Date: Wednesday October 28, 2020  
Time: 5 - 6:30pm  
Location: online, in Zoom:  [https://oise-utoronto.zoom.us/j/6439466626](https://oise-utoronto.zoom.us/j/6439466626)

**Present:** Laura Facciolo (Secretary), Monique Flaccavento (OISE Library Director, Ex Officio), Desmond Wong (OISE Librarian), Nailisa Tanner (OISE Librarian - guest), Sasha Dhesi (OISE Library Intern), Cherie Daniel, Tika Ram Thapa, Magdalene Stavrou, Joanne Lieu, Julia Woznowski, Qiongli Zhu, Lifei Qian, Preeti Nayak, Alison D’Cruz, Matthew Humphries, Justin Patrick, Brian Henriques, Huda Salha, Erika Colby, Mira Chow, Milan Lazic

<table>
<thead>
<tr>
<th>Timing</th>
<th>Agenda Item</th>
<th>Speaker(s)</th>
<th>Notes</th>
<th>Meeting Notes</th>
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<tbody>
<tr>
<td>5 min.</td>
<td>Land Acknowledgement</td>
<td>Monique</td>
<td>Monique gives land acknowledgement.</td>
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<tr>
<td>15 min.</td>
<td>Introductions</td>
<td>All</td>
<td>In addition to your name, please feel free to briefly share a few things about yourself - this is optional. For example: your department / program / year of study, preferred pronouns, whether this is your first year on the committee or whether you are a returning member, why you have joined the Committee, etc.</td>
<td>● Committee members introduce themselves</td>
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<td>5 min.</td>
<td>Community agreement for online meetings</td>
<td>Monique, All</td>
<td>● We’ll start and end on time (but recognize that others may be coming from / going to other community)</td>
<td>Question re: Google Docs or Office 365 will be sent out to members of the committee in a poll</td>
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classes or meetings, or have other obligations that require them to step away)

- It’s fine to join meetings by phone or by video. If joining by video, it’s ok to turn your camera off, or to have it on with a Zoom background.

- Timing of items in the agenda is approximate. We’ll try to stick to timing, but it’s ok if some items run overtime and others take less time. We’ll defer items we haven’t discussed on the agenda until our next meeting, or will continue the conversation via email or MS Teams chat.

- Please remember to mute your mic while others are speaking to reduce background noise.

- Question:
<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Participants</th>
<th>Notes</th>
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<tr>
<td>5 min.</td>
<td>Election of a Secretary</td>
<td>All</td>
<td>Responsibilities include taking minutes of the meetings, to be reviewed by committee members and incorporating suggested revisions of committee members. Minutes are publicly posted on the <a href="https://www.olsac.ca">OLSAC webpage</a>. Shared responsibility between Laura Facciolo and Mira Chow</td>
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<td>2 min.</td>
<td>Approval of the agenda</td>
<td>All</td>
<td>Are there any additional items for today’s agenda?</td>
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<tr>
<td>5 min.</td>
<td>Brief overview of the OISE Library</td>
<td>Monique; Nailisa; Desmond</td>
<td>Key services for graduate students, Collections, Spaces</td>
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Monique mentions the affordances of a personal librarian. The library does not offer writing support, but students may seek writing consultation from OISE Students Success Center.

The following resources were suggested by Nailisa for academic writing:

- Writing Centre at OISE
- Books on Academic Writing

Sasha will be working on outreach and assessment

- Alison asks if virtual 1:1 librarian support is still occurring during COVID-19. Yes.
- Monique notes that a personal librarian can be contacted directly/booking form can be used
- Qiongli asks the procedure for ordering/recommending books
- Monique notes that between Nov 20th and Jan 7th it will be difficult to order books, so submit suggestions soon! Students can make suggestions online or through their personal librarian
- Mira asked about virtual services
- Monique notes that students are very interested in booking virtual research consultations; drop-in hours have low attendance.
- Desmond notes that the library has advertised affordances on social media. Notes that students prefer 1:1 meeting vs. reference desk.

Monique asks committee feelings about the reference desk. Is it maybe that people aren’t aware that this service is available? Committee has tried to offer drop-in Q&A sessions in collaboration with Education Commons (EC). There was no student engagement:
  - Alison: Ongoing conversation about advertising the booking link through email, social media, through OISE library
  - Alison: Question about what platform is best for students to learn about library services
  - Mira: Should the library collaborate with student groups to advertise services?
  - Lifei: Mentions that she would mention services to International Student Group and MT Student Group. Also recommends using UT email for library promotion due to its academic nature. On this note, Matt suggests that emails should be concise

5 min. | Review of Terms of | Monique | • We’ll review the document | Monique reviews the contents of the Review of Terms of Reference
**Reference:** Membership

quickly today. For our next meeting: are there things that should be added, removed or changed?

and Membership:
- Asks committee to consider changes to the document
- Changes require \( \frac{2}{3} \) of committee vote (Monique abstains)
- Goals of the committee include: how library can improve; committee outreach to Departments; student voice
- Committee is made up of nominated and applied members to increase Committee diversity
- **Collaborative group list should be updated**
- If members attend \( \frac{3}{4} \) meetings, co-curricular notation will be on transcript; **attendance requirement can be revisited**

| 3 min. | Posting of membership information on the OLSAC webpage | Monique | Monique will send out a quick survey in the next week to ask which of the following information you are comfortable having posted on the OLSAC webpage. Your:
- name
- department
- program
- utoronto email address |
| --- | --- | --- | --- |
|  |  | - **Monique** will send out survey to determine if Committee members want membership information posted
- Committee members can share whatever they are comfortable with |
<table>
<thead>
<tr>
<th>25 minutes</th>
<th>OLSAC 2019-2020 Annual Report</th>
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<tr>
<td>● Social Justice Education LibGuide / Resources</td>
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<td>● Social Media Campaign Virtual Conference Support</td>
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<td>Nailisa Mira, Nailisa, Desmond Erika Erika</td>
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<td>● Overview of actions taken</td>
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<td>● Questions about actions / suggested actions in the report</td>
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<td>- Monique notes that COVID-19 has acted as barrier to achieving all of the goals set out in last year’s report - some will need to be addressed this year</td>
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Nailisa brings forward accomplishments of library from 2019-2020 year:

- Last year, students asked library to compile cross-disciplinary resources for students
- Library communicated with MT program to develop resource lists including the following: anti-racism, LGBTQ+ inclusive classrooms, etc.
- Last year, students in research-intensive programs asked for support for methods, theories, research guides; Library compiled resource lists on these topics
- International student association asked for resources for academic writing aimed at international students; Library compiled resources specific to this group’s needs
- Project currently on hold: faculty members recommendations of resources. Committee did not come to an explicit consensus on moving the project forward.
**For further consideration:**
- Desmond will share additional resources (LibGuides) at the next meeting
- Effective/productive communication between Library and student population
- Faculty member recommendations of resources
- *Erika* notes that it may be more useful for library to focus on online resources
- *Erika* asks if the Library has a dedicated PeppeR page for students. [Answer: the Library has created Quercus pages for each of the departments; links to these will be shared out, and can be included in Pepper]
- *Lifei* notes that she can ask faculty members (separate committee) to share Library resources with students

**Committee will continue conversation regarding Library communications at our next meeting.**

| 5 min. | **Students for the OISE Library Facebook page** | All | • For the returning members: Is this page still being maintained? By whom?  
• Is it still useful? | We will defer this item until our next meeting |
| 5 min. | **Election of the Chair** | All | • Responsibilities include developing | *Monique* discusses the Chair position:  
- Chair receives suggestions |
agendas, chairing meetings, and participating in the drafting of the annual report

- Recommends student Chair for student voice
- Chair puts together agenda and leads meeting
- Chair(s) will draft final report alongside librarians
- Models for Chairing include: 1 Chair or several Co-Chairs
- Lifei says she would be willing to act as Chair
- Magdalene said she would be willing to help out if needed
- Not all members were present at this point, so Monique will email everyone, and a vote to elect the Chair(s) will be conducted via a survey

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<th>5 min.</th>
<th>Dates for upcoming meetings</th>
<th>All</th>
<th>Thoughts about tentative dates:</th>
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<tr>
<td></td>
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<td></td>
<td>● Wed. Nov. 25, 2020, 5-6:30pm</td>
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<td>● Wed. Feb. 10, 2021, 5-6:30pm</td>
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<td></td>
<td>● Wed. Mar. 17, 2021, 5-6:30pm</td>
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<td>Do these dates work for most, or shall I send out Doodle polls to find other dates / times?</td>
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<td>- <strong>Monique</strong> will include tentative dates in a survey due to time limits of current meeting</td>
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<td>- <strong>Monique</strong> will email a Doodle Poll to confirm the next meeting</td>
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<tr>
<th>5 min.</th>
<th>Other Business</th>
<th>Next meeting TBD using Doodle Poll.</th>
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Meeting Adjourned