

## **eHLbc Management Committee Meeting Minutes**

**Tuesday, November 25, 2025**

10:00 am to 11:30 am Pacific

Virtual Meeting

### **In Attendance:**

Connie Bolding, Interior Health Authority, *Health* (Chair) - Arrived late

Daphne Hamilton-Nagorsen, WorkSafeBC, *Affiliate*

Shannon Cheng-Gornall, Provincial Health Services Authority, *Health*

Darcie Smith, Northern Health, *Health*

Todd Mundle, Kwantlen Polytechnic University, *Post-Secondary* (Past Chair)

Katharine Shipley, Douglas College, *Post-Secondary*

### **eHLbc Admin Centre:**

Amber Gallant (Recorder)

Sunni Nishimura

Reba Ouimet (Moderator)

### **Regrets:**

Megan Crouch, Simon Fraser University, *Post-Secondary*

### **Agenda Items:**

#### **1. Welcome and Adoption of Agenda**

As C. Bolding was late arriving, T. Mundle served as Chair for the meeting.

T. Mundle provided welcoming remarks including territorial acknowledgements.

T. Mundle introduced himself as Past Chair, and attendees completed a round of introductions.

T. Mundle welcomed D. Smith as the new Health Sector Representative, and A. Gallant as a new Project Librarian with BC ELN/ eHLbc.

The agenda was adopted as distributed.

#### **2. Vice-Chair Selection**

T. Mundle reminded the Committee of the Vice-Chair selection protocols as per the Management Committee Terms of Reference:

- Chair and Vice-Chair must hail from different sectors and alternate annually.

- Current Chair, C. Bolding, is from the Health sector; the Vice-Chair will come from the Post-Secondary sector.
- A Vice-Chair is selected by consensus from among the Committee representatives.
- The Past Chair remains on the Management Committee for one year after completing their term.

T. Mundle shared that M. Crouch had stepped forward, but was unable to attend this meeting. There were no other nominations and M. Crouch was elected by acclamation to the Vice-Chair role. The eHLbc Office will make an announcement post-meeting.

### **3. 2026-2027 Expenditure Plan**

S. Nishimura presented an overview of the eHLbc 2025-2026 Expenditure Summary (Projected) and 2026-2027 Expenditure Plan included in the agenda package.

The 2025-2026 Expenditure Summary (Projected) shows no significant changes to budgeted items from the 2024-2025 Expenditure Plan. S. Nishimura noted eHLbc will have a small carry-forward at the end of the year, leaving the consortium in a good position.

#### *eHLbc Operations: Highlights*

##### Revenue

- Full Member Fees reflect the 2.5% increase in membership fees approved by the Management Committee. The Management Committee approved (via email) the annual increases for the 2026-2030 eHLbc Administrative Fee: 2.5%, 2.5%, 3.0 % and 3.0%.
- These increases will allow eHLbc to keep pace with cost-of-living and public sector salary increases as SFU heads into collective bargaining. The 3% increase in 2028-2029 and 2029-2030 reflect increased dedication of senior staff time to negotiate the next term of the Core Suite.
- Affiliate Member fee revenue has dropped slightly with the departure of a few Affiliate Members. eHLbc operational costs are covered by Full Member Fees, so the consortium is not affected by the lowered revenue resulting from these departures.

##### Expenditures

- 2026-2027 will bring lower coordination and staffing costs. This reflects the completion of the Core Suite Renewal, upon which eHLbc is able to shift the work of the consortium away from more senior staff and toward more routine consortial work. This brings staffing costs more closely in line with membership fee revenue.
- The Administration/Communication/Governance budget includes a budget for an in-person eHLbc All Member Group meeting in 2026, following the All Member Group Terms of Reference which states that in-person meetings should be held every two years. The final decision on whether to hold the All Member Group meeting in person will be made by the Management Committee.

- Technical infrastructure costs remain stable and manageable, with eHLbc benefiting from sharing Consortia Manager costs with BC ELN.
- The eHLbc Office expects that the Drupal website migration will be mostly complete by the beginning of the 2026-2027 fiscal year.

