

## Library Council Minutes

October 30, 2025

1:00 pm - 2:30 pm

[Microsoft Teams](#)

**Present:** John Bayhi, Melissa Belvadi (Secy), Katelyn Browne, Rosie Le Faive, Sarah Leyenaar, Simon Lloyd (Chair), Melanie Leblanc MacIsaac, Keltie MacPhail, Deanelle Praise Magbanua, Keri McCaffrey, Spencer Merz-Wood, Juanita Rossiter

**Regrets:** Kim Mears (joined late), Courtney Matthews

- **Territorial Acknowledgement**

- **Voting guidelines:**

1. Support
2. Support with Reservations
3. Abstain/Stand Aside

As a general guideline, if more than 2-3 Council members vote to Stand Aside, Council should resume discussion, with the aim of crafting a recommendation that the group can more fully support.

4. Block. I am fundamentally opposed to this.

Refer to Step 7 below for how to proceed in the event of a block.

- **Approval of Agenda -approved**

- **Approval of Minutes (September 25, 2025) - approved with no changes**

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

- Discussion and decision re unit reports as part of official minutes (S. Lloyd, M. Belvadi)
  - M. Belvadi accepted as the Facilitator for this discussion
  - Question about the long-term retention of LC minutes; the Chair clarified that the intent is that as official documents of an official body, the intent is "indefinitely" aka "in perpetuity"
  - Discussion about the use of CUPE staff names in the reports and whether they should be anonymized - agreed that that should be up to each individual and managed by the unit coordinator
  - Clarification by the secretary that substantive contributions to the topic in the Teams "chat" during the meeting is also part of the official minutes
  - It was noted that we may expect to see reports get shorter and that strategic planning reporting in particular may move out of them
  - It was noted that as the purpose seems to have moved away from "announcing wins" to productivity reporting, some reports may be more high level "rather than detailing exactly who has done what"
  - Clarification that making the minutes including the unit reports "public" means fully visible on the library website, not just internally public within UPEI; further discussion revealed that it was a decision by a past Library Council (2009) and is not required by the Faculty Association Collective Agreement, which defines Library Council. It was noted that this could be brought up at the next meeting for formal reconsideration. The Chair noted that the trend at UPEI, including the Board and Senate, are moving towards more disclosure.
  - There was a question about whether librarians should include their work outside of the actual unit, for instance subject liaison activities. The formal definition of the purpose of Library Council in the FA CA A9.1.2 was read out. There was further discussion about the reports being a way to find out what is going on in the other units. This led to discussion about past internal library newsletters, including "Off the Shelf".
  - Recommendation vote: 11-1s, 1 -2 to the combination of the following actions taken together:

- For the reports submitted for this meeting specifically, the unit coordinators will go to their teams and explain about the option regarding inclusion of their names, and then the coordinators will resubmit if needed a revised version that will be public. These need to be submitted within a week after the meeting (October 30). This will also be done going forward, with it being up to each unit to decide how to handle the issue of naming specific staff within the report, and that decision should be made by all affected members of the unit, not just the coordinator.
- All unit reports will be part of the minutes and the minutes will be made public. Those reports will be part of the regular "minutes" cycle of going first to the library staff and then after the following meeting will be made public on the website.
- We will figure out independently of Library Council what other communication channels we want to use to communicate the information that we will now be leaving out of our unit reports. The Chair agreed to take on the task of moving that discussion forward to provide clarity by next Library Council.

