

## **Senate Library Committee**

February 2<sup>nd</sup>, 2021

11:30am – 1:00pm

Attendance: Anne Bowker (Chair), Alicia Ott, Amber Lannon, Jennifer Browning, Clair Switzer, Omair Shafiq, Siobhain Bly Calkin, Liam Young, Hilary Becker, Sancho Angulo

Regrets: Tracey Lauriault, Hannah Whale

### **1. Chair's Remarks (Chair Anne Bowker)**

Apologies to the committee for those that were unable to attend for this meeting. Due to availability and deadlines we had to schedule this meeting. We will ensure everyone is able to attend the next Senate Library Committee meeting.

### **2. Adoption of the Agenda**

- a. Moved by Clair Switzer, Second by Hilary Becker

### **3. Meeting Minutes**

- a. November 10, 2020
- b. Approved as presented

### **4. Business Arising**

- a. Repository one-page summary from Edward Bilodeau to develop and circulate over the next few months.
- b. Surveys were resent, Amber Lannon confirmed with Patti Harper

### **5. University Librarian Update (Amber Lannon)**

Ottawa has moved into a new phase with the stay-at-home order. Study space has closed again until further notice. Fewer staff are on site at the Library. Pared back to be in compliance of the stay-at-home order. Working from home when we can and only onsite for essential tasks that can only be done in the building.

Curbside pick-up, Scan-on-demand (digitizing portions of works and delivering by email) these are the two services chiefly supported by the staff on campus, as essential services.

StatCan RDC lab data center has still been open in a limited way, with a few people coming in from time-to-time.

For those on the premises, movement throughout the office is limited. Ongoing changes to operations is challenging. Overall the feeling is positive among staff but definitely everyone is growing tired of all the changes and the way we have to work. We had a record number of service

record nominations within and from outside of the Library. That was an appreciated boost in the last few months.

## **6. Library Forum annual report (AUL and Chair of Library Forum for 2020, Edward Bilodeau)**

New chair this year is Jane Fry. Forum is an open environment for staff to hear/consider elements for the operation of the Library. The committee is made up of members from CUASA/CUPE. The forum has been re-booted in its format to improve how it serves the Library.

April Forum was the first meeting together, during the work-from-home situation.

June Forum - update on the recovery plan and what we needed to be doing for operations. How it was organized. Summer renovations.

September Forum: EDI in the Library. Michael Charles presented on the university plan, then Forum had breakout sessions to reflect how the university level plan could be incorporated in the Library (hiring practices, approach to collections-development).

November Forum: accessibility - strengths, weaknesses, gaps that could be supported/improved by the accessibility committee.

Meetings in February, May, June, September are being planned for 2021.

Question if Indigenous issues were discussed specifically when discussing EDI. It was noted they weren't discussed specifically but could be discussed this years a priority versus as part of one piece of EDI.

## **7. Strategic Planning**

### **a. Process and consultation (Department Head Laura Newton Miller)**

Amber noted that the Library is sharing this draft with SLC before sharing with staff and this has caused some concern for her. This was going to be presented at a January Library Forum but the meeting was postponed. There was thought about postponing this presentation but since we also had a presentation about budget, these two fit well presented together. We will be presenting this at the next Library Forum and will absolutely be giving staff more opportunity to present feedback as well.

Laura reviewed our process:

- Last full plan ended in 2018 and then we waited for the right time to prepare the next version of our plan.
- Process included guest speakers, all staff discussions, strategic planning discussions, Library Forum, links to reports, feedback sessions, and senior staff brainstorming sessions.

Our user feedback focused on targeted groups (faculty, students, staff) and looked to people we already were engaging. Student Library Advisory Committee, student government, faculty reps etc. Highlights: space, collections, community, teaching and learning

Hilary Becker asks about external consultations. Laura responds that at this point we have not consulted community groups.

#### **b. Draft Strategic Plan (University Librarian Amber Lannon)**

It was noted by Siobhain Bly Calkin that referring to the Library as a warehouse of books, seems demeaning to the value of the information and resources that are preserved and disseminated. Concern about use of the word warehouse in the passion statement which leaves out the books that are really an important focus of how this place has been built. Also a lack of statement of the work being done in building the collection for research in the aspiration statement.

Hilary Becker notes a lack of some definition of the value statements which might leave them open to too much interpretation.

Question about what is RapidILL? Print ILL has not been done since the pandemic started due to restrictions and staff in our partner libraries being redeployed to other tasks. We have been looking for ways to enhance our ILL. RapidILL is a new service that can act as an option for increased access to global collections. It is unmediated. The system knows what institution has the item and its operating hours. The request can go through automatically crossing through timezones and fill the request overnight for researchers, even though it is outside of operating hours for our local staff.

ILL is likely to still lag with the pandemic for Ontario institutions as they re-deploy their ILL staff.

RapidILL is not a replacement for what we have always done, it's an enhancement.

Question about Hathi Trust - how we use it going forward. We will continue to be members however when we can open up more floors we will have to discontinue ETAS. However the platform is for preservation and we intend to continue to be members.

Need a little more info for context. e.g. SmartLibraries, distinguishing Collaborative Futures as a subset-partnership within OCUL (it's not the same as OCUL, as a whole)

### **8. Library Budget Process and Preparation (Amber Lannon)**

Made up of two distinct budgets: collections and operating. This year we requested a 7 per cent increase to cover inflation and make new purchases on the Collections budget. Operating we are asking for a combination of new things and things we already do but don't have ongoing funding for.

There were some things we did not spend this year so there is a very small carryforward, we believe we can make a case for being able to spend everything for unexpected things that can come up to address the ongoing pandemic situation.

Level 2 renovation service area we'd like to make better use of the space and make it more open so we will go back with this request. This will also include the staff space on this floor to make this safer for them.

Confirming the Library still maintains oversight of the Collection budget. The answer is yes.

**Meeting adjourned at 1:03pm**