

**OISE Library Student Advisory Committee (OLSAC) Meeting
October 24, 2018
Minutes by Kate Reid, Jenaya Webb**

Present:

Monique Flaccavento (Chair)
Jenaya Webb
Kate Reid (remote)
Heba Elsherief (remote)
Jenna Mylnaryk
Fiorella Morzi
Megan Steciw
Latifa Soliman
Arielle Baker
Maria Gonzaga

Regrets:

Ashleigh Woodward
Takako Nomura
Danielle Cantave

1. Land Acknowledgement (Monique)

2. Secretary (Monique):

- Kate Reid volunteers to be Secretary; Jenaya volunteered to assist if Kate cannot make a meeting.
- Secretary will record minutes and send to Co-Chairs and Monique for quick review within 3 weeks after each meeting.
- Once approved by Co-Chairs and Monique, Kate will send minutes to all OLSAC members for approval 3 days prior to next meeting.

3. Brief overview of OISE Library services and collections(Monique):

- Monique verbally walks everyone through the Library; gives an overview of collections and services for students and faculty members (eg. Chat Service, Individual Consultations, Reference Services, Instruction etc.).
- Monique asks if there are any questions from the Committee about library services.
- Heba asks about the Book Concierge Service.
- Monique explains how this service works, which is now called "Request an Item."
- Jenaya explains the Personal Librarian Program for first year students.

4. Review of the Terms of Reference and Membership (Monique):

- Monique drafted the Terms of Reference and Membership last year and then brought to the Committee.
- Committee goes through Terms of Reference & Membership aloud.

-Monique asks for committee to give input for changes or updates.

-Questions considered:

- Do we want part of our mandate to include that we relay information to our departments?
- How will we share? What ways are most efficient to transfer Library information? We need to figure out the best way to distribute Library information/updates.

-Monique explains: the Library doesn't have a direct way to communicate with students, except to first year students through Personal Librarian program.

-OLSAC meetings are open to all OISE Library staff, but OISE Library staff who are not members of the committee, will not have voting rights.

-If we have ideas and guests that could add something, we could invite them to the meetings

-Committee discusses possibility of sub-committees for smaller issues, ie. working groups on particular topics can meet at different times

-members should notify Chair/Monique if:

- they will be absent for a meeting
- will be attending remotely
- need to step down
- if any member wants a notation on their Co-Curricular record, they need to attend at least 3 of the 4 meetings

-OLSAC Final Report: Latifa volunteers to write and submit OLSAC Final Report. Using minutes from all meetings, she will take note of what we accomplished, what we need to work on next year, and highlight key points of the current school year.

-Any amendments to Terms of Reference and Membership will be based on 2 / 3 membership vote

-If any member wishes to make changes to the Terms of Reference and Membership, they must send these to Monique prior to the next meeting. Monique will add these changes, and then distribute to OLSAC committee prior to upcoming meeting. Voting on amendments will take place at the upcoming meeting.

5. Posting of Committee Member info on the OISE Library website

All members present provide consent for their names, departments, degree programs, and email addresses to be posted on the OISE Library website as OLSAC members.

Monique will post this info on the website. Monique will follow up with members who were absent.

6. Confirming dates / times of meetings:

- October 24, 5:00 - 6:30pm
- November 28, 5:00 - 6:30pm
- February 6, 5:00 - 6:30pm – tentative – see note below
- March 20, 5:00 - 6:30pm – tentative – see note below

The Committee confirmed the November meeting date but the new Co-Chairs will send out a doodle poll to members to figure out dates for next two meetings in 2019.

7. Consultations with the student body (Arielle / All)

Question: How will we solicit feedback from members of the OISE community, and how will we share back information from our meetings?

- Arielle explains that she found it difficult to act as a representative for an entire group given that she didn't feel she had a strategy to connect with people in her program to either gather information or share information back with OLSAC.
- Latifa asks whether we could consider channels such as: a Facebook group to discuss content? And / or website where online consultations could happen? What about social media platforms?
- The group also discusses the OISE newsletter (Inside OISE) as a potential option.
- Heba explains that the GSA Newsletter comes out once per week and might be a good venue for specific questions we have to send out to the graduate student body.
- Arielle suggests that each committee member should think about being responsible for taking on communications to their own department in a systematic way.
- Jenna asks whether we're interested in input from non-OISE students.
 - o Monique says we're certainly interested in input from all library users.
 - o The committee doesn't discuss how non-OISE users might be reached.
- Megan asks whether the committee has done a survey in the past or whether it plans to do a survey this year?

Monique explains that the OLSAC didn't do a survey last year, but that an example of a survey that might be effective would be one on the booking / use of OISE Library study rooms

- Fiorella puts forward that paper surveys are less frequently completed than online surveys, and that Survey Monkey may be a good tool to use for online surveys.

Action item: Latifa will report back from the GSA meeting (to be held on October 25th) re: whether the GSA is conducting their survey this year (if so, would they be interested in some questions from the OLSAC?) and whether the GSA newsletter would be a potential mode for communication for the OLSAC.

Action item: Committee members will go back to their own departments / programs and find out more about how info is shared (emails, cohort groups, Pepper, etc.) and what might be an effective strategy for the OLSAC to share information with each department.

Action item: Monique will circulate a Google Doc where committee members can add information about how information is shared in each department / program.

8. Seeking research posters (Jenaya)

-There is a rotating display on the 2nd floor of the Library

- Jenaya describes the new poster hangers installed in the library (see photo below) and asks whether the committee thinks that students would be interested in displaying past conference or assignment posters?
- The committee agrees this would be useful to share with students once we have communications up and running.

9. Outstanding items from last year (Monique / All)

A number of items were started / suggested last school year (2017-2018) but not completed. Which are still of interest?

- Monique provides an overview of the uncompleted items:
 - o LHAE Adult Education Guide
 - o study room bookings (length of bookings, and first-come-first-served vs. advanced bookings)
 - o French Juvenile Fiction collection
 - § Following this item Monique reminds the committee that if there are any resources that the library is missing to let us know
 - o educational makerspace
- Monique reiterates that it is up to the current committee whether they want to continue these items or bring forward new items at upcoming meetings.
- Latifa suggests that the committee will need to get feedback before knowing which items to move forward.

10. Election of Chair (Monique / All)

- The committee elects three co-chairs: Megan, Fiorella, Arielle
- Each co-chair will chair one meeting with Arielle doing the November meeting
- The committee decides to send out a Doodle Poll to determine meeting dates for the 2019 OLSAC meetings
- Meeting agendas will be set by the Co-Chairs
- Members will send agenda items to Co-Chairs (Monique will support on how to put together agenda)
- agenda will come out a day before the meeting (Monique will change this in the current Terms of Reference and Membership document)

End of OLSAC minutes - October 24, 2018