#### *eHLbc Licensing Programme: Highlights*

- This budget includes flow-through finances for licensing activities. The budget does not always balance out to zero, due to late or early payments from members and fluctuation in exchange rates.
- The Affiliate Member Core Cost Contributions are Core Suite Fees collected from Affiliate Members, which are used to create the Full Member Subsidy.
- Expenditures include the Core Suite Gap Coverage amount, which eHLbc has used for the duration of the current Core Suite term (2022-2026) to cover the costs of an unexpected Full Member departure prior to the beginning of the term. Core Suite Gap Coverage ceases with the beginning of the next Core Suite term (2026-2030).

#### **MOTION: To approve the 2025/2026 Expenditure Plan as presented.**

Moved: K. Shipley

Seconded: S. Cheng-Gornall.

**Motion carried.**

#### **4. 2026-2030 Core Suite Renewal**

T. Mundle reminded the group that the Core Suite renewal date is April 1, 2026. R. Ouimet provided an update on the Core Suite renewal process.

R. Ouimet provided a reminder about how eHLbc membership and participation in the Core Suite intersect. eHLbc membership is tied to licensing of the Core Suite; all full members, who have been part of eHLbc since its inception, commit to licensing the Core Suite for the full four-year term and paying Core Suite licensing costs. Affiliate members commit to licensing the Core Suite on an annual basis. Core Suite fees paid by Affiliate Members subsidize Full Member costs via the Full Member Subsidy.

The eHLbc Core Suite Renewal team has been working to renew the Core Suite for the 2026-2030 term for the past year. The team is ahead of the timeline from the last renewal period and expects to have the renewal wrapped up well in advance of the beginning of the renewal date.

The process included in-depth discussion with both the Core Suite vendors and eHLbc membership and in-depth analysis of feedback and other relevant information.

The team brought this feedback to the vendors and were able to secure a 4-year Core Suite term with low annual increases, and a reduction to reflect that the College of Physicians and Surgeons is no longer a member. This lump sum is split 50-50 between the Health and the Post-Secondary sectors and divided between full members based on the agreed-upon cost-sharing

approach for each sector. The team has now prepared the Core Suite webpages for presentation to eHLbc membership, including lump sum costs, a breakdown of individual member pricing, vendor costs, retail pricing, title lists, and usage statistics. The eHLbc Administrative Fee has been approved by the Management Committee. The Admin Centre's next steps are to confirm the Cost-Sharing Model with the Management Committee and then send the proposal to eHLbc membership.

## **5. Administrative Centre Updates**

T. Mundle reminded the group that the current eHLbc Strategic Framework was developed in 2023 to provide a roadmap for eHLbc and demonstrate accountability to stakeholders.

S. Nishimura presented updates on the Strategic Framework Reporting Dashboard which will be posted to the eHLbc website. Highlights include:

- Progress has been made in exploring accessibility in internal BC ELN and eHLbc practices, undertaking accessibility training, and improving accessibility best practices in internal documents, including a new accessibility-compliant website theme. BC ELN is also exploring accessibility-related initiatives, which will be brought forward to eHLbc wherever makes sense.
- To support eHLbc members that had difficulty attending the Canadian Health Libraries Association (CHLA) Conference in June 2025, eHLbc partnered with the Health Libraries Association of BC to support virtual reprises of CHLA conference sessions, with HLABC organizing sessions and eHLbc providing honorariums.
  - The first session, "Getting Comfortable with Context: An Introductory Qualitative Research Methods Workshop", was held on November 17; roughly 30 attended from both Post-Secondary and Health sectors.
  - The eHLbc team will soon meet with the HLABC Continuing Education and Programming Director to discuss spring sessions. The team hopes to invite speakers from BC to discuss issues of interest to the eHLbc community. K. Shipley expressed support for this.
- The New Resource Selection Process (formerly the eBox and Ranking Survey) has been updated to be more responsive, flexible, and transparent, based on feedback.
  - Incorporating results of an environmental scan and consultation process, the new process successfully soft-launched in September 2025. Members are encouraged to submit suggestions for new consortially licensed resources. This round will be open until February 2026.

## **6. New Business**

T. Mundle asked for new business. Hearing none, he thanked all members of the group for their participation.

## **7. Next Meeting**

The next eHLbc Management Committee meeting will be held in the spring.