- **Student Reports**

- Undergraduate students (D. Magbanua):
  - Participated in the Library's Holistic Quality Assurance Assessment coordinated by s. Lloyd.
  - Along with M. MacIsaac, conducted a student tabling session to promote the Library Feedback Form and encourage students to submit responses. This session and the survey are planned to be repeated in the Winter semester.
  - Summary of feedback from the Library Feedback Form:
    - Overall satisfaction with the library was 4.4 out of 5.
    - Most valued aspects of the library are the study spaces and quiet zones, variety of environments and seating options, and helpful staff and accessible resources, as well as borrowing and printing facilities.
    - General favorable feedback; interest in renovations. Students have expressed a high demand for extended operating hours, especially during exams and the weekends.
    - Modernized facilities on computers, lighting and design, and increased access to course materials in private study rooms. There's also some comments on printing costs for affordability and more course books
    - Someone has also expressed a want for a relaxation zone to support student well-being
    - But overall students view the library as a highly valued academic resource and feedback highlights strong satisfaction with spaces and staff.
    - Would appreciate further thoughts on how to best deliver such feedback going forward
    - Question regarding other areas on campus where students can relax and whether the Library needs to provide another one; response focused on the "quiet zone" concept in the library and its importance to having a relaxation zone;
    - Also comments about lack of natural light and green spaces; possible improvements could include places silent enough to nap, meditate, or unwind. Also some computers are too old and some areas of the library are "sketchy".
    - Further discussion about planned "pods" and whether they would be suitable for napping, and whether there is tension between napping spaces and relaxing spaces where some might consider relaxation to include casual conversation; the Chair provided information about plans for "pods" and will investigate whether the ones in MacDougall are similar to what the Library plans; D. Magbanua confirmed that it would be good for the Library to provide pods like those. Further question about whether there are health & safety issues around encouraging students to sleep in public spaces and whether glass-enclosed spaces would be conducive to relaxing; D. Magbanua emphasized that what the students want is privacy, in terms of not having people walking by close to you

- Graduate students (M. Maclsaac) - was joined in the above tabling session; and also expressed concern about safety and security risks of creating "private" spaces in terms of lack of visibility
    - The chair expressed appreciation to the students for gathering this data; M. Maclsaac noted that the Graduate Students Association survey will be coming out soon and there should be data to report on those results in the November Library Council meeting
- **Post-Library Council CUPE (S. Merz-Wood, S. Leyenaar) - nothing to report**
- **Past Items for Discussion or Proposals**
  - Library Policies
    - Addressless Patrons (S. Merz-Wood, R. Le Faive) proposal submitted in writing; major point is that email address and phone number are sufficient; that the group working on this will be trying to collaborate with PEI shelters on the subject of acceptable IDs; M. Belvadi raised the concern that someone without a fixed address may not be able to "adequately take care of our books" and noted that some of them can cost \$300 each; S. Merz-Wood raised the possibility of it being a "pilot" program or one-year trial; noted finding a survey of 2,245 academic libraries and 5 of them adopted a similar policy and that other libraries have been willing to take on that risk; M. Belvadi noted that the proposal said nothing about a one year pilot; K. Browne had questions about the kinds of IDs we'd accept and what to do for people with no ID at all; S. Merz-Wood noted that the proposal includes developing a list of easily acquired IDs and perhaps we could waive IDs entirely, and that the aim is reducing barriers and increasing accessibility
      - recommendation vote: 10 "1"s. 1 "3"
  - Library Operations
    - Fundraising/Renovation - discussion on feedback process (S. Lloyd): expecting more information soon and will update Library Council and the library staff
  - Library Planning / Future Directions
    - UL Transition - Update (S. Lloyd)- no update as of this meeting, the VPAR agreed that the library staff will be first to know among UPEI general communication
    - QA/External Review - Process going forward, Q&A (S. Lloyd)
      - Expressed appreciation to R. Le Faive and K. Mears;
      - The review team has been asked to share their report and recommendations not later than the end of November. The normal process then is that the unit being reviewed then has one month to prepare and submit an action plan as was pointed out, one month from late November. We will be able to submit the final action plan sometime after December.
      - Question regarding accountability for actionable items; S. Lloyd responded that first would be the University Librarian, and other points would be reasonably collegially agreed to;
      - It was noted that since QA process is part of the Senate, there will likely be some reporting to the Senate and that could be an avenue for the action plan
      - S. Lloyd will also suggest it be shared with the Senate Library Committee
- **New Items for Discussion or Proposals**
  - Library Policies
    - none
  - Library Operations
    - none
  - Library Planning / Future Directions
    - none
- **Roundtable**
  - J. Bayhi - nothing

- M. Belvadi - nothing
- K. Browne - nothing
- M. MacIsaac - nothing
- K. McCaffrey - nothing
- R. Le Faive -If you enjoyed my unit report, or if you like zines, the Charlottetown Library Learning Center downtown is hosting Zinefest on November 8th.
- S. Leyenaar - nothing
- S. Lloyd (Chair) - private collector of PEI books - presentation 7pm next Thur
- K. MacPhail - Nov 6 is World Preservation Day; Giving a talk to a community school
- D. Magbanua - Open Education For Student Impact Award deadline is Oct 31
- K. Mears - nothing
- S. Merz-Wood - nothing
- J. Rossiter - nothing