

BC ELN Steering Committee Business Meeting Minutes
Friday, December 2nd, 2022

3:00 pm – 4:00 PM Pacific
Shadbolt Centre for the Arts, Room 103
6450 Deer Lake Avenue
Burnaby, BC V5G 2J3

In Attendance:

Gwen Bird, Simon Fraser University
Camille Callison, University of the Fraser Valley, *Teaching Universities & Technical Institutions*
Gregg Currie, Selkirk College, *Rural Colleges*
Ali de Haan, Acsenda School of Management, *Associate Members*
Natalie Gick, Simon Fraser University, *Host Site Officer*
Tania Gottschalk, Thompson Rivers University, *Small Universities*
Darcy Gullacher, Trinity Western University (Chair)
Brenda Mathenia, College of the Rockies (Past-Chair)
Lisa Petrachenko, University of Victoria (Alternate)
Trish Rosseel, Douglas College, *Urban Colleges*

BC ELN Staff:

Anita Cocchia
Sydney Brogden
Sasha Gaylie (Recorder)
Leah Hopton
Laura Moberg
Sunni Nishimura
Brandon Weigel

Regrets:

Lisa Goddard, University of Victoria
Ben Ferrel, Ministry of Post-Secondary Education and Future Skills
Susan Parker, University of British Columbia

Introductions

D. Gullacher welcomed attendees and introduced himself as the new Steering Committee chair. Noting that he took on the role of Chair in October 2022, he thanked B. Mathenia for her past service as Chair of the committee. He then updated the group on new Steering Committee memberships: Tania Gottschalk is the new representative for Small Universities and Trish Rosseel is the new representative for Urban Colleges.

He noted regrets from S. Parker, B. Ferrel, and L. Goddard, and welcomed L. Patrachenko as the alternate for L. Goddard.

1. Adoption of Agenda

D. Gullacher added an item to New Business on behalf of A. Cocchia. The agenda was adopted as amended.

2. All Partner Meeting – Debrief

D. Gullacher invited members to share feedback on the All Partner Meeting that concluded just before the Business Meeting. Members were unanimous in acknowledging the benefits of meeting in-person once again. Appreciation was expressed for the new “Birds of a Feather” discussion session, which offered attendees the opportunity to gather and speak about shared topics of interest. Members particularly enjoyed the chance to connect with partners without the pressure of a formal outcome.

3. Strategic Framework – Endorsement

D. Gullacher thanked L. Hopton for her review of the draft Strategic Framework earlier in the day, and put forward the motion to endorse the Framework.

The term of the Framework was corrected to 2023 to 2027 after G. Bird noted the former date term was for a six-year plan.

The committee was reminded that while the overarching framework covers five years, the goals listed within the framework are two-year goals. L. Hopton noted that there would be opportunity to check in with the Steering Committee about goal progress during the year and that the BC ELN Office would aim to submit a progress report every six months with an invitation for feedback. The Office is also considering a live dashboard format that the committee would be able to review prior to meeting.

MOTION: To endorse the 2023 to 2027 BC ELN Strategic Framework as presented.

Moved: B. Mathenia

Seconded: C. Callison

Motion carried.

Next steps for the Strategic Framework:

- The final version will be shared by email
- Further information will be posted to the BC ELN website
- The process of operationalizing the work will begin in the new year

4. Coquitlam College – Confirmation of Associate Membership

A. Cocchia provided an update on Coquitlam College’s provisional year of Associate Membership. At the December 9, 2021 meeting, a recommendation was brought forward to accept Coquitlam College as a BC ELN Associate Member. The Committee endorsed the

recommendation for a provisional one-year term with the option to renew their membership upon review and approval. Coquitlam College began their provisional membership in January 2022.

Throughout 2022, Coquitlam College was an active participant in all BC ELN activities, from attending meetings to completing surveys. They have been prompt in all payments and are currently on four licences, including the Common Suite. In January 2023, Coquitlam College will be joining the WriteAway service and has also expressed interest in joining the AskAway service. The BC ELN Office has no concerns with continuing Coquitlam College's membership.

There were no questions.

MOTION: That the BC ELN Steering Committee approve Coquitlam College as a continuing BC ELN Associate Member.

Moved: T. Rosseel

Seconded: G. Currie

Motion carried.

The BC ELN Office will communicate the good news to Coquitlam College.

5. Vancouver Premier College – Application of Associate Membership

A. Cocchia presented the application for Associate Membership from Vancouver Premier College (VPC).

A. Cocchia first updated members on actions the BC ELN Office has taken since the discussion about Associate Membership at the December 2021 Steering Committee meeting. The BC ELN Office has:

- Updated technical requirements for participation in BC ELN and made these requirements visible on the BC ELN website
- Updated requirements on the website and in the Associate Member application that at least one library staff member must be MLIS-credentialed
- Spelled out expectations regarding physical and virtual library spaces (e.g., the requirement to have a public-facing website and an online public access catalogue)
- Updated internal checklists and onboarding processes, including adding a step for checking in with Minsitry on any concerns with prospective members

The current process for Associate Membership includes:

- 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 the Letter of Agreement with the applicant and answering any questions
- A recommendation brought forward to the Steering Committee for discussion and approval

Vancouver Premier College submitted their first application in 2019 and upon review of their library services and operation at that time, several improvements were deemed necessary before their application could be considered. There were several meetings over the next year and significant changes were made by the applicant leading to an updated application in September 2021. During that time, VPC hired a full-time professional librarian, created a public-facing library webpage, and implemented eZproxy for off-site access to library resources.

In response to a question about whether VPC would be able to participate in interlibrary loan, A. Cocchia reminded members that VPC would have to meet additional, service-level criteria to participate in any individual service (e.g., WriteAway, Illume, etc.). The criteria for Associate Membership applies exclusively to membership.

Given concerns around VPC's drop in FTE as a result of the pandemic, members agreed a provisional term followed by a review of student numbers and Ministry credentials in one year's time would be a reasonable way forward.

MOTION: That the BC ELN Steering Committee approve Vancouver Premier College as a BC ELN Associate Member beginning January 1, 2023, for a 1-year provisional term with the option to renew upon approval.

Moved: T. Gottschalk

Seconded: A. de Haan

Motion carried.

The BC ELN Office will communicate this news to Vancouver Premier College.

6. Vice-Chair Selection

D. Gullacher reviewed the following procedures for selection of a Vice-Chair, taken from the Steering Committee Terms of Reference:

- The Vice-Chair serves from the winter meeting until September 30th of the follow year, then moves into the Chair position
- The Vice-Chair is a member of the Executive Committee along with the Chair
- At the end of their term, the Vice-Chair becomes Chair and no longer represents a governance category
- The governance category of the outgoing Vice-Chair selects a new representative

D. Gullacher reminded members that past practice is for the Chair to identify someone on the Steering Committee who would be willing to sit as Vice-Chair. D. Gullacher then thanked T. Rosseel for putting her name forward, and invited additional nominations.

Hearing no further nominations, T. Rosseel was elected as Vice-Chair by acclamation.

7. New Business

A. Cocchia shared a staffing update.

8. Wrap Up

The next regular Steering Committee meeting will be held in May 2023 and will centre on the Expenditure Plan endorsement. More information will be sent out in the new year.

D. Gullacher closed the meeting by thanking the committee for their participation and wished everyone safe travels home.