OISE Library Student Advisory Committee
Minutes – October 28th, 2021
Time: 5-630pm
Location: Zoom

Present
- Anchal Sood
- Bebhinn Jennings
- Brian Henriques
- Christina Daudlin
- Emily Dobrich (Co-Secretary)
- Emily Hector (OISE Librarian)
- Erika Colby
- Huda Salha
- Jiazhen Li
- Mac Mauro
- Mira Chow (Co-Chair)
- Missy Chareka (Co-Secretary)
- Monique Flaccavento (OISE Library Director, Ex Officio),
- Rutwa Engineer
- Ruqayyah Alibhai (Co-Chair)
- Tika Thapa
- Yilun Jiang (Co-Chair)
- Sasha Dhesi (Graduate Student Library Assistant/Toronto Academic Library Intern)

Regrets
- Cherie Daniel
- Chiara Fernando

Time	Agenda Item	Speaker(s)	Notes	Minutes
5 min.	Welcome and Land Acknowledgement	Monique		Monique welcomed committee and gave land acknowledgement
10 min.	Introductions	All	In addition to your name and pronouns (optional), please briefly share a few things about yourself. For example, your: ● your department (CTL, LHAE, SJE, APHD) ● degree program (MA, MEd, MT, MA CSE, PhD, EdD) ● year of study ● full time / part time / flex time	·Library staff (Monique, Emily, Sasha) introduced themselves ·Committee members introduced themselves

			- whether this is your first year on the committee or whether you are a returning member - why you have joined the Committee	
5 min.	Approval of the agenda	All	Are there any additional items for today's agenda?	No additional items were noted Agenda was approved by unanimous vote
5 min.	Community agreement for meeting format, public posting of names, documentation sharing and communication	Monique & Committee	- Committee asked by Monique to decide on whether they would like their names publicly shown on Library Advisory Committee website - Committee asked by Monique to decide on whether they would like to utilize Google Docs for the sharing of meeting documents and committee information - Committee asked by Monique to decide on whether they would like further agenda items and meeting documents shared via Microsoft Teams group or via email	Monique reviewed community agreements additionally. ·Committee agreed to having full names shared on committee website ·Monique will send out a poll after the meeting to ask if members are comfortable posting additional information on the OLSAC website as well (e.g. department, program, email address) ·Committee voted unanimously to utilize Google Docs for information sharing ·Committee voted unanimously to utilize email for the sharing of information

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| 5 min. | Election of OLSAC leadership: Secretary | Monique, All | Responsibilities (Secretary): The secretary's primary role is to take minutes during OLSAC meetings The secretary will email draft minutes to Co-secretary, Chairs and Monique. After they have reviewed the draft minutes, the Chair(s) will distribute them to all members for review. The secretary will be responsible for incorporating suggested revisions into the minutes After minutes have been approved at the next OLSAC meeting, they will be made openly available on the OLSAC website The secretary may also assist with the drafting of the Committee's annual report | Committee Leadership was selected by unanimous vote, as follows: ·Missy C elected Co-Secretary ·Emily D elected Co-Secretary ·Ruqayyah A elected Co-Chair ·Mira C elected Co-Chair ·Yilun J elected Co-Chair |

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10 mins.	Review of Terms of Reference	Monique	- The ToR states that the committee will have a maximum of 15 members. This year, we have 18 members. - Monique explained that membership was increased this year as the Library is operating both as a virtual and physical space. It is important that there is enough representation from students using both the in-person and online library. As the MTs will likely be taking in-person courses at OISE in the winter term, MT representation was increased for the 2020-2021 Committee. - To date, no representation from CREFO. The Head of CREFO has reached out to students in the centre to see if anyone is interested. - To date, no representation from the IEN. An invitation was sent to Alexis Daybutch inviting the IEN to nominate / suggest a student. - OISE GSA Accessibility Committee: no contact info available (not sure if the committee is still active?) Instead, the MTSA was invited to appoint a representative of the MTSA Accessibility Committee: Brian Henriques - Committee reminded that everyone has a vote, except Monique - When there are amendments to the Terms of Reference or when there are votes, a 2/3 majority is required for these to pass.	·If any committee members know of someone interested (who is a member of CREFO or the IEN) you are free to also invite them to consider being on committee ·Yilun J asked if meetings will be held online for entire academic year or move to in-person. Monique shared that all meetings are to be held via Zoom for this academic year ·Yilun J asked if meetings would go past April, into Spring/Summer semester (May). Monique shared that normally no meetings are held past April, but committee can make decision if they want a meeting past this date. ·Bebhinn J asked how committee members are to submit agenda items. Monique shared that normally people email agenda items to the share, or the chair might invite members to post agenda items in a shared Google Doc – this is up to this year's Chairs to decide.

