development. Profiles on YBP (the major supplier) have been further developed and staff trained in use of the profiles.
• Policies on de-selection have been revised by the Collection Development Coordinator.
• Worldcat selection on OCLC has been implemented and material can be ordered from suppliers, i.e., Harrassowitz and Casalini, through a streamlined interface. Records have now all been mounted on OCLC Worldcat and the holdings are now up-to-date.
  o Several areas have outsourced to OCLC for further work on cataloguing backlog, including cookbooks from our Rare Books and Special Collections which were housed at McGill for 2-3 years. A huge amount of scholarship is going on in this area and it is extremely heavily used.
• E-publishing initiatives have been conducted with the Faculties of Arts and Education, with Cuizine and the McGill Journal of Education working with Erudit at the Université de Montréal. Cuizine – world’s first home journal with videos – Nathalie Cooke, chief editor. Other initiatives involving e-publishing of student journals were also being investigated.
• Interlibrary loans have been integrated into the Collection Services area and moved to level 2 of the Redpath Library Building. Additional pick-up services points are available.
• Currie gym is now empty and material in the Redpath basement has been reorganized.
• Additional load of e-theses has been made into e-scholarships@McGill.
• Digitization strategies are being developed and some titles have been digitized and made available via the Lulu website. A new search overlay for the website is being investigated and presentations have been made. OCLC Worldcat Local seems to be the most cost-effective at the moment.

The Director commented on the wonderful exhibition on Lincoln celebrating his birthday on 12 February, 2009. The U.S. Consul had visited the exhibit and the story was printed on the front page of La Presse. The Lincoln collection was a bequest from Dr. Nathanson, a graduate of McGill, and included such items as chinaware, 68 busts as well as books and other memorabilia. A second successful exhibit had been held on Inuit literature.

c) Facilities/Resources/Infrastructure Management
The objectives are:
1. To create an open, inviting and friendly environment, both physical and virtual, particularly in support of the student life and learning initiatives.
2. To ensure appropriate deployment of information and communications technology and equipment to support both client use and library staff needs.
3. To undertake facilities and signage improvements in various branch libraries and develop appropriate ongoing collection storage options.
4. To ensure the successful completion of the e-zone/learning hub in the Humanities and Social Sciences Library.
5. To participate in the capital campaign to ensure ongoing financial resources for the Library.

The Director reported that compact shelving had been extended in the Redpath basement and that; new compact shelving was being installed in Level 5 of the Humanities and Social Science Library in the McLennan Library Building with further compact shelving being acquired for the 6th floor.

New seating was also being provided on Level 5 thanks to a Faculty of Arts student contribution. The SSMU Library Improvement Fund referendum had been approved. The library had received
extremely valuable support (700K, including a matching grant from the University) from the students. Prioritization of requests for expenditure was now underway.

Construction work on the refurbishment of the Life Sciences Building had begun and would continue over the summer. Work was also in progress at the is also Howard Ross Library of Management and the Walter Hitzfeld Geographic Information Centre. The refurbishment of this space was being jointly funded by the Teaching and Learning Space Planning allocation and the Library. A new colour printer had been installed for the Life Sciences Library and 100 computers for student use had been replaced.

The Director mentioned that meetings have been held with the Directors of Professional Services in the affiliated hospitals and further work was required with the MUHC going forward. Cost sharing needed to be discussed with over 10 hospitals who share the results of expenditure of approximately $4 million by the Library.

A new approach to the website was being developed,

The students at the meeting expressed interest in the idea of having open journal software where students could publish their articles, etc. on-line from within the university and promote this externally. The University of Toronto already has this type of support in place.

Professor Heymann asked about what progress McGill has made within the libraries on publishing articles, etc. in open access. Harvard already had such a system in place. The Director reported that Canada was behind in developing policies to implement this strategy. The Director stated that she would very much like to move forward with this initiative. The escholarship@Mcgill portal was available in the McGill library but the absence of a staff member on maternity leave had led to difficulties in publicizing the approach.

Decision: Janine Schmidt will work with Library personnel on a timeline and the development of a template/proposal for consideration by the Deans of the various faculties.

Action: Janine Schmidt and staff.

d) Staff Management and Development

The main objectives are:

1. To recruit, train, develop and retain library staff that are responsive to client needs and committed to the provision of excellence, ensuring the placement of appropriate Associate Directors.

2. To ensure best practice people and resource management and an appropriate work environment.
The Director reported that the Senior Advisory Library Team had been working on the revision of the Workplace Values and the Strategic Plan. The recruitment continued for Head Librarians for the Life Sciences Library and the Nahum Gelber Law Library. Recruitment was also being conducted for Head Librarians, Macdonald Campus Library and Islamic Studies Library. The Director thanked Anna Stoute for her excellent service to the Macdonald Campus Library and wished her well as she moved on to the University of Western Ontario. New hires included Robin Canuel, Liaison Librarian (French) and Amei Hu, Liaison Librarian (Collection Services and Japanese).

Partnerships

The library continued to work within the CREPUQ Sous Comite framework.

03-05 Terms of Reference Senate Committee on Libraries: Review – Guests: Johanne Pelletier/Andrew Stoten

The attached Terms of Reference document submitted for the meeting was incorrect. The correct document was then distributed to members. Discussion occurred around the specific areas of responsibility and mandate of the Senate Committee on Libraries, especially with regard to:

Mandate of “advising and recommending broad policies concerning libraries in support of the University’s strategic plans and academic priorities”

In relation to:

Point 1: “To recommend where appropriate broad policies concerning the library in support of the University’s strategic plans and academic priorities. Review, Recommend and advise on Library plans, proposals, policies and resource allocations, advising on the alignment with the academic mission and priorities of the University in support of teaching, learning, research and community service;”
(Suggested changes in **Bold Italic**)

Point 2: Delete “To receive and advise on planning documents and reports as they relate to the Library. These will include but not be limited to reports from the Trenholme Director of Libraries and Library Advisory Committees.”

Point 3: Delete “To advise, where appropriate, on the development and implementation of budget policies and on allocations and expenditures for Library collections.”

Point 4: The Senate Committee on Libraries will submit an annual report to Senate on goals and priorities (Fall) and a report on related outcomes (Spring). Meet at least three times per semester during the academic year.

Composition: Delete Vice President (University Affairs) of SSMU, or delegate

General discussion occurred.
**Decision:** The Director would work with the Secretariat to send an electronic corrected version to members of the committee. Once accepted by the committee, it would then be presented to Senate for approval.

**Action:** Janine Schmidt, Johanne Pelletier, Andrew Stoten and members of the SCL.

**03-06 Library Code of Behaviour (attached)**

The Library Code of Behaviour included in published documents was outdated. A group of library staff had reviewed and revised the document. Some changes were recommended:

Point 5: An additional word to be added: “steal” in the sentence.

Point 7: This sentence should be under the first section “Library Code of Behaviour”.

Point 8: Delete “please”.

**Decision:** Postponed. This item would be postponed until the next meeting of the Senate Committee on Libraries.

**03-07 Strategic Plan 2009-10 (attached)**

This item was postponed until the next meeting.

**03-08 Other business/topics for discussion**

This item was postponed until the next meeting.

Meeting adjourned.