

**Library Council DRAFT Minutes**  
**August 26, 2025**  
**1:00 pm - 3:00 pm**  
**Microsoft Teams**

**Present (Expected):** John Bayhi, Melissa Belvadi, Rob Drew, Rosie Le Faive, Simon Lloyd, Deanelle Praise Magbanua, Courtney Matthews, Keltie MacPhail, Keri McCaffrey, Kim Mears, Spencer Merz-Wood, Juanita Rossiter

**Regrets:** Katelyn Browne, Dorcas Ogunwole

- **Approval of Agenda**

- Moved: M Belvadi
- Seconded: S. Merz-Wood
- Passed via consensus vote with unanimous "1"s

- **Approval of Minutes (May 22, 2025)**

- Moved: R. Le Faive
- Seconded: M. Belvadi
- Passed via consensus vote with unanimous "1"s.

- **Election of new Secretary**

- It was explained by S. Lloyd that the term of the Secretary position is for September through August (10 meetings)
- M. Belvadi put her name forward, on the condition that meetings were recorded for note-taking as an accommodation. No-one else offered to take up the secretarial position.
- C. Matthews raised the question of whether this is setting a precedent that future meetings will be recorded. M. Belvadi replied this is not meant to be a standard practice, rather this is a medical accommodation. S. Lloyd suggested recording this understanding in the minutes; henceforth:

**For the 2025-2026 year, Library Council meetings will be recorded for the express and only purpose of minute-taking. The recordings will be deleted when no longer needed. This practice will be revisited with the appointment of a new secretary in 2026.**

This intention was approved by consensus with unanimous "1"s.

- The election of M. Belvadi as Secretary went through with a consensus poll of all mostly "1"s, and one vote of "2".

- **Follow-up on Pre-submitted Reports**

- M. Belvadi mentioned that the reports have been "Unit reports" not "Librarian Professional Practice" reports though some include liaison practice. She raised the question of whether K. Mears and J. Bayhi are submitting separate reports, or one joint report.
  - K. Mears replied that as one unit, they submit one report together. J. Bayhi agreed - this was already discussed and they collaborated on the current report.

- S. Lloyd mentioned that it's our practice to indicate in unit reports their alignment with Strategic Plan goals, and that he intends to follow this going forward.
- **Student Reports**
  - Undergraduate students (D. Magbanua)
    - Nothing to report from the students, as the school year is just getting started.
  - Graduate students (D. Ogunwole)
    - not present; possibly not serving this year. S. Lloyd advised more effort in finding a Grad Student willing to serve on Council.
- **Post-Library Council CUPE (R. Drew, S. Merz-Wood)**
  - R. Drew mentioned that at least one CUPE staff member was looking for clarification on generative AI as it relates to Grammarly. He asked if there have been any discussion/deliberations on using it, keeping it disabled, etc.
    - S. Lloyd noted that we have not turned that feature on. Further, the Librarians have met to discuss AI/Gen AI. Grammarly is now promoting AI, and this was discussed. The Grammarly issue is tricky as the library works with the VP Academic and Research's office to support our subscription, and Grammarly falls outside the kinds of products we usually subscribe to and support. There is no decision right now; absent a decision/consensus, **S. Lloyd confirmed that we will not be turning on Grammarly's AI.**
      - It was noted that Grammarly does have the option to set up test groups for particular features, so we could recruit contacts who use Grammarly and see if they want to try them out before we decide whether we turn them on for everyone. Librarians are doing up a "thematic pathfinder" page (not quite a Subject Guide) on AI. We're not at the stage of our Academic Integrity Portal as we are not yet able to give best practices.
      - Several people volunteered for the UPEI task force - have they heard back? K. McCaffrey and S. Merz-Wood volunteered, but they have not expected to hear back yet, as the closing date for the committee is Aug 29.
  - S. Lloyd brought up the fact that R. Drew's time on Council is complete, and the CUPE staff will need to elect someone to take his place.
- **Past Items for Discussion or Proposals**
  - Library Policies
    - Noise Zones (S. Merz-Wood)
      - This item for discussion was brought up in an email from K. Browne, who sent regrets for this meeting. One year has passed since the 2-noise-zone policy was put on a pilot project, so it's time to review. How has it worked out in practice?
        - From the service desk staff - the 2-zone system is easier to communicate, and especially outside of exam periods it has been effective at maintaining patron experience and focus in the library. CUPE staff consulted are in support of keeping the 2-zone system going forward.



