

Library Council FINAL Minutes

September 25, 2025

1:00 pm - 3:00 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, Courtney Matthews, Kim Mears, Spencer Merz-Wood

Regrets: Juanita Rossiter, Keri McCaffrey

Pre-agenda welcomes to S. Leyenaar and M. MacIsaac

1. **Reminder about meeting recording** - meetings will be recorded as an accommodation for the secretary this year and will not be shared with anyone other than the UL and will be deleted after the minutes are complete (both recording and transcript)
2. **Approval of Agenda - no changes - approved**
3. **Approval of Minutes (August 26, 2025)**
 - a. New procedure/organization of [Library Council internal official documentation](#) (S. Lloyd, M. Belvadi)
 - b. Reminder of website final public minutes [location](#) (M. Belvadi) - explained that the cycle is that the draft minutes of each meeting are made available only to LC members until the next meeting, at which they are approved, and then made available for one month to all library staff, and after that they are made public on the website. So for instance, August LC minutes will be shared with the staff after the September meeting, and put on the website after the October meeting. Using the new Google Drive file organization, the draft minutes will be available to all LC members as soon as they are finished, "anything in draft is open to LC members to view". Once minutes are final, not draft, they are visible to all library staff. Extended discussion about whether the unit reports are considered part of the minutes; R. Le Faive and K. MacPhail did not want them posted for the public, just shared with library staff. It was noted that K. Mears did post them to the website when she was secretary. Further discussion about the primary purpose of unit reports revealed different understandings of that purpose, and that the use cases for them had changed significantly since they were started. M. Belvadi requested that if we decide that unit reports will not be made public, that decision will not result in a return to formal agenda items that are just announcements and not meant for discussion. S. Lloyd asked that we think about this more in the next month and make the decision in the October meeting regarding whether unit reports should be made part of the minutes that are posted to the public website or not. M. Belvadi and S. Lloyd will send out follow-up notes in October to help frame that discussion. M. Belvadi requested that librarians attempt to get unit reports out a day ahead of the next LC meeting so LC members have time to read them and consider follow-up questions for that meeting.
 - c. August Minutes were approved.
 - d. Clarification requested and confirmed regarding noise zones that the new two-zone system is in place indefinitely, not just for one more year
4. **Follow-up on Pre-submitted Reports**

No questions.
5. **Student Reports**
 - a. Undergraduate students (D. Magbanua) - plans to create a Google form for students to use to submit feedback through the academic year
 - b. Graduate students (M. MacIsaac) - nothing to report
6. **Post-Library Council CUPE (S. Merz-Wood, S. Leyenaar)** - nothing to report

7. Past Items for Discussion or Proposals

- a. Library Policies
 - [none submitted]
- b. Library Operations
 - Fundraising/Renovation - discussion on feedback process (S. Lloyd) - wrapping up design phase for lobby, upper level, special collections; expect more detailed plans in October; will share feedback with Facilities
- c. Library Planning / Future Directions
 - UL Transition - Update (S. Lloyd) - no official update, expect it to come from Dr. Naterer; M. Belvadi requested summary of process sequence; S. Lloyd explained the committee chair, Dr. Naterer, would contact the candidate identified and open discussions with them, and the Board makes the final decision.
 - QA/External Review - Process going forward, Q&A (S. Lloyd) - final document about 100 pages, was shared with the Quality Assurance Officer who reports to the VPAR. They will vet it then share with the reviewers. The protocol requires that the reviewers have it for one full month before their site visit, scheduled for October 27-28. More info will be shared in the next two weeks about the planning for that visit.

8. New Items for Discussion or Proposals

- a. Library Policies
 - Addressless Patrons (S. Merz-Wood, R. Le Faive) - will circulate a proposal for recommendation discussion at October meeting; intent is not to turn people away because they do not have an address; agreement that LC members will get the proposal at least 2 days ahead of the October meeting so it can be voted on; discussion about sharing documents in OneDrive
- b. Library Operations
 - Service desk opening/closing - S. Lloyd described the scheduling and consultation process: met with Circ group regarding patrons in building after official closing and even after security walkthrough, surprising solo closing staff, and concern if any patrons might be in library at opening times; cleaning person is in very early on weekdays and has radio access to Facilities, and often Alysha Aitken is in very early as well, so our staff are not alone for those shifts, but that leaves weekend openings concerns; so agreed in circ meeting that student assistants would be paid to come in 15 min early for opening on weekends so staff person doesn't have to come in alone, and similar for 15 min past official closing all days so a staff person is never left alone at opening or closing.
- c. Library Planning / Future Directions
 - [none submitted]

9. Roundtable

- a. J. Bayhi -none
- b. M. Belvadi - none
- c. K. Browne- none
- d. M. MacIsaac - none
- e. R. Le Faive - working with Kristy in e-learning about zines in an upcoming class and zines workshop and would like library to host some sort of zine fair, will reach out to Student Union
- f. S. Leyenaar -none
- g. S. Lloyd (Chair) - none
- h. K. MacPhail - on planning committee for 2026 APLA, which will be virtual, looking for more members
- i. D. Magbanua - unavailable

- j. C. Matthews - provided in chat: Islandora Migrations: Upcoming: Planning to launch Prince of Wales's College: A Legacy <https://pwc.upei.ca/> on Thursday, Oct. 2; Integrating the UPEI CAIRN and L'nuey collections into IslandArchives.ca ; formation of ILL working group by K. McCaffrey
- k. K. Mears - thanks to all re Q/A work and deadline
- l. S. Merz-Wood - none

Reminder: invitation to kitchen party!