

**Library Council**  
**Meeting Minutes**  
**October 19th, 2023**  
**9:30 – 11:30 a.m. via Teams**

**Present**

Karen Keiller, Chair

Joan Morrison, Vice Chair

Michael Brundin, Chao Chen, Jane Duffy, Ali Foster, Roxy Garstad, Preethi Gorecki, Robyn Hall, Martina King, Valla McLean, Nicolle Lemay, Eva Revitt, Ron Rooth, Sandy Stift, Lindsey Whitson

**Regrets:** Jody Nelson

**1.0 Land Acknowledgement** – Robyn Hall

**2.0 Call to Order & Welcome** - Karen Keiller

**3.0 Approval of Agenda and Minutes** - Karen Keiller

Removed - 11.3 Happiness Library – Lily Dane

Additions - 11.7 Approve Library Tenure and Promotion Committee external members – Karen Keiller

11.8 NameCoach name pronunciation tool – Ali Foster

**Moved: Alison Pitcher**

**Second: Lindsey Whitson**

**4.0 Approval of Reports and ‘Dean’s Award/s** – Karen Keiller

First award goes to Martina: when she is talking about the makerspace, the numbers are way up, 65% increase.

Second award, true and false award: True students are actively using every inch of our beautiful library.

False – the student increase is 3,000, 762 is the correct amount, definitely more but not 3,000.

**Moved: Roxy Garstad**

**Second: Ali Foster**

**5.0 Action Items from LC August 31, 2023 (below)** - Joan Morrison

**6.0 Dean’s Report** – Karen Keiller

**7.0 Chair’s Report** – Joan Morrison

**8.0 Associate Dean’s Report** – Eva Revitt

Eva is doing a review on all of the licenses and software agreements.

If you get an opportunity, go into teams:

Library>Teams>General>Files> Software and Licenses> Library software inventory

Add information or flag things that are no longer relevant.

## Library Council

Eva is going to create a small working group: Eva, Donna, Michael, Chao

### **9.0 Library Services Platform Update \*NEW standing item\*** - Eva Revitt

The vendor contract should be signed by November 1<sup>st</sup>.

### **10.0 Library Action Plan Updates \*NEW standing item\*** - Karen Keiller

#### **11.0 New Business**

##### **11.1 New MacEwan University Student eJournal MUSE section Editors** – Robyn Hall

**Motion:** *Move that Library Council approve and recommend David Hollingshead (Arts), Jenanne Ferguson (Social Science), Heather Fitzsimmons Frey (FFAC), and Nicolae Strungaru (Science) as new Section Editors for the MacEwan University Student eJournal (MUSE) for 2 year terms ending June 30, 2025.*

**Moved: Robyn Hall**

**Second: Alison Pitcher**

##### **11.2 Mentoring Documents** – Joan Morrison, Lily Dane, Valla McLean, Alison Pitcher

Document drafts have been put together inside a mentoring folder.

Microsoft Teams> Library>General>Files>Onboarding and Mentoring

##### **11.4 Marketing & Promotion Updates** – Preethi Gorecki

Preethi will be getting rid of Library News due to low viewership.

We will now have articles showcasing areas of importance for promotion.

Working closely with OCM (University Office of Communication and Marketing), Preethi will have monthly meetings and put content forward for MacEwan Today.

More content will be put up on the screens across the University campus.

Bigger items will be tweeted out on the main MacEwan account.

Toilet time – monthly information updates found on the back of the toilet stall doors.

Currently, there is an advertising contract, but will keep us posted on this.

##### **11.5 First 'Pause on Meetings Week'** - next is the week of Feb 5, 2024 - Joan Morrison

Feedback/ thoughts: find a way to block off calendars so other people outside of the library can schedule meetings.

Find a different time for the next Fall Pause on meetings week.

##### **11.6 Library Council TOR (June 2020) and Procedural Guidelines** – Joan Morrison and Karen Keiller

Library Chair and Vice-chair of the Library Council these roles work well together. It will be decided later, this will be part of the updated documents that will be looked at in the new year.

##### **11.7 Approve Library Tenure and Promotion Committee external members** – Karen Keiller

**Motion:** *Move that Library Council approve and recommend to the Dean that Kristine Peace (FAS – Psychology) and Noufou Ouedraogo (SOB – Management & Organizations) are members of the Library Tenure and Promotion Committee 2023-2024. Internal members Jody Nelson, Alison Pitcher, and Sandy Stift.*

**Moved: Eva Revitt**

**Second: Michael Brundin**

##### **11.8 NameCoach name pronunciation tool**– Ali Foster

Two things are happening right now:

## Library Council

- 1) Everyone will have the option to add NameCoach to their email signature by creating your NameCoach instance.
- 2) Continue to inform Preethi if you have created your NameCoach.

### 12.0 News/Updates/Roundtable

**Joan:** away at the next library council meeting on December 7th, asking for reports a week earlier.

**13.0 Upcoming Library Council – December 7, 9:30 – 11:30 am online in TEAMS – Joan Morrison will be asking for agenda item and reports a week early, Jody will be presenting research.**

### 4.0 Adjournment

#### Action Items Follow up from August 31, 2023 Library Council Meeting

Open Action Items	Due	Assigned	Status
5.0 Details of ask for new Librarian Positions-share with all	ASAP	Karen	Done sent to Library Faculty email Tue 9/12/23
6.1 Information Literacy Priority Concepts and Outcomes		Jody Nelson, Martina King	Plan next steps, perhaps take to academic departments for feedback or GFC Teaching and Learning Committee
6.2 In Winter Term 2024 form a committee to look at Performance Review Criteria		Joan Morrison, Valla McLean	Joan added reminder in work calendar.

Minutes submitted by: Donna Callaghan