

# Minutes

## LIBRARY ADVISORY COMMITTEE

Friday, March 25, 2022, 9:00 AM – 11:00 AM

Location: Abbotsford A203B

**Present:** David Milobar (Chair), Robin Pittman, Patti Wilson, Mary Anne MacDougall, Martin Warkentin, Jeffrey Orr, Harla Sidhu (Minutes)

1. Welcome
  - Camille opened the meeting and introduced David. David Milobar carried on as Chair for the meeting and opened with territorial acknowledgement.
2. Items for Approval
  - Agenda
    - i. Agenda was approved and circulated.
  - Adoptions
    - i. Motion for meetings minutes approved (**May 17, 2021**) have been motioned to be moved forward.
    - ii. Rescinding UFV Policy #47 was approved.
3. Relationship between the LAC and APPC (Academic Planning and Priorities Committee, a standing committee of Senate)
  - Camille read the LAC Terms of Reference
    - i. Clarification on teaching and learning committee vs. Department Teaching and Learning .
    - ii. Recruiting members for the LAC – problems with allocation of representation.
  - LAC is not a committee of Senate, but the LAC gives advice to the APPC which is a committee of Senate.
  - Clarified that LAC is able to hold virtual meeting so those not able to attend in person are able to join virtually.
4. Rescinding UFV Policy #47: Role of the UFV Library
  - Camille – May 17, 2021, UFV Rescind the role of the Library:
    - i. *“Policy #47 dates back to 1982 and has not been updated since. It was created during the Fraser Valley College years and reflects a different time when policies regarding the role of departments were more common. This is the only remaining policy on the role of a university department. Research on library policies at other British Columbia and Canadian universities showed that no other institution has a comparable policy on the role of the library. “*

- Policy #47 has been sent to Senate and has been rescinded.

**BREAK 9:45AM – 10:00AM**

5. 2022/2023 Library Acquisitions Budget March 11, 2022, Draft & 2022/2023 Library Allocations Draft March 21, 2022

- Patti reviewed the budget – Draft Library Allocation 2022-2023
  - i. Column C – Expected Revenue From UFV
  - ii. Little revenue from Library due to COVID-19
  - iii. Electronic resources –Anticipating 3% inflation for costs
  - iv. Heritage and Special Collections – Anything related to the Fraser Valley
  - v. Demand Driven Acquisitions (DDA) – JSTOR, Kanopy, ProQuest
  - vi. Evidence base Acquisition – Taylor & Francis plan ends in December 2022
- Robin – Wondering about Budget for CDs, DVD’s etc.
  - i. It comes out of the respective departmental funds
- Patti reviewed budget to date – Draft Library Acquisition Budget March 11, 2022
  - i. Allocation formula – Our previous process from a few years ago counted everything in more detail
  - ii. Kept things similar from 2021
  - iii. IPK and FNST courses – Last year there were requests for materials for the collection and course reserves, but we had no specific funds for these courses. In 2022 we will allocate \$3000 for these courses.
 

\* We spend much more than \$3000 on materials related to Indigenous Studies. We have a process to tag all orders and can produce a report that identifies titles. This year’s report is 65 pages long. The requests came from all different departments.
  - iv. EDI – We are purchasing a lot of material in support of equity, diversity and inclusion and made that a focus this year. We don’t have a report that tags these orders yet.
    1. Jeff- audio books – for accessibility or for leisure?
      - a. Patti - in view of English language learners or any languages. The plan for purchasing audio books has not been completely figured out. Selena is the librarian who will be leading this project.
    2. Camille – Discusses accessibility and audiobook to be revisited in May.
    3. Mary-Anne– tools are already given to those who are needing accessibility-
  - v. Camille – Libraries is looking at how we integrate Indigenous knowledge. Development for SAS, but to show how we are doing it. (Budget/reports reflects ALL of the UFV community)
  - vi. Camille – Thank you to Patti and Martin for working on the budget – Patti is retiring at the end of April, and we would like to extend our thanks to her for her

stewardship of the Acquisitions budget and work as Collections Librarian.

