



BC ELN Steering Committee Meeting Minutes May 25th, 2017

Teleconference

1:00pm – 2:30pm

In Attendance:

Jonathan Bengtson, University of Victoria (Chair)
Gwen Bird, Simon Fraser University
Melody Burton, University of British Columbia
Natalie Gick, *Simon Fraser University Officer*
Kim Isaac, University of the Fraser Valley, *Regional Universities & Institutes with 4-year programs*
(Vice-Chair)
Shirley Lew, Vancouver Community College, *Urban Colleges*
Scott Marsden, Alexander College, *Associate Members*
Brenda Mathenia, Thompson Rivers University, *Small Universities*
Lisa Petrachenko, University of Victoria
Shahida Rashid, College of the Rockies, *Rural Colleges*

BC ELN Staff:

Anita Cocchia
Sunni Nishimura
Leigh Anne Palmer
Cristen Polley (Recorder)

Regrets:

Andrei Bondoreff, Ministry of Advanced Education
Kate Cotie, Ministry of Advanced Education

1. Adoption of Agenda

Agenda was adopted with an additional item on upcoming BC ELN office staffing changes added to agenda item 6. New Business.

2. Common Suite Update

L.A. Palmer provided an update on the Common Suite initiative.

The BC ELN Office has been working to identify options for a common suite according to the [criteria developed at the December 2016 All Partner Meeting](#). This criteria includes:

- Providing equity to the BC post-secondary system
- Offering value to individual institutions
- Facilitating student transfer
- Including more than one vendor
- Offering discounts
- Maintaining existing spend
- Providing flexibility

The Office has spoken with vendors and consortial peers as well as tested various scenarios to analyze the potential impact of changes to the current Undergraduate Foundation Collection (UFC). Based on these discussions and analyses, the Office developed an approach with two options that meet the above criteria.

Impact Appraisal

After intense analysis, it was determined that changes to the existing common suite EBSCO license for Academic Search Complete and Business Source Complete will increase pricing for many existing EBSCO licenses within the consortium, outside the consortium, and with partnering consortia such as e-HLbc. Impact is greatest with the elimination of Academic Search Premier from a common suite.

Approach

The Common Suite will bundle resources from two vendors: EBSCO and ProQuest. It will also incorporate opportunities for individual partner libraries to opt-in and/or upgrade to resources that suit their individual needs.

Using this approach, two options have been identified. Option 1 includes Business Source and Option 2 does not:

Option 1

- Common to all partner libraries
 - Academic Search Premier (EBSCO)
 - Business Source Premier (EBSCO)
 - Bundled Canadian Collection (ProQuest)
- Opt-in/upgrade resources from EBSCO and ProQuest as monies and interest permit

Option 2

- Common to all partner libraries
 - Academic Search Premier (EBSCO)
 - Bundled Canadian Collection (ProQuest)
- Opt-in/upgrade resources from EBSCO (including Business Source Premier) and ProQuest as monies and interest permit

For both options, the Canadian Collection may include resources, such as Canadian Newsstream and CBCA Complete, to be further refined moving forward.

Discussion

There was discussion of potential products to be included in the common suite as well as interoperability with discovery.

ACTION: The BC ELN Office will refine the approach and options discussed and present a report to seed discussion at the July in-person Steering Committee meeting. The Steering Committee will make a recommendation that will be brought to all partners for decision.

3. Arca Advisory Committee Terms of Reference Revised

On behalf of the Arca Advisory Committee, K. Isaac presented their revised Terms of Reference (TOR), included in the agenda package. At the January 19th, 2017 Arca Advisory Committee meeting, the Committee approved revisions to the TOR that bring them into alignment with the changing needs of the service.

The original TOR were created in early 2015, when Arca was in its developmental phase. The Committee was structured to include all seven early adopters as well as representatives from libraries with existing repositories. Since then, Arca has grown and is now fully operational. Arca currently has 14 participating institutions, with the possibility of further growth.

