

**Minutes of the third meeting of the 2011-2012
Library and Archives Council
Held Wednesday, November 16th, 2011
In the Instruction Room
At 9 am**

Present: Leila Wallenius (Chair), Marthe Brown, Sylvie Lafortune, Alain Lamothe, Desmond Maley, Leila Saadaoui, Dan Scott, , Ashley Thomson,

Regrets: Lise Séguin

Recorder: Joscelyne Meilleur

L. Wallenius welcomed the three student representatives: Arthur Gron – GSA rep; Victoria Wotten – SGA rep; and Patrick Wright – AEF rep. She also welcomed our staff representative Dorothy Robb. All students have voting rights. The staff representative is a non-voting member.

L. Wallenius shared the terms of reference of this committee with the group. It was suggested that the Library and Archives Committee's role is to pass policies and then have them approved at the Senate and that the Operations/Management meetings would deal with any internal operations. After some discussion this suggestion was not pursued.

1. Adoption of the agenda

Motion D. Scott/A. Lamothe that the agenda be approved with two additions:

Student Concerns – Student reps

Strategic Plan – L. Wallenius

CARRIED

2. Adoption of the October 19th, 2011 minutes

Motion: M. Brown/D. Maley

That the minutes of October 19th, 2011 be approved with the following corrections:

Remove the first three ACTION items on page 2 under #4. Under #6 the following sentences should read: *There is nothing **microfilmed** since 1996. Lambda is the only running newspaper **on-campus** since 1960.*

CARRIED

.../2

3. Business arising from the minutes

L. Wallenius will send out an email to all faculty members inviting them to our meeting on Wednesday, December 14th, 2011. This will be sent by December 1st, 2011.

ACTION: A. Thomson to contact Sarah Williams to get the dates confirmed for their Living-in for Literacy.

4. University Librarian report – L. Wallenius

The Leadership Group met on Monday, November 14th, 2011 and discussed the **Employee Engagement Survey**. L. Wallenius explained the process to our new student representatives. The Administration will focus on three issues and this should be finalized shortly and will be shared with the university community early next week.

School of Architecture: A group met to discuss the conceptual needs in each division. L. Wallenius and D. Mayer were there to discuss academic issues which are not course related. L. Wallenius suggested that information literacy skills should be built in the process rather than adding it later.

OCUL Directors meeting will take place next Monday November 21st 2011 and Tuesday, November 22nd, 2011 in Ottawa.

Budget process will begin shortly. L. Wallenius has asked to renew the Information Literacy Librarian position, Librarian for the School of Architecture as well as a Librarian for the Barrie Campus. By purchasing the Market Square location building and using the space for classes and activities this will put less of a strain on the budget.

5. Information Literacy Policy – A. Thomson

Will bring this item back to the December meeting as A. Thomson did not have copy of the Information Literacy Policy.

ACTION: J. Meilleur to attach with minutes.

.../3

6. Food and Drink Policy – L. Wallenius

L. Wallenius explained to the group that many library users eat in the library and also added that crumbs can attract varmints. Once the varmints have finished with the crumbs they would start with the books which could be a severe problem. N. Cliche sent a link from Seneca library's food and drink policy (http://blogs.senecac.on.ca/libnews/entry/new_food_drink_policy_in). Some of the current concerns with library users eating are that there are not enough garbages and often they are not emptied regularly. Please have a look at the link above and discuss it with your respective group. This item will be on December's agenda.

D. Scott also stated that it is important to publicize the consequences if the policy is violated. Other suggestions were to have spill kits available for any library user. If this policy is adopted library will purchase new garbage cans with lids for 2nd floor.

D. Maley asked if the Learning Commons falls under the same policy as there is always concern with library users drinking by the computers. After some discussion it was suggested that perhaps part of the policy can state that if a library user damages one of the electronic items that they will be responsible to pay the damages. Peer enforcement is very important so that students need to make sure all students are accountable for their actions. To be tabled at December's meeting.

8. OCUL-IR report –A. Lamothe – see attached report

9. Archives update/mise à jour – M. Brown – see attached report.

10. New items

a) Student Concerns – AEF, GSA and SGA representatives

V. Wooten asked what are the December exam Library hours. (see attached)
It was also noted that it is difficult to find the Library hours on our website.

b) Minutes of the Library and Archive Council meetings. After some discussion the following motion was passed:

Motion S. Lafortune/D. Scott that the approved Library and Archive Council minutes will be posted on the JND webpage under ABOUT THE LIBRARY.

CARRIED

Note: The minutes will now be translated in French and will not be posted until the translation has been received.

.../4

b) Strategic Plan Update – L. Wallenius

The University is currently working on their Strategic Plan and it should be finalized in December 2011. The Library has started to work on their own Strategic Plan: *Where We Want to be in 2017*. All information is available on the Library Wiki. S. Lafortune explained to the student representatives that this is an area where all of the information about the Library is stored. L. Wallenius asked the students to be part of this Committee as it is very important to get student feedback. The meetings are usually on Mondays at 2 pm for one hour. The next one will be on **Wednesday, November 23rd, 2011** at 2 pm in the JND Library Instruction Room 30-230. The Committee members are: Leila Wallenius, Alain Lamothe, Marthe Brown, Sylvie Lafortune, Lise Séguin and Allison Tremblay.

D. Robb asked if the Employee Engagement Survey was linked to the Library Strategic Plan. L. Wallenius responded that the JND Strategic Plan is not related to the Employee Engagement Survey.

ACTION: D. Scott will give Victoria Wooten, Patrick Wright and Arthur Gron access to the Wiki for the length of the Strategic Plan Committee is in place.

11. Next meeting/prochaine réunion:

**Wednesday, December 14th, 2011/
Mercredi le 14 décembre 2011
At/à 9 h
Instruction Room/Salle de formation (30-230)**

L. Wallenius wants to change the time of the meetings.

ACTION: J. Meilleur to send an email to confirm time for the 2012 meetings.

D. Maley shared with the group the passing of one our dear colleagues Mr. Glen Kelly who was an employee of the JND Library from 1969 to 2008. Glen was a very kind and giving man and he will be missed by all. The memorial visitation will be on Thursday, November 17th, 2011 from 2 pm to 5 pm and from 7 pm to 9 pm. Memorial mass at 10 am at Christ the King Church. Rest in peace our dear friend.

12. Motion M. Brown/S. Lafortune that the meeting adjourned at 10:05 AM