			- There will be 4 meetings throughout the year (members may get CCR credit if they attend ¾ meetings) - If unable to make a meeting, committee members asked to inform Chair - Should also contact chair, if opting to withdraw from committee	

| 15 min. | Brief overview of the OISE Library - staff and core services | Monique, Emily | 4 librarians, 5 library technicians (2 are 0.5 FTE) 1 fewer librarian and 1 fewer library technician this year 10 part time student casual staff Overview of services available (in person and online) | ·Student Services continue to be both virtual and in-person with service desks, collections, assistance with projects, reference support, archival support, citation management, drop-in reference support, instructor support via attending classes to show students how to search, carry out literature reviews etc.
·Library modules also available online for students, plus a large e-collection of many sources.
·Other services include 1st year students matched with a librarian
·Missy C asked about reduced library hours and if these will change? Monique shared that on avg. library is seeing 20-40 students a day (significant decrease in foot traffic). Therefore, the hours set for this semester will remain as is, however most likely will change for Winter 2022 with more traffic in OISE building.
·Mira C asked about the general usage of the library, and if it is lower. Monique shared that the general usage of space has indeed decreased due again to aforementioned lower traffic. Additionally, less students booking individual study spaces.
·If people are interested in seeing how many rooms are booked per day, please log into the booking system with your UTORid: https://oise.library.utoronto.ca/book-study-room. If members are interested in seeing statistics for study room |

				bookings pre-March 2020 vs. now, Monique can run reports to generate / share these numbers – please let her know.
15 min.	Updates	All	● Update on print books selected by OLSAC members for the collection ● Indigenous Book Club https://libcal.library.utoronto.ca/event/3637512 ● Book Club	Print: Orders were placed months ago by Emily in an online system, but there is a massive backlog in receiving and processing books centrally as a result of the pandemic. We are not sure when the print books that have been ordered will arrive at OISE. ·Desmond W librarian also taking lead to support and expand Indigenization efforts for Library. Committee members also invited to participate in the tri-campus Indigenous Book Club ·Committee also invited to consider having a book club, as Members of last year's OLSAC suggested that this year, OLSAC should organize a book club. ·Committee voted unanimously to create a Committee Book Club

5 min	Committee Book Club	All	Establishment of Committee Book Club ● Anchal Sood ● Bebhinn Jennings ● Emily Dobrich ● Emily Hector ● Erika Colby ● Mira Chow ● Rutwa Engineer ● Yilun Jiang	·Book club members to meet separately and will receive communication from Emily Hector ·Those who have volunteered to participate will elect their project lead / chair.
5 min.	Election of OLSAC leadership: Chair / Co-Chairs	Monique, All	Responsibilities: ● The Chair's primary roles include developing and distributing agendas, minutes, and chairing quarterly meetings ● The Chair is the lead author on the Committee's annual report	Committee Leadership was selected by unanimous vote, as follows: ·Ruqayyah A elected Co-Chair ·Mira C elected Co-Chair ·Yilun J elected Co-Chair
2 min.	Selection of dates for Feb. and Mar. meetings	Monique, new Chair(s)	New Chair(s) will work with Monique to select possible dates and to poll members dates for Feb. and Mar. meetings.	
2 min.	Environmental sustainability	Monique	In preparation for our next meeting, please read the OISE Sustainability & Climate Action Plan: https://www.oise.utoronto.ca/ese/Sustainability_Climate_Action/index.html How can we make the OISE Library more environmentally sustainable?	

1 min.	Other Business	Monique	Committee Leadership to select time to meet Next Meeting Nov 24th, 2021(5-630pm)	