

**BC Electronic Library Network Steering Committee Meeting Minutes
Friday, December 11, 2009**

In Attendance:

Janet Beavers, NLC, Rural Colleges
Anita Cocchia, BC ELN
Gordon Coleman, BC ELN
Ken Cooley, UVic, BCLA President
Lynn Copeland, SFU
Kate Cotie, ALMD
Bob Foley, VIU, Regional Universities
and Institutes with 4-year programs
April Haddad, JIBC, Urban Colleges

Jo Anne Newyear-Ramirez, UBC
Korinne Moone, BC ELN [Recorder]
Todd Mundle, SFU Officer
Sunni Nishimura, BC ELN
Leigh Anne Palmer, BC ELN
Jacqueline van Dyk, PLSB
Sheila Wallace, ECUAD, Small
Universities

Regrets:

Carole Compton-Smith, DC, CPSLD President
Mary Anne Guenther, NIC, Chair AskAway Advisory Committee
Marnie Swanson, UVic, Chair
Edel Toner-Rogala, BPL, BC Libraries Cooperative

Opening remarks:

T. Mundle chaired the meeting and welcomed new committee members on behalf of M. Swanson.

1. Adoption of Agenda

The agenda was adopted as tabled

2. Items for discussion

2.1 Ministry Reporting Strategy, 2010/2011

K. Cotie outlined the Ministry's expectations for this year's accountability report. Similar to last year's document, the emphasis should be on accountability for current base spending. Ministry is most interested in seeing value for monies provided. A base funding request need not be provided, but a proposed budget outline should be included. The report will be primarily used by BC ELN Ministry representatives, K. Wilson and K. Cotie, to address questions on the importance of continued funding. Timeline: January 31, 2010.

Discussion highlights: how centralized funding helps facilitate efficiencies in licensing, as well as other system services; positive reaction of Ministry to last year's report make it a good model for this year; include 'stories' from institutions that show how critical BC ELN services are; interest in hearing about collaboration with other provinces, especially Alberta; expertise has been developed centrally; this central expertise is now part of infrastructure, not just of the service; emphasis on impact on learners and researchers;

and the participation in academic consortia is favorably viewed by external accreditation bodies.

Steering Committee Representatives will request their constituents to collect and submit impact stories/testimonials to BC ELN Office for use in the report. Information on the impact of BC ELN services on the economy of the community is also important.

Timeline: A draft report will be provided to Steering Committee for input by approximately mid-January for submission to Ministry by January 31st.

2.2 BC Steering Committee Terms of Reference

B. Foley for M. Swanson outlined the context for the Terms of Reference (TOR) review and the progress made to date.

At the July 2009 meeting, the Steering Committee launched a process to review its Terms of Reference. A subcommittee was formed (B. Foley, S. Wallace, M. Swanson, T. Mundle and A. Cocchia) that hired a facilitator and organized a half day event. Following the meeting, the subcommittee was expanded to include non-Steering Committee members (Rosie Croft, David Pepper and Cathy MacDonald) to focus on the question of committee membership.

The facilitator pulled together the first TOR draft. This draft has been revised and now sits with the expanded Subcommittee. The Subcommittee will be meeting shortly to begin work on the next TOR draft.

The proposed timeline for a final draft is March. This draft will be shared with all Partner Libraries and brought forward for discussion at an all-directors meeting in June 2010.

Discussion highlights: Importance of common understanding, especially in light of new library directors; vital that everyone is engaged and thinks representation is fair and equitable.

3. Items for decision

3.1 Steering Committee Chair

M. Swanson's term as Steering Committee chair ends on June 30, 2010. As the chair is permitted to continue for a second term, M. Swanson was asked prior to the meeting if she was willing to stand for an additional term. She agreed.

T. Mundle called for further nominations. M. Swanson was elected by acclamation.

3.2 Private Education Sector

A. Cocchia reminded the committee that at the last Steering Committee meeting a decision was made to move Quest University Canada from a pilot member to an Associate Member. Before implementing this change, SFU legal would be asked to review the existing Interim Agreement to ensure it met SFU contract requirements.

A. Cocchia reported that SFU Legal suggested very little change to the existing document and gave BC ELN the go ahead to proceed with an Associate Membership contract.

Motion: to endorse Quest University Canada as a BC ELN Associate Member.

Moved: S. Wallace

Seconded: J. Beavers

Abstained: L. Copeland, T. Mundle

Motion carried

An outstanding area for decision is how Associate Membership will work within the BC ELN governance structure. As the Steering Committee membership is part of the current TOR review, the group felt it was appropriate for the TOR Subcommittee to also review Associate Member participation.

