



Arca Advisory Committee

Thursday, November 24

1:00 PM – 4:00 PM

Vancouver Public Library, Central Library
350 West Georgia Street, Vancouver
Level 8 Board Room

In Attendance:

Camille Callison, University of the Fraser Valley, *Teaching Universities*
Michel Castagné, Capilano University, *Member-at-Large*
Renee Chalut, Vancouver Public Library, *Member-at-Large non-BC ELN*
Todd Mundle, Kwantlen Polytechnic University, *Chair*
Trish Rosseel, Douglas College, *Urban Colleges*
Hillary Webb, Emily Carr University of Art+Design, *Member-at-Large*

Administrative Centre:

Anita Cocchia
Sasha Gaylie (Recorder)
Leah Hopton (Facilitator)
Sunni Nishimura
Brandon Weigel

Regrets:

Marc D'Avernas, Mount Royal University, *Member-at-Large non-BC ELN*
Trina Fyfe, University of Northern BC, *Small Universities*
Brenda Mathenia, College of the Rockies, *Rural Colleges*

1. Adoption of Agenda

The agenda was adopted as tabled.

2. Service Updates

B. Weigel provided several Arca service updates.

Migration assessment

The Admin Centre received the final migration assessment report from discoverygarden. The initial estimate was several times higher than expected (~\$835,000 USD); a follow-up meeting clarified that this was based on the assumption that discoverygarden would perform every task in the migration. After clarifying that Arca Admins and the Arca Admin Centre would be willing and able to assume much of the non-technical tasks, especially metadata work, a revised estimate was provided. Although final costs will depend on the actual hours spent

on the migration, the revised quote of approximately \$320,000 USD will be used as the basis for funding exploration.

A. Cocchia noted that the Admin Centre met with the independent contractor hired to explore external funding opportunities, and that there are conversations with the Ministry planned.

B. Weigel clarified that while Drupal 7's end-of-life is approaching, discoverygarden has committed to supporting existing implementations through to January 2025.

New shared site

Though the new shared site was set to launch with two participating libraries, one of these decided instead to move forward with its own full membership. The new shared site will launch with one participating institution, the College of New Caledonia.

Because the name "Arca" refers to a treasure box, the new shared site will be called "Loupe", named for the tool that jewelers use to examine the facets of a gemstone. The Loupe repository brings to light the hidden gems from some of our smaller member sites.

Loupe is currently under construction and expected to launch in January.

Recent network disruptions

In late September, network problems at SFU brought Arca offline because Cloudflare was unable to properly interface with the SFU-hosted virtual server. It took a couple of days to create a workaround for this problem, because at the same time a hurricane hit PEI, where most of discoverygarden's support team are located. The Arca Admin Centre was able to temporarily remove Arca from Cloudflare while SFU worked to resolve the network problem, which took just over one week. Arca remained up during that time, though not behind its firewall.

Following this initial incident, the Admin Centre worked closely with SFU IT to develop improved procedures for handling tickets from BC ELN and Arca, to ensure that there would be better communication between departments moving forward.

A second incident occurred on November 7th when the SFU network was hit by a DDoS attack. This brought down Arca's connection with Cloudflare once again, as well as BC ELN and SFU email. This time Arca was back online within a few hours, in part due to the processes established after the previous incident. With these new communications processes in place, SFU IT is able to more efficiently

determine the nature of network disruptions and act more quickly to resolve them.

3. Terms of Reference Facilitated Discussion

L. Hopton facilitated a discussion on the revised Terms of Reference document and Committee representation, expanding on the points raised at the previous Advisory Committee meeting.

Key changes discussed:

- Advisory Committee membership
 - To reserve four membership positions for senior-level BC ELN library administrators (including the Chair), without reference to the four BC ELN governance categories (Rural Colleges, Small Universities, Teaching Universities and Technical Institutions, and Urban Colleges)
 - To instead aspire to achieve balance among nominated candidates and continuing Committee members at point of membership turnover
- Non-voting members
 - The two non-BC ELN Member-at-Large to be given voting rights
- Indigenous representation
 - A proposal to create a position for an Indigenous representative on the Committee, particularly given Arca's recent feature developments (i.e., Traditional Knowledge labels) and new partnerships with Indigenous organizations
 - This position would ideally be filled from within Arca's membership, but allow for the possibility of a representative coming from outside of Arca
- Term limits
 - Given the significant changes to the structure of the Committee proposed, members agreed that a limit of two consecutive terms across any roles be instated. After two terms are completed, the outgoing member should wait at least one year before being nominated again for a position on the Committee.

ACTION (L. Hopton): Amend the TOR to reflect the changes proposed during the facilitated discussion. This draft will be shared with the Arca Advisory Committee via email for final comments and approval before being submitted to the Steering Committee for endorsement.

4. New Business

There was no new business.

5. Wrap Up

T. Mundle thanked the committee for their participation. The next meeting will take place in early 2023.