- vii. Camille – encourage other UFV department to use the DDA.
- viii. Camille - Library donations– depends on donation and if it is consistent with the library collection policy and has valuable to the collection.

#### 6. Update on Library activities- Camille

- Libraries are reopened for faculty/students in August and fully open in September.
- During the floods, Libraries remained open with a few exceptions when the flooding first started to allow everyone to return home safe. There were some shortened hours, but library resources were available online.
- Those who could worked from home when asked to by the BC government during the gas shortages.
- January return was complicated by the omicron variant and was online until in-person classes resumed January 23<sup>rd</sup>, 2022.
- Been a tough year for many people with the fires, covid, flooding, the omicron variant, and the change in leadership – Camille expressed gratitude to all of the library staff for their seamless delivery of amazing Library services to students and faculty.
- Events - Library staff place names tours – with Dr. Sonny McHalsie
- All Library staff was given the opportunity to attend The Access Services conference virtually which coincided with the flooding so many were able to attend.
- Since January, several workshops have been held including Communication, Team building, and Respectful Workplace have been attended by all Library employees.
- Starting to work on the Library Strategic Plan so that it aligns with the UFV Strategic Plan and setting some KPIs specific to Libraries around Engaging Learners, Transforming Lives, and Building Community.
- SSHRC/NSERC research granted by the Tripartite Council require that a Research Data Management plan be in place by Fall 2023. Libraries is working with the Research Office on the research data management and has applied to IT for approval of the purchase of Dataverse.
- The Research Office, IT and Libraries are looking at the foundation of a Digital Assets Management/Technology plan related to Archives, Research Data Management, Digital Humanities, the two CEC (South Asian Studies and Peace & Reconciliation) have developed oral history collections and archives, and the current digital collection held in the Library with the Special Collections and Local History Collection. The Budget for this project is expected to be passed on April 7, 2022.
- The Archivist position, again reliant on the budget passing in April, is for the records of UFV as an organization. Areas that will be covered by the archivist are working with the Special Collections, SAS, PARC, etc. on the overarching plan mention above. The last report plan related mainly to Records Management was done 2004/2005 and needs to be updated and then an Archive Program Implementation plan needs to be developed.
- Mary Anne, Special Collections Librarian, is now at 50% and will be retiring at the end of the year so the Archivist will work with her to ensure those collections are cared for.
- Mission Redevelopment – Start developing a Learning Commons (which will include the

Curriculum collection). Campus is to be expected to be open Fall 2023.

- Deep listening session with the communities – part of the meeting.
- Position is filled for the Assistant to the University Librarian – Sandra Reid will be joining us April 1, 2022.
- Retirement – Leslie Olsen, Chilliwack Library Tech-in-Charge will be retiring mid-April and the SAC made the recommendation for the successful candidate and the Recommendation letter will be forward to the Provost for approval.
- Patti's position was sent for posting in early February but due to an error on the part of the Library job board, it was not posted on the site although it was invoiced and paid for. Therefore, it had to be extended and we hope to have it filled by the end of April 2022.

Questions for the LAC?

- No questions were asked during this time.

7. LAC membership for 2022/23

- All the LAC members terms have expired except for Robin and Grant so Camille invited all to renew their term in light of there not being many meetings during Covid. Some have expressed a willingness to renew while others have been unable to. Camille will follow up regarding recruitment for the LAC with the Deans that have empty seats on LAC.
- Motion to nominate David to be chair – Jeff and Robin appoint David.
- Jeff- LAC being fewer high stakes committee good for new faculty. Willing to continue for the remainder for the year and is willing to recruit for next year.
- Alison Pritchard-Orr – agreed to join LAC.
- Carmen Herman – agreed to come to the next meeting, if possible, with their scheduling.
- Cindy Ramage – agreed to come to the next meeting, if possible, with their scheduling.

8. Adjournment

- Meeting was adjourned at 11:17 AM

**Bring Forward May 20, 2022, LAC Meeting**

- Accessibility in the Acquisitions Budget (Audio books)

**NEXT LAC Meeting – May 20, 2022, at 9:00 AM.**