

e-HLbc Management Committee Meeting Minutes

Date: January 20, 2010
Time: 9:30am - 12:00pm
Place: BC Academic Health Council

Present: Anita Cocchia, BJ Gdanski, Joy Kirchner, Nancy Levesque [chair], Shannon Long, Grace Makarewicz, Leigh Anne Palmer [recorder], Cathy Rayment, Julie Ann Solar

1. Welcome, Attendance

2. Adoption of Agenda

The agenda was adopted.

3. e-HLbc Elections (Cathy)

a. Outcome of Health Sector call for nominations/ volunteers

The Management Committee welcomed Shannon Long as the newest Health Sector Management Committee representative, replacing Karen MacDonnell.

b. Upcoming Post-Secondary Co-Chair call for nominations/ volunteers

In April 2010, Nancy Levesque will be stepping down as Post-Secondary Co-Chair. In the coming months, a call for nominations/volunteers must be distributed to the Steering Committee. If necessary, an election will be held.

ACTION: The Administrative Centre will distribute to the Steering Committee a call for nominations/volunteers for Post-Secondary Co-Chair.

4. Committee Updates

a. Evaluation Committee

With the acceptance of her new role as Director of PR for the Canadian Health Libraries Association, Rebecca Raworth has stepped down from the Evaluation Committee. Current members of the Committee include Joy Kirchner and Nancy Levesque.

Building on discussions surrounding the gathering of consistent meaningful usage statistics, the Administrative Centre has developed a Consortial Usage Statistics Gathering Strategy document. Originally submitted to the Committee, the document has now been forwarded to the Management Committee for review and comment.

ACTION: The Administrative Centre will initiate a discussion surrounding the proposed Consortial Usage Statistics Gathering Strategy document via email or at the next Management Committee meeting.

b. Marketing / Communications Committee (Grace)

The current priorities the Marketing and Communications Committee has identified for the Administrative Centre include:

- Moving forward with identifying costs associated with hosting a booth at the BC Libraries Conference
- Creating targeted email distribution lists
- Developing advocacy templates for health and post-secondary sector member organizations to use to better communicate the value of e-HLbc to administrators at their organizations
- Articles about the value of evidence-based practice and e-HLbc in professional organizations' newsletters

There was a general discussion about e-HLbc's participation in and sponsorship of conferences. It was agreed that there is need for a policy on participation in conferences.

ACTION: The Administrative Centre will identify costs associated with hosting a BC Library Conference both and follow up with the Management Committee.

c. Membership Committee (Cathy)

Updates on membership were tabled for later discussion during the Administrative Centre's Progress Updates.

d. Training Committee (Ruth)

The Training Committee provided an update on Committee membership. A call for new volunteers for the e-HLbc Training Committee has been sent to member libraries. The Committee still seeks volunteers from the post-secondary sector, since only the health sector is represented currently.

In regards to recent activities, in order to build a repository of learning objects that member libraries can use, the e-HLbc Training Committee is sponsoring a Training Materials Contest. Contestants have been asked to submit their screencasts, factsheets, worksheets, and other learning objects to e-HLbc by February 15, 2009. Those materials will be posted, attributed to the creator, on the e-HLbc website.

Also, after last year's successful Tips & Tricks continuing education session, held in conjunction with the 2009 HLABC AGM, the Training Committee is liaising once again with HLABC to identify avenues for partnership at the 2010 AGM.

5. Administrative Centre Progress Updates (Leigh Anne)

The Administrative Centre gave a brief report highlighting its major activities since the last Management Committee meeting.

Membership -

Yukon College will join e-HLbc as a new affiliate member in April 2010. Because of their established library infrastructure and capable professional staff, implementation and training is expected to run smoothly. Announcements regarding their membership will be made on the website and in the spring newsletter.

Advocacy -

In response from requests by the BC Academic Health Council, the Administrative

Centre developed two advocacy briefings regarding the value of e-HLbc for the University of Victoria and Vancouver Coastal Health. Working with staff from those institutions, the Administrative Centre created a one to two page document answering the following questions:

- What is e-HLbc?
- How does e-HLbc create efficiencies?
- How does e-HLbc membership benefit your organization?
- How are e-HLbc resources used at your organization? (includes statistics)

ACTION: The Administrative Centre will develop 2 templates for advocacy documents – one for the Health and one for the Post-Secondary Sector – for members to use to communicate the value of e-HLbc to their administrators.

Staffing -

Kat Siddle continues to work part-time for the e-HLbc Administrative Centre. Leigh Anne is training her on harvesting statistics and maintaining the website, while growing her knowledge of the consortium and its members. Currently, Kat is analyzing and updating the resources on the Training pages of the e-HLbc website.

Infrastructure –

After evaluation, Drupal has been identified as the platform / Content Management System (CMS) of choice for the future e-HLbc website. At present, e-HLbc uses a WordPress platform for its website. At the time of the website was being developed, the elegance and simplicity of WordPress made it a good choice; however, at this point WordPress no longer meets the needs of our growing consortium.

Drupal is the platform/CMS of choice for many libraries and consortia, including Alberta's Health Knowledge Network. Its modular and extendable framework will be better able to meet the needs of the consortium as it changes.

ACTION: The Administrative Centre will identify the costs associated with migrating e-HLbc's website to Drupal.

6. New Product Licensing Progress (Leigh Anne)

a. e-CPS / e-Therapeutics+

In Fall 2009, the Canadian Pharmacists Association (CPhA), the publisher of e-CPS and e-Therapeutics+, submitted its first pricing proposal to e-HLbc. This pricing was extremely high and was based on a per institutional FTE charge. There was a host of problems with this proposal. First and foremost, because of the specialized nature of the resource, it does not make sense to charge institutions (especially those in the post-secondary sector) by their total FTE. CPhA products are not for general use and the vast majority of students, faculty and staff in the post-secondary sector will have no occasion or need to use these resources. Also, the pricing presented reflected CPhA's concerns about the impact of a consortial license on print sales. e-HLbc was firm in our response that member libraries cannot make up for the predicted decline in print purchases.

At that point, the Administrative Centre had a number of conversations with CPhA. It was agreed that the Administrative Centre would survey member libraries on their current CPhA electronic expenditures and brainstorm pricing strategies that would work for the

consortium and for CPhA. In mid December, after surveying members and analyzing results, the Administrative Centre met with CPhA. We presented pricing that was based on existing expenditures, that incorporated both concurrent user and unlimited access models, and that kept CPhA electronic products within reach of e-HLbc members.

The meeting was congenial and productive. While it was agreed that minor modifications were needed, CPhA seemed amenable to the pricing model we presented. We all left the meeting with the understanding that CPhA would present the model to their Senior Director and would present a slightly modified proposal to us before the winter holiday.

After a note from CPhA letting us know not to expect pricing till mid January, CPhA presented a new pricing model, not at all based on the model discussed at the December meeting. It is back to a tiered model based on fte, with pricing that is extremely high and certainly out of reach of the vast majority of post-secondary institutions in the province. This pricing model, also, seems incomplete and does not include the details we need to analyze it.

ACTