Minutes

Senate Committee on Libraries

Wednesday, 10 November 2010
Office of the Director of Libraries, McLennan Library Building

Present: Prof. Nathalie Cooke, Ms. Diane Koen, Prof. Emily Carson, Ms. Natalie Waters, Ms. Sara Holder, Ms. Joyce Whiting, Mr. Joshua Abaki, Mr. Simon Liu, Prof. Helge Dedek, Prof. Kenneth Ragan, Mr. Alexander Deguise

Regrets: Prof. Andrea Bernasconi, Prof. Martin Chenier, Ms. Joyce Mak, Prof. Reghan Hill, Prof. Joan Bartlett

Guests: None

Approval of the Agenda

The agenda was approved as distributed.

Announcements

The Chair Delegate, Prof. Nathalie Cooke, announced that the items of business from the 24 September 2010 meeting would be delayed to the 21 January meeting in order to allow adequate attention to the Annual Report 2009-2010, which is to be presented to Senate. There were no objections to this delay.

Members introduced themselves in a roundtable format.

The Chair Delegate solicited feedback from members about potentially changing to alternating meeting spaces within the libraries. The members were agreeable to this idea. Members requested future meetings not be scheduled on a Friday as many have teaching commitments.

The Chair Delegate reminded the committee that the Provost remains the the official Chair of the committee and that she will be chairing the meetings as his delegate. If there is a particular item on the agenda requiring his personal attention, feedback or approval he would be invited to attend that particular meeting.

The Chair Delegate asked for feedback from members regarding their usage of E-Reserves. This is a fairly new initiative so members were asked to solicit feedback from colleagues and report back at the next meeting. Statistical information regarding course pack sales volume and size of course packs will be available for the next meeting. The number of course packs has reduced from 417 to 396. There are Faculties still using traditional thick course packs and feedback from many students reflects that they prefer professors providing the course pack instead of the students having to print it themselves. As well, it was noted that e-reserve and coursepack use varies dramatically between disciplines.
A member discussed use of Web CT and Copies 2000 for course packs. Copies 2000 is known to be a current supplier of course packs and state that they are copyright compliant. The Interim Director of Libraries mentioned that the Libraries may need to look into investing in a more sophisticated e-reserves product in the future.

The Interim Director of Libraries noted the feedback of the members regarding course reserves and will incorporate their feedback into the “Benefits of Course Reserves” presentation going forward to Senate on 8 December 2010. The updated version will be distributed on 15 November 2010 to SCL members for final feedback and approval. The deadline to submit the final presentation for Senate is 22 November 2010.

The issue of advance document distribution to members was discussed and it was agreed that in future the agenda and supporting documents would be circulated five working days in advance to a meeting to allow time for the documents to be reviewed prior to the meeting. This guideline will be adhered to as much as possible given the nature of last minute additions to an agenda.

**Action:** Verbal report on feedback regarding E-Reserves  
**Responsible:** All Members

**Action:** Statistical report on course packs – sales volume & size  
**Responsible:** Ms. Diane Koen

**Action:** Circulate updated “Benefits on Course Reserves” presentation with member feedback deadline of 17 November 2010  
**Responsible:** Ms. Diane Koen

**Action:** Committee documents must be sent to members 5 working days in advance of the meeting. This will require submission of documents to Ms. Kennedy, 7 working days in advance.  
**Responsible:** All members

**Approval of the minutes of the meeting of 24 September 2010**

The minutes of 24 September 2010 meeting were approved as distributed with no modifications.

**Business Arising from the Minutes**

As indicated in announcements section, business arising will be delayed to the 21 January 2010 meeting.

**Report by Interim Director of Libraries**

The Interim Director presented her report which highlights the achievements of the five major areas of focus within the Library’s Strategic Plan.

1. **Client Relationship Management**  
   *Orientation Fall 2010 Update:* Open House took place 24 October 2010. Seven Library branches held tours for new and returning students and their parents. It was recognized that although
participation has increased slightly from Fall 2009, participation needs to be increased in future based on an average participation of only 7.4 students per class in Fall 2010. There was a reduction of 71.4% for the ID Centre which will be located within the libraries instead of in the basement to increase visibility.

Handout: Orientation Statistics Fall 2009-Fall 2010
Handout: Business Intelligence Centre Floorplan

2. Collection Management
   E-invoicing for YBP monographs is fully implemented to allow staff to focus on more pressing issues such as backlog reduction and e-resource loading.

3. Facilities/Resources/Infrastructure Management

   Business Intelligence Centre Update: Major construction is underway with completion expected in January 2012. The renovations will provide one 60 seat teaching classroom, 8 dedicated study group rooms, 30 training desks, 1 Trading & Research Lab and 1 conference room. The De-Selection Guidelines will be implemented to reduce the volume of stacks. If particular items are available in e-version than they will no longer be housed in hardcopy. In order to allow for continuous service, temporary space has been made available on the 4th floor.

   “Data Floor”: Microfilm viewing room re-located allowing appropriate staff assistance at the Government Information Service Desk. The space was refurbished with new desks and chairs, 6 microfilm readers and the replacement of 2 readers with new state of the art microfilm readers which allow for remote access. The Electronic Data Resource Centre was also relocated. The perimeter of 6th floor McLennan Library building was completely renovated over the summer.

   Blackader-Lauterman Collection: The inauguration of the renovated Blackader-Lauterman space will take place 29 November 2010.

   Action: Email briefing for the Principal to Ms. Liisa Stephenson regarding the increase in PhD space in response to query raised in Town Hall meeting of 9 November.

   Responsible: Ms. Diane Koen

   Writing Centre: Under the jurisdiction of the Faculty of Continuing Education, it will be housed in the Redpath Library Building for a temporary period of 2 years. A permanent location after the 2 year period is still to be determined.
4. Staff Development and Management

The new Dean of Libraries, Dr. Colleen Cook, will start 4 January 2011. She has been on campus and has met with many members of the Libraries. A brief overview of the status on the MAUT-LS concerns was provided. Over the past year MAUT-LAS created a list of 28 items of concern that was submitted to CAUT. The concerns have been split into four broad categories:

1) Regulations Relating to the Employment of Librarian Staff and their implementation,
2) Assignment of Academic Duties
3) Governance, Administration and Management
4) Collegiality

The Provost along with other executive level administrators have been working through the list of concerns that range from minor to major. A Librarians Concerns Committee was created at the request of the Provost. The Librarians Concerns Committee met weekly for the past 7 weeks and will submit their final report on their recommendations to the Provost by 12 November 2010. Several of the concerns have already been solved. Discussions to date have been positive and collegial.

Members inquired about access to the resulting recommendations. The Chair Delegate advised the committee that she believed it would be appropriate for the findings to be communicated to the members of Senate Committee on Libraries.

**Action:** Report on outcome of MAUT-LS concerns

**Responsible:** Ms. Karen Kennedy to contact Prof. Lydia White, Chair of the Librarians Concerns Committee

5. Partnership Development and Activities

Not discussed.

**Annual Report 2009-2010** (to be presented to Senate 23 March 2011)

The Interim Director of Libraries distributed copies of her initial draft of the report to the members. The Chair Delegate requested that the members strategize and offer feedback regarding the appropriate content for the report. The members made several recommendations, which included having an executive summary that strictly reference any supporting documents attached which Senate could review at the leisure. The PowerPoint presentation should be reduced to a maximum of 8 to 10 slides. The format of the PowerPoint should include smaller graphics to allow for brief bullet-point text. The items that members would like included are:

1. Course Reserves
2. Digitization on Demand
3. De-Selection Guidelines
4. Statistical Summaries presented in graphical format covering 2004 to 2010
   - Attendance
   - Inquiries
   - Information Skills Seminars, Courses and Tours Conducted
- Loans
- Monographic Volumes Purchased (print, microform, electronic)

5. MyResearch
6. Libqual
7. Mobile service
8. E-Scholarships
9. Renovation update
10. Library Staff

The Interim Director of Libraries agreed to edit the Annual Report 2009-2010 based on the committee’s feedback and distribute the updated version via email for final feedback from members.

**Action:** Distribute updated Annual Report 2009-2010 electronically to members requesting feedback  
**Responsible:** Ms. Diane Koen

**News Items**

The Chair Delegate advised the committee that this would be a new standing agenda item going forward. Instead of just distributing copies of newsworthy items related to the Libraries, items will be formally presented under this item. Examples from previous meetings include information about Libraries appearing in annual ranking publications, and the recent article on Cyberthèque appearing in L’Actualité. There are many important achievements that should be formally recognized.

**Action:** Maintain list of newsworthy items on ongoing basis for Chair Delegate to select from for each meeting  
**Responsible:** Ms. Bruna Ceccolini

**Other Business/Topics for Discussion**

The Chair Delegate thanked Ms. Diane Koen for her excellent work during her term as Interim Director of Libraries and for her dedication to McGill Libraries more generally.

The Chair Delegate asked the student members if they would agree to reach out to other students to solicit feedback on a variety of topics related to the Libraries. Mr. Abaki and Mr. Liu agreed to provide a brief verbal report at each future meeting on the activities of the Library Improvement Committee and feedback received from other students.

The Chair Delegate also asked faculty members to reach out to colleagues to solicit feedback. It was moved and approved that a sub-workgroup be created consisting of Prof. Carson, Prof. Dedek, Prof. Ragan & Mr. Deguise. This workgroup will be named “Disciplinary Interests Workgroup” and serve the purpose of bringing forward items for discussion by Senate Committee on Libraries. Rationale for member selection for this workgroup included representation from a range of disciplines, in addition to one student member. The Disciplinary Interests Workgroup will arrange amongst themselves a teleconference or in-person meeting to decide what
item they recommend be brought forward for the upcoming agenda. The workgroup agreed to submit one recommended agenda item no later than 10 working days prior to the scheduled meeting of Senate Committee on Libraries.

The Interim Director of Libraries invited interested members on a tour of the newly renovated libraries spaces and areas currently under renovation.

Meeting adjourned.