

BC ELN Steering Committee Meeting Minutes
Thursday, December 9, 2021

10:00 am to 12:00 pm PST
Virtual Meeting

In Attendance:

Gwen Bird, Simon Fraser University

Camille Callison, University of the Fraser Valley, *Teaching Universities and Technical Institutions*

Gregg Currie, Selkirk College, *Rural Colleges*

Natalie Gick, Simon Fraser, Host Site Officer

Darcy Gullacher, University, *Small Universities*

Ali de Haan, Acsenda School of Management, *Associate Members*

Brenda Mathenia, College of the Rockies (Chair)

Susan Parker, University of British Columbia (Past Chair)

Lisa Petrachenko, University of Victoria (alternate)

Ross Tyner, Okanagan College, *Urban Colleges*

Ben Ferrel, AEST

Ministry of Advanced Education and Skills Training

BC ELN Staff:

Anita Cocchia

Leah Hopton (moderator)

Reba Ouimet (Recorder)

Sunni Nishimura

Regrets:

Jonathan Bengtson, University of Victoria

Introductions

B. Mathenia began the meeting with a self-introduction, and made a land acknowledgement, thanking the Ktunaxa People, x^wməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətał (Tsleil-Waututh) Nations, upon whose unceded ancestral lands the College of the Rockies is situated and BC ELN is hosted.

She welcomed B. Ferrel, the Ministry of Advanced Education and Skills Training representative, and new Steering Committee members: Camille Callison as the new Teaching Universities and Technical Institutions representative, Gregg Currie as the new Rural Colleges Representative, and Ross Tyner as the new Urban Colleges Representative.

1. Adoption of Agenda

Agenda was adopted as approved.

2. All Partner Meeting - Debrief

B. Mathenia invited members to share feedback on the December 2 and 3 All-Partner meetings:

- The debrief began with appreciation for the event, and statements that the event was informative and a clear expression of BC ELN's value
- Members discussed the many diverse perspectives shared through the breakout periods, and expressed appreciation for the opportunity to hear from multiple randomized groups
- It was noted that the free-ranging conversation was useful, but some of the topics raised by attendees should be discussed at a different venue/organization as they are outside of BC ELN's scope
- Several members mentioned that the new format the facilitators used provided a helpful structure for the discussions
- Although Zoom is not the preferred format for many, it was pointed out that the online format allowed members the option of bringing a plus one

L. Hopton provided an overview of next steps. Two final meetings to complete the process are scheduled to take place on February 10 and 15, 2022. These meetings will involve a discussion of potential barriers to achieving elements of the shared vision that partner libraries created, and a planning session for concrete actions to take going forward, respectively.

3. Ministry Report

B. Ferrel provided a report from the Ministry, with an emphasis on bringing tangible actions and outcomes for reconciliation:

- One focus of the Ministry is sector organization meetings with BC ELN, BCcampus, EducationPlannerBC, and BCCAT in an effort to support these groups in their work.

- The Ministry began roundtable meetings for sector directors to discuss shared priorities and challenges and create a community of practice
- The initial meeting began with discussions about an updated Indigenous Post-Secondary Education and Training Policy Framework, supported by the Indigenous Policy Engagement branch
- The report also included the consolidation of a Post-secondary Digital Services Strategy for the Ministry
 - Broadly, this will highlight how the Ministry is serving learners, prospective learners, and those who are transitioning between institutions
 - The goal is to identify a vision for how the Ministry can provide a consolidated model of service delivery instead of users navigating across disparate service points

In response to a question about the Accessible BC Act and BC ELN's role in implementing the guidelines, B. Ferrel relayed that the Ministry is well-positioned to support a collaborative approach. Further information will be provided at the next meeting.

4. Licensing Infrastructure – Next steps

A. Cocchia introduced upcoming changes to BC ELN's licensing infrastructure, provided context for the changes, outlined implications for members, and touched on next steps for implementation.

She noted that 'licensing infrastructure' refers to the systems that the BC ELN Office uses to manage e-resource offers and renewals for partner libraries, including a custom-built Drupal 7 website and various other tools used for project management, accounting, and invoicing.

While the current structure has worked well in the past, Drupal 7 will no longer be supported past 2022. BC ELN has been exploring options over the past year, including migrating to a new Drupal 9 custom build or transitioning to a licensing management software.

The most well-known licensing management software designed for library consortia is a product called ConsortiaManager, which was introduced in 2014 at the International Coalition of Library Consortia.

- In May 2021, consortia across Canada expressed interest in exploring this product
- BC ELN led negotiations for interested Canadian consortia
- Following careful review, BC ELN determined that ConsortiaManager is the best solution for the organization's licensing infrastructure needs as it:
 - Can handle current processes effectively
 - Includes an invoicing system, removing the need to develop one separately

- Is more cost-effective than a custom build in Drupal 9, as eHLbc and BC ELN can share the costs of ConsortiaManager, rather than paying for separate installations of Drupal 9
- Several of BC ELN's sister consortia have decided to transition as well, so BC ELN will be joining a larger community of practice

A. Cocchia confirmed that a move to ConsortiaManager will come with some changes for members who handle collections work but that BC ELN will provide training and materials for support. Overall, the move will provide efficiencies, streamline activities for members, and reduce costs.

A. Cocchia then spoke to next steps, stating that in the new year the BC ELN Office will be forming an implementation team with eHLbc. A project plan, including timelines, will be communicated to partner libraries and BC ELN will be reaching out to other Canadian consortia moving to ConsortiaManager to identify efficiencies in working together.

In response to questions about privacy, A. Cocchia clarified that a privacy impact statement will be done prior to signing the license. She noted that COPPUL, TAL, BCI, eHLbc, and OCLS are planning to or already have transitioned and that no additional costs would be passed on to libraries. In a discussion about data retention, A. Cocchia reassured members that ConsortiaManager is a delivery mechanism, and that licensing data is stored separately.

5. Coquitlam College – Application for Associate Membership

A. Cocchia provided an overview of Coquitlam College's application for Associate membership and the recommendation from the Office, which was reviewed by the Executive. She reminded the committee that information about member roles and responsibilities is available on the BC ELN website, and reviewed the Associate Membership application process, which involves:

- Completion of an application form.
- Discussion and review by the Steering Committee Executive.
- A site visit with the interested institution to review responsibilities, benefits, and fees for Associate Membership.
- A review of Letter of Agreement with the applicant, including addressing any outstanding questions.
- If satisfied with the application, a recommendation is then brought forward to the Steering Committee for discussion and approval.

Coquitlam College initially inquired about BC ELN Associate Membership in 2019, but improvements to their library services and operation were deemed necessary before their

application would be considered. Over the next year several meetings took place and by 2021 significant changes had been made by the applicant.

- Coquitlam College has since hired a full-time professional librarian, implemented a new online catalogue, created a public facing library web page, and implemented EZproxy for off-site access to their library resources.
- In terms of BC ELN services, they are primarily interested in licensing, and hope to be part of AskAway in the future.

The recommendation is that Coquitlam College be approved for BC ELN Associate Membership beginning January 1, 2022, for a 1-year provisional term with the option to renew upon Steering Committee approval.

A robust discussion about the criteria for Associate membership ensued, and A. Cocchia stated that the Office, in consultation with the Executive, will review and determine if there is a need to add further guidelines or ideas presented. It was further noted that the decision today is about bringing the institution into BC ELN, and that BC ELN's separate service areas (e.g. AskAway, Arca) have their own criteria for participation in place.

MOTION: That the BC ELN Steering Committee approve Coquitlam College as a BC ELN Associate Member beginning January 1, 2022, for a 1-year provisional term with the option to renew upon approval.

Moved: G. Currie

Seconded: D. Gullacher

Motion carried.

The BC ELN Office will follow up with Coquitlam College on next steps and announce this decision to partner libraries.

6. Vice-Chair Selection

B. Mathenia reminded committee members of the procedures for Vice-Chair selection (as state in the Steering Committee Terms of Reference):

- The Vice-Chair serves from the winter meeting to September 30 the following year, then moves into the Chair position on October 1st.
- When the Vice-Chair becomes Chair, they no longer represent a governance category.
 - Members of the outgoing Vice-Chair's governance category select a new governance category representative.
- The Vice-Chair is a member of the Executive Committee along with the Chair.

D. Gullacher was elected to the Vice-Chair position by acclamation.

7. New Business

No new business.

8. Wrap up

The next Steering Committee meeting will take place in May 2022, and will include a review of the 2022/23 Expenditure Plan. Meeting details will be posted closer to the date.

B. Mathenia closed the meeting by thanking members and wishing everyone happy holidays.