The revised TOR is based on a model that follows BC ELN governance categories and has worked well for other BC ELN services, such as the AskAway Advisory Committee. Membership will be a mix of representatives of institution types such as Urban Colleges, Rural Colleges, Small Universities, etc. as well as members-at-large representing local repository coordinators at Arca sites. This will ensure the Committee understands the needs of its diverse participating institutions as well as those of repository staff.

There were no questions.

MOTION: To endorse the revised Arca Advisory Committee Terms of Reference.

Moved: K. Isaac

Seconded: S. Rashid

Motion carried.

4. Expenditure Plan 2017/18

J. Bengtson reported that the BC ELN funding letter was received on April 6th and thanked the Ministry for their continued support.

A. Cocchia presented an overview of the 2017/18 BC ELN Expenditure Plan, included in the agenda package. In summary, BC ELN's budget is healthy.

The first page of the Expenditure Plan outlines the carryforward for each service area and gives details, when available, on how the carryforward will be used.

The following pages outline service area expenditure plans. The service area plans have been reviewed and approved by their associated Advisory Committee or Management Committee. The Arca Digital Repository and BC ELN Licensing Initiatives expenditure plans are for the first time presented separately from Core Administration, Licensing, and Gateway to provide added transparency.

Highlights for Core Administration, Licensing, and Gateway

- Host Site (SFU) Contribution to BC ELN indicates the monies provided from the central SFU University budget for employee progress through the ranks.
- Outlook OnLine vendor costs have increased 3% after a number of years without increases.
- With the decommissioning of reSearcher, the BC ELN budget will no longer be carrying the approximately \$40,000 expense, which will be used to offset rising salary costs.

Highlights for BC ELN Licensing Initiatives

- In 2016/17, there was a high negative carryforward of \$111,805. The positive carryforward of \$37,449 this year is largely due to the improved timeliness of payments for invoices by direct deposit. The BC ELN Office has made an effort to increase the number of institutions paying by direct deposit and will continue to encourage libraries to use direct deposit.

MOTION: To approve the 2017/18 Expenditure Plan as presented.

Moved: S. Marsden

Seconded: B. Mathenia

Motion carried.

5. BC Digital Library (BCDL) Update

A. Cocchia presented an update on the BC Digital Library (BCDL). Information on the BCDL can be found on the BCDL website and in the quarterly issued communiqués.

Over the past several months, the BCDL Steering Committee has been developing Terms of Reference to refine its purpose and membership. The Admin Team was busy preparing technical infrastructure to demonstrate at the BC Library Conference in April. At the conference session, Dan Sifton of the Admin Team and Vancouver Island University presented an impressive proof of concept for the BCDL that pulled records from diverse sectors across the province.

After the session, the Steering Committee met to discuss next steps and set a meeting for late June to develop an action plan. Future items for discussion and action include moving from a prototype to production, continuing partnership with OurDigitalWorld, ensuring BCDL's strategy aligns with Library and Archives Canada's National Heritage Digitization Strategy (NHDS), developing a business analysis to outline project sustainability, exploring metadata standards, and better understanding how the hub and spoke model will function.

6. New Business

A. Cocchia provided an update on BC ELN Office staffing. The BC ELN Office is sad to say farewell to Brandon Weigel, who has been with BC ELN since 2013. B. Weigel brought a keen mind and top-notch technical skills to a number of projects including AskAway and Arca. On a positive note, B. Weigel will continue to work remotely for BC ELN on contract for the time being, focusing primarily on Arca infrastructure.

S. Nishimura will remain the Arca Administrative Centre lead. C. Polley will take on B. Weigel's role as AskAway Coordinator.

The Committee expressed their regret and wished B. Weigel well in the future.

In the next week, the Office will issue an update to BC ELN partner libraries on staffing changes.

7. Next Meeting

The next Steering Committee meeting will be held in person on Friday July 7th, 2017.