The difference between Associate members and Affiliate members was explained. Affiliate member is the term applied to legacy non-public or non-BC members (Trinity Western University, Yukon College, Columbia College and Lester B. Pearson College). These institutions have had relations with BC ELN for minimum of 11 years. The TOR Subcommittee will also investigate the future of Affiliate members.

BC ELN Office has begun work on a series of web pages that will outline the roles and responsibilities of Full and Associate members. This work was targeted in the 2006-2011 Strategic Plan and fits with 4.3 Membership Criteria of the Strategic Plan Refresh. The web pages will give a simple and focused outline of the roles, responsibilities and benefits of membership and outline procedures for how private institutions can approach BC ELN for membership.

The web pages are scheduled to be posted to partner libraries early in the New Year for feedback. Once feedback is incorporated, the pages will be made public.

3.3 Public Performance Rights - CPSLD Update

T. Mundle presented on behalf of CPSLD president, C. Compton-Smith. T Mundle walked the Committee through the activities that are impacted with the dissolution of AEMAC. Of particular interest in the BC ELN context is the public performance licenses. It was requested that BC ELN Office take on the work of these two licenses.

In September Langara College renewed the licenses for an additional year. A 15% administrative fee was charged to subscribers. Subscribers, for the most part, include BC ELN partner libraries, as well as a few out-of-province organizations. There was discussion on whether it is the requirement of the contract that internal pricing information not be shared. Existing project files are available from Langara College.

There was discussion on what might be an appropriate administrative fee. It was felt that this could be decided after there has been analysis of work required.

Motion: that the BC ELN Office move forward with renewal of the Feature Film Licenses at the current administrative fee for the 2010/11 renewal.

Moved: B. Foley

Seconded: S. Wallace

Motion carried

4. Items for Information

4.1 Reciprocal Borrowing - CPSLD Update

T. Mundle provided background on this initiative. At the July 2009 Steering Committee meeting it was communicated to BC ELN that a CPSLD subcommittee would be reviewing the existing CPSLD Reciprocal Borrowing agreement. During this review period, BC ELN would continue to maintain the reciprocal borrowing web pages.

T. Mundle reported that CPSLD continues to work on Reciprocal Borrowing policies and that CPSLD would now take responsibility for the website clearinghouse of existing reciprocal borrowing procedures. As a result, the BC ELN website will be decommissioned early in the New Year. Questions regarding reciprocal borrowing will be directed to CPSLD.

4.2 Progress Report, April - September 2009

A. *Cocchia* introduced BC ELN's modified approach to presenting the progress report. Rather than itemizing activities, there will be an increased emphasis on highlighting and providing insight into the decisions that lead to the activities of the Office.

S. *Nishimura* reported on the Communications work that has been reassigned during H. Morrison's study leave. In September, the Office brainstormed the approach to Communications for the year, prioritizing and identifying strategies that would increase efficiency. The quarterly newsletter, *BC ELN Connect*, will be published in a web-based format, which will streamline formatting and increase accessibility and linking. Each issue will include a section responding to questions received from partner libraries about BC ELN; the coming issue answers questions received about the BC ELN approach to licensing. As the Office is sensitive to the time constraints facing library directors, the Progress Report will now include a Highlights section, making it easier to quickly digest important achievements.

L.A. *Palmer* provided an update on the work of the e-HLbc Administrative Centre. Since Summer 2009, the Administrative Centre's work has centered on: adding new members to the consortium (BC Association of Kinesiologists, Nicola Valley Institute of Technology, and Yukon Health and Social Services); negotiating for new opt-in/opt-out licenses (STAT!Ref and e-CPS/e-Therapeutics+); and migrating the *e-Wire Magazine* newsletter to an online format using the Joomla content management system.

Upon request, Leigh Anne also provided an update on new product negotiations, in particular those with the Canadian Pharmacists Association. The Administrative Centre has moved into the negotiation phase with the Canadian Pharmaceutical Association

(CPhA, the publisher of e-CPS and e-Therapeutics+). Over the past year, CPhA has begun rolling out a change to their pricing model. The Health Sector has already experienced the effects of the change. The post-secondary sector will experience it in the coming year. e-HLbc is working to ameliorate the effects of those changes.

CPhA does not have much experience working with consortia and is struggling to identify pricing models that work for their organization and libraries. The Administrative Centre sent out an expenditure survey to get a better idea of what CPhA products members subscribe to and what their expenditures are; data will be used in negotiations. Pricing should be out to members in the coming months.