*Completed:*

- *Saint Dunstan's University Digital Archive* <https://sdu.upei.ca/> was launched on Aug. 21
- *Prince Edward Island Legislative Documents (PEILDO)* <https://peildo.ca/> was launched on June 24

*Ongoing:*

- *Prince of Wales College: A Legacy* <https://pwc.upei.ca/>
- *Bowing Down Home* <https://bowingdownhome.ca/>

*Up next:*

*Integrating the UPEI CAIRN and L'nuey collections into*  
[IslandArchives.ca](https://IslandArchives.ca)

- M. Belvadi posited that this item should have been in a report.
  - S. Lloyd considered how this is taking up a large portion of many Units' time, and will retain some discretion. However, he offered to commit to a bit more lead time on the draft agenda for the next meeting, so that Council Members can air concerns before the meeting.
- Fundraising/Renovation Updates (S. Lloyd)
    - Fundraising has progressed well, but the work that this campaign was supposed to enable has not progressed so well. There are no hammers swinging yet. A meeting was held the past week to discuss these problems. With the possible exception of adding pilot study pods and renovating the washrooms in the lobby, we will probably see little work done before next summer. This is due to issues across many sectors, including getting firms to bid on RFPs, getting someone to perform the actual work, etc. It's a widespread issue. The UL's office and UASC continue to work with Facilities and Development to move things forward as best as we can. The lobby renovation delays are unfortunate; it was hoped that work might have begun back in May. Instead, we have disappointment and concerns., but are trying to move forward. It is understood that we can't "smash the lobby to bits" during the school year, so we'll have to put that demolition work off till the Summer semester.
    - As J. Rossiter's report noted, the RFP for Special Collections has been moving much more quickly. As soon as permits, S. Lloyd will share design concepts for the expanded Special Collections area.
  - Library Planning / Future Directions
    - UL Transition (S. Lloyd)
      - S. Lloyd extended thanks to everyone in the library including those on Council involved in the UL search committee, and noted it has done its work well. Three candidates are shortlisted and dates for

their visits have been confirmed. S. Lloyd highlighted that while it's appropriate for the interim UL to be at arms length from the search, he will be making sure the visits go as smoothly as possible, and may check in with those on committee re logistics and planning for candidates visits.

- QA/External Review (S. Lloyd)
  - S. Lloyd reported delays in identifying a second external reviewer. The self-study report is underway and we might get the reviewers here by the end of October. The self study report needs to be shared with the reviewers a month before their visit so we are working hard to get it done!
- Following up from the last agenda (though not originally on this agenda), S. Merz-Wood raised the discussion of the Writing Centre. Is its purpose and scope going to be the same this fall?
  - S. Lloyd offered no update at this time. While there may be longer term plans in development; there is probably nothing changing this Fall.
- **New Items for Discussion or Proposals**
  - Library Policies
    - Addressless Patrons (S. Merz-Wood)
      - S. Merz-Wood observed recently that we have an access gap for patrons without addresses (who are unhoused) and wish to loan items. Our policy is to require registration with the library, which requires a photo id and proof of address, usually in the form of a drivers license. There were several cases where people had to be turned away from loaning items. A preliminary investigation into how PEI Public Library (PEIPL) and other libraries in the region handle this was presented. Suggestions included: accepting a shelter address; accepting verification letters from a shelter; or putting the patron into a "trial" permission group with a stricter limit on borrowing (to be relaxed after good behaviour).
        - S. Lloyd inquired whether academic libraries were looked at as well as public?
        - S. Merz-Wood was not able to find information from that.
      - It was proffered that we could refer addressless patrons to the PEIPL, where they need a shelter address, then they can request material through inter-library loan.
        - If they have a PEIPL card, don't we have a policy to register them for an account?
        - We register patrons with public library cards, but we still need proof of address.
      - S. Lloyd proffered that more policy discussions should be had, and asked if anyone was willing to help bring forward a proposal?
        - R. Le Faive volunteered.
        - S. Lloyd requested a 1-or-2 pager to be provided.
    - Library Operations
      - ITSS requesting "satellite" Help Desk for students; location: near (not at) Service Desk (S. Lloyd)

- As ITSS is slammed, they will be hiring more people (Technicians) who can be stationed in the library 8-4 M-F(ish) – not at the service desk but nearby. Potentially, they'll be located at the pod of 3 PCs that were our quick-print station - with improvements to webprint there is probably less of a need for this station. Darryl Gallant will work with Sarah Fisher and the Interim UL on setting this up. Digital Initiatives (C. Matthews' unit) also communicates with ITSS and will be kept in the loop of communication. Hopefully this will be a net positive for everyone! Hopefully the Library's IT students will remain for 4-8 service.
  - M. Belvadi noted that we used to get a transfer of funds from ITSS into the Student Assistant budget line. Are we going to lose that money?
  - S. Lloyd said that is not what's being suggested, and that transfer was received as the first communication when he took over as Interim UL.
  - M. Belvadi also noted that when we moved to the new service desk, we cross trained all student assistants instead of just having 4 dedicated tech students. Is that going to change?
  - SLloyd was not aware of any plan to change that, but will confirm at a meeting with Service Desk folks this week. As he's seeing messages going out regarding training, it appears that we are still planning to have some tech troubleshooting training for Service Desk assistants.
  - M. Belvadi asked who is taking responsibility for communicating this new situation to campus?
  - S. Lloyd confirmed it would be shared jointly, and it's been slower coming together than hoped. He will work with IT to make sure word gets out.
  - M. Belvadi urged the interim UL to make sure it's in more venues than just campus notices.
  - S. Lloyd confirmed that ITSS knows that communication is a challenge.
  - K. Mears pointed out that at an ITSS session for new students, Tyler Dickieson described an upcoming release to papercut that will make webprint easier.

- Library Planning / Future Directions

- **Roundtable**

- J. Bayhi: Thank you for the warm welcome!
- M. Belvadi: presentation proposal to Charleston conference in November was accepted, relates to COUNTER 5.1 software. This work was done with Nadine Murray's help, and Daniel (a Computer Science student who works at the Service Desk) is helping to develop a graphical frontend.
  - C. Matthews noted that M. Belvadi's a frequent speaker at Charleston, and asked for her experiences presenting there.
  - M. Belvadi replied that it's the biggest international conference for acquisition/collection librarians. When attending in person, she always

- brought an empty suitcase for the swag. It's a great place to learn about new products and services and other offerings.
- R. Drew
    - coming off of a 3 day work week from the summer. Thanks to the Council as he's now at the end of this stint as CUPE representative!
  - R. Le Faive
    - Presented at Islandoracon on Islandty, a lightweight digital repository software.
    - S. Lloyd extended congratulations to all UPEI presenters
  - K. McCaffrey
    - Nothing to bring up (too much to mention)
  - K. MacPhail
    - Nothing to report.
  - D. Magbanua
    - Can the SU support OER development? They would like to be involved.
    - Call out for OER awards - nominate anyone they want to - nominations open until October. The call went out in a reel on Instagram: [https://www.instagram.com/reel/DNNzNWLvpwt/?utm\\_source=ig\\_web\\_copy\\_link&igsh=MzRIODBiNWFIZA%3D%3D](https://www.instagram.com/reel/DNNzNWLvpwt/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA%3D%3D)
  - C. Matthews:
    - Presented at APLA on the Islandora upgrade project
    - Gave a similar presentation (detailed differently) at Islandora conference this summer
    - Recently joined the Islandora Foundation's Leadership Group
  - K. Mears
    - Busy onboarding J. Bayhi and welcoming the med students. Still setting up a few of many new resources.
  - S. Merz-Wood
    - Nothing to report.
  - J. Rossiter
    - Relatively busy summer, many people and groups came through UASC; just started a 3 year commitment as PEI chapter of APLA (Vice President-President-Past President). Looking forward to that.
  - S. Lloyd
    - Thanked everyone for the grace, patience, and kindness they have extended since he took this on. Feels that he's still learning/re-learning, and hopefully this comes through in Friday Forecast messages. He has renewed appreciation for the work people are doing, and appreciates the way this position allows him to connect with the departments, and outside the library as well. In jest, he'll probably have the place running perfectly just when it's time to give it up.
    - Interviewing, with J. Rossiter, for the UASC Technician position.

Adjourned!