

**CARLETON UNIVERSITY LIBRARY**  
**Minutes**

**LIBRARY COMMITTEE OF SENATE**

**Date:** Thursday, March 9, 2006  
**Time:** 2:00 p.m. – 3:30 p.m.  
**Location:** Room 360k, Library

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**Present:** Pauline Rankin (Chair) Susan-Marie Aitken (Biology, Science), Pamela Armstrong (Library) Aleksandra Bennett (History, Faculty of Arts and Social Sciences) Heather Matheson (Library) Carl Neumann (Undergraduate Student member) Linda Rossman (Acting University Librarian) Ann Newton (Committee Secretary) Liam Lynch (Graduate Student member)

**Guest:** Margaret Haines (King's College, London, England and, as of May 1, 2006, the new University Librarian for Carleton University]

**Regrets:** Xin Wang (Mechanical and Aerospace Engineering, Faculty of Engineering and Design)

**Observers:** Library Staff: Joanne Cameron, Janet Carson, Fatima DaRosa, Sarah Fedko, Monica Ferguson, Jane Fry, Anita Hui, Callista Kelly, Maureen Leslie, Sneja Mouelhi, Colleen Neely, Trish O'Flaherty

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Pauline Rankin, the Chair, opened the meeting by introducing Margaret Haines of King's College, London, England. Ms. Haines was the successful candidate in the recent competition to fill the position of University Librarian.

**1. Adoption of the Agenda**

Motion to accept the agenda as circulated: moved by Armstrong, seconded by Neumann.

**Carried.**

## **2. Approval of the Minutes of the Meeting of January 6, 2006**

Motion to accept the Minutes as circulated: moved by Bennett, seconded by Armstrong.

**Carried.**

## **3. Business Arising from the Meeting of January 6, 2006**

### **3.1 LibQUAL Presentation (Isla Jordan) (Item 4)**

Isla Jordan briefed the committee about the results of the LibQUAL survey. Discussion followed on how the Library should handle the comments section of the survey. M. Haines recommended that the information contained in this section should be transmitted to staff, but the identity of the respondents should remain confidential.

### **3.2 Cell Phones/Noise in the Library (Ingrid Draayer/Linda Rossman) (Item 5)**

Following a brief discussion on this issue, Liam Lynch informed Members that there was considerable student support for restrictions on cell phone use in the Library.

### **3.3 Library Building (Aleksandra Bennett) (Item 6)**

At the January 6 meeting of the Senate Library Committee (SLC) A. Bennett “expressed concern about building safety and funding for the upkeep of the building – the old section in particular.” Bennett revisited this issue at the March 9 meeting. Bennett was pleased to report that the problem with the stairs (gaps between the metal strip on each stair and the stair itself) had been remedied within a week. Bennett re-iterated earlier requests to

- monitor the strain taking place on an ongoing basis in areas where cracks have developed
  - consider the introduction of strain gauges to address creep - a dynamic situation
- and
- obtain the construction permit number for the changes that were made on the fourth floor, the final inspection report from the City of Ottawa, and the structural engineer’s report.

Bennett referenced an earlier request by Steve Skerlak (Computing and Communications Services) to ensure that the Library’s electrical system was adequate to support the addition of a

significant number of new outlets. At the January 6 meeting of SLC L. Firth informed Members that “the addition of the outlets was done according to code – very strictly and within what was allowable and supportable.”

### **3.4 Learning Commons – Phase I (Update) L. Rossman (Item 7)**

L. Rossman provided an update on Learning Commons’ activity. A follow-up meeting was held recently to discuss ergonomic issues related to the Learning Commons Desk. The architect also visited the Library during the week of February 27 through March 3, 2006.

## **4. Library Storage Facility (L. Rossman)**

L. Rossman discussed the Library Storage Facility, and noted that

- there were new timelines for occupancy of the building – mid-April
- shelving had been ordered
- job descriptions were being written for the 2 positions that will be required to staff this unit
- 7500 items were boxed last summer
- approximately two requests per week were received for items that have been designated for transfer to storage
- 100,000 items will be re-located from the main Library to this facility.

M.H. Ogilvie stated that the shelves were only 70% full, and questioned why it was necessary to move materials to the Storage Facility. In response, L. Rossman stated that libraries do not want their collections to be more than 70% full, as the greater the percentage, the more difficult it becomes to shelve materials.

The agreement between Carleton University and the University of Ottawa to share space in the Storage facility fell through. The University of Ottawa has, instead, rented a warehouse in the east end of the city. Carl Neumann asked if this development had impacted negatively on Carleton. The answer was no. M. Haines commented on how fortunate Carleton was to have a storage area on site that is accessible to faculty, staff and students.

## **5. Budget – 2006/2007 (L. Rossman)**

L. Rossman stated that the deadline for the 2006/2007 budget was March 13, 2006. M. Haines and the Management team will work on the budget while Margaret is in Ottawa. The budget will include, among the usual items, a request for improvements to the LC areas and funding for technological renewal, the STG operation and capital improvements, i.e. carpet, etc.

M. Haines commented on book and serial acquisitions, the need to examine existing collections policies, buying patterns, the FTE quotient, etc. All of these issues will be addressed.

## **6. Other Business**

### **6.1 Farewell to Out-going Members**

P. Rankin announced that M.H. Ogilvie, Xin Wang, Carl Neumann, Aleksandra Bennett, and Pamela Armstrong would be leaving the committee. Rankin expressed appreciation to the outgoing members for their service to the committee and their contributions at meetings.

## **7. Adjournment**

The meeting adjourned at 3:10 p.m.; moved by M. H. Ogilvie, seconded by A. Bennett. **It was agreed that Margaret Haines would present a draft of the Library Strategic Plan at the fall meeting of the Senate Library Committee.**

Carl Neumann expressed his thanks to members of the Committee and stated that serving on SLC as the representative for undergraduate students had been a wonderful experience.