G. Coleman reported on two areas: database renewals and the Undergraduate Foundation Collection (UFC).

The focus of all database renewal negotiations has been to achieve low annual increases, and zero where possible, in response to ongoing budget constraints at partner libraries. Recent Gale and EBSCO renewals had zero increases. For two other December renewals (Quicklaw, Vocational Studies), a variety of creative negotiation techniques enabled actual price decreases.

B. Foley commented that BC ELN's effectiveness in negotiating better prices for libraries highlights the value that BC ELN creates for all partner libraries and is an important angle to emphasize in the *Innovation & Success Report*.

The UFC work has been very challenging. The recent focus is supporting partner libraries as they evaluate the impact of the initiative and make decisions on renewing their commitment. The first step was the launch of the Sustainability Toolkit in Fall 2009. The next step will be a consultation with partner libraries in the form of a survey. The survey will ask libraries to do several things: confirm their support of the "core suite" approach; evaluate the products which make up the current package; and approve a proposed cost-sharing model.

Developing cost-sharing models is complicated by unknowns such as the participation of the other two sectors, and the exact content of the UFC. The assumption used to move forward was that partners and content would remain the same. Options included cost-sharing models based on FTE, various tier structures, hybrids of the two, etc. The challenge was that every model left a group of libraries paying more than was felt to be acceptable. In the end, models were developed which identify the "gap amount" and divide it up in a way that is affordable and hopefully sustainable for partner libraries. The survey will be issued shortly and responses will be the basis on which BC ELN proceeds.

Discussion highlights: A question was raised about whether it is possible to gather statistics that support library decisions about the UFC. Statistics can only be gathered from database administrator modules at the institutional level. Depending on the complexity of the survey feedback, results should be available by the end of February. Participation of the other two sectors is an unknown but it is in the vendor's best interest to keep as much of the province's business as possible.

4.3 AskAway - Update

S. Nishimura reporting for M. Guenther, chair of AskAway Advisory Committee, as she was unable to attend.

QuestionPoint was renewed as the virtual reference software provider for the next 3 years. Clause was included to cancel license without penalty if loss of government funding.

Public AskAway funding will continue to the end of June, after this point the service may be impacted. Public AskAway is developing recommendations for service past June.

BCcampus provides ongoing support for AskAway through the BC Campus Shared Services program. As part of the funding requirements, BC ELN will be preparing a report for BCcampus in February. When the report is submitted, we will submit the 2010/11 funding request.

4.4 ALMD Report

It was announced on the Ministry website that with the creation of the five new universities the Campus 2020 initiative concludes. The report leaves a lasting legacy in the Ministry that includes ongoing work.

K. Cotie described Education Quality Assurance (EQA) as BC's brand for public and private post-secondary institutions. It provides a standard trademark that people can recognize worldwide as an assurance of quality for British Columbia post-secondary institutions. The EQA designation will be used to promote British Columbia as an education destination of choice and will enable both domestic and international students to easily recognize institutions that have met quality assurance standards that government recognizes. The designation will be reviewed and renewed on a yearly basis (May 1st).

BC is recognized worldwide for its transfer system, and Ministry is working towards 'seamless transfers'. A Steering Committee made up of representatives from institutions is working on ideas to facilitate transfers, including the idea of a 'common undergraduate curriculum.'

In Ministry news Dr. Moira Stilwell is now Minister for Advanced Education and Market Labour Development. The new deputy Minister is Lorne Brownsey.

4.5 BCLA Report

BC Library Association is facing difficult financial times. Various cost cutting measures have been put in place including the Executive Director moving from 5 to 4 days a week and cancellation of the UBCM reception. There has also been some discussion on member fee increases.

The BC Library Conference 2010 will be in Penticton. For the first time this year a 'conference within the conference' is offered to library directors and members of senior management teams. The purpose of the day is to provide senior decision makers with a stimulating agenda of events, and an opportunity to network with peers.

4.6 PLSB Report

J. van Dyk gave an overview of budget cuts and the state of the Public Library Services Branch. The cuts equal approximately 4 million dollars, or 22%. The new Minister Margaret MacDiarmid was a strong advocate for libraries, getting \$600,000 extra for libraries after the budget went through. In deciding what areas to cut, the focus was on protecting the smaller community libraries and preserving vital library infrastructure.

Projects that received funding include BC OneCard, Federations, Sitka ILS, Interlibrary Loans and Resource Sharing. Projects that did not receive funding include electronic resources, AskAway, and Books for Babies. J. van Dyk emphasized that working together puts libraries in a stronger position to survive the difficult financial situation than they were in 5 years ago.

4.7 BC Libraries Cooperative – Update

E. Toner-Rogala sent regrets; deferred to a future meeting.

5. New Business

6. Next meeting

June meeting will be an all-directors meeting and will be scheduled as per usual through the listserv.