Wilfrid Laurier University

Library Council

Draft Minutes – Wednesday, October 10, 2018

Faculty of Arts Boardroom, 10:00 a.m. – 12:00 p.m.

Present: Gohar Ashoughian (Chair), Melissa Brennan (Grad Rep), Debbie Chaves, Pauline Dewan, Vera Fesnak, Meredith Fischer, Scott Gillies, Michelle Goodridge, Christina Han (Faculty Rep), Julia Hendry, Charlotte Innerd, Anne Kelly, Shannon Kelly (Undergrad Rep), Hélène Leblanc, Yanli Li, Dillon Moore, Joanne Oud, Doug Roberts (Library Staff Rep), Melanie Ross (Library Staff Rep), Michael Steeleworthy, Matt Tales, Irene Tencinger, Fang Wang (Faculty Rep), Xu (Sunny) Wang (Faculty Rep)

Regrets: Gordon Bertrand, Chris Nighman (Faculty Rep), Eun-ha Hong, Peter Genzinger, Gina Matesic, Tarique Plummer (Undergrad Rep), Mark Weiler

1. Welcome and Introductions
   Gohar welcomed everyone to the meeting.

2. Approval of the agenda
   - Motion: Gohar Ashoughian moved to approve the agenda. Seconded by Melanie Ross. Carried.

3. Approval of the minutes from March 8, 2018
   - Motion: Gohar Ashoughian moved to approve the minutes. Seconded by Meredith Fischer. Carried.

4. Business arising from the minutes
   - None

5. University Librarian Report

   Gohar provided updates on the following 3 items:

   I)   Transform Laurier Library (TLL):
   - Key services remain strong; now with an added mandate.
   - Goal is to be more transformative for the University we support (research intensity); important to ensure that students experience services in highest possible manner.
   - Working on better understanding the needs related to on-line learning.
   - There have been many planning processes in the past, this one is focused on working together using a community wide approach.

- Response to participation in the TLL process has been overwhelming. There are 35 members on the overall committee with 4 lens specific subcommittees.
- The larger committee and steering committee have met with an all committee event being held on October 22nd.
- The general timeline for the TLL process is currently under revision with March 2019 being the target for date for completion.

II) Print on Demand Project (PoD):
- PoD is a way for students to package materials the way they want and print what is needed (financial savings for the students).
- There has been extensive communication with key stakeholders and participants (including ICT and Teaching and Learning); conversations started 2 years ago. Gohar commented that it is wonderful to see this project coming to fruition.
- Gohar thanked various individuals for their hard work, including Vera, her team, Gord, ICT and Teaching and Learning.
- The main change to Faculty is that there is now one centralized space for requesting materials; essentially the Library channels everything.
- A question was raised regarding uptake as well as ongoing communication.
- It was explained that the project just launched and is already seeing usage as confirmed by the Bookstore. The pilot project involved 5 courses. Gohar is going to discuss further with Shannon re: ongoing promotion to students and what might work best.

III) Collaborative Futures (CF):
- Gohar noted that CF is moving ahead; implementing library service platform jointly for 14 libraries.
- Further details and updates will be provided at future Council meetings.

6. New Business:

a) Milton Update – Bruce McKay

- Bruce reviewed the timeline and explained that this process was started 10 years ago.
- Phase 1 involves being co-located in an existing building with start-ups and Conestoga College; Phase II is to build the 1st flagship building.
- All services (including the Library) will be located on the first floor; on-ground staff in the beginning will be small, similar to the start of Brantford campus.
- Program delivery is dependent on space; 50 acres of developable land and 100 acres of undevelopable have been gifted. When the building is complete it will be larger than Lazaridis Hall.
- Programming will start with computer science; presence of engineering will be key for the future (need flagship building for engineering).
- Arts will be intentionally included in the curriculum with the hope of addressing graduate communications challenges.

- The steering committee is working to ensure that inclusiveness and indigeneity are imbedded into the curriculum.
- Engineering is going to the differentiator for this campus.
- The town of Milton is showing tremendous interest with 30 businesses that have signed on to support with experiential learning.
- Student recruitment has started. Information was distributed at OUF in September with the hope of having 100 students for the fall term.
- It was clarified that we will not be duplicating central library services; Digital library can be turned on day 1.
- Classroom experience will be outstanding as there will only be 30 – 40 students per class as compared to 2500 at other institutions.
- A Council member expressed concern re: use of EDI as an acronym.

b) ICT: Migration Update – Andres Diaz

- The transition to Office 365 started with access to onedrive; one benefit involves ability to securely share files.
- Also introduced sharepoint online which allows for creation of collaboration sites.
- Sharepoint is team space and can be created by putting in a request through ICT portal. It was requested that any sharepoint requests (by the Library) include Dillon.
- Question was raised as to whether sharepoint can work for students; it was clarified that students would need to create an account. Onedrive does not allow sharing with students (related to having a separate domain).
- A onedrive reference document is available and will be provided/shared by Andres.
- It was noted that Outlook is not changing; exchange is the backend part.
- Andres reviewed timelines of pilots (re: migration) and explained that if all goes well with tonight's pilot that all others will flip over at one time. The only impact expected for the pilot is that email will be off-line for about an hour during the night.
- Andres to follow-up with Helene re: archiving system.

7. Other Business

   IV)   None

8. Next Meeting – January 23, 2019

9. Adjournment

   - **Motion: Gohar moved to adjourn. Meeting adjourned by consensus at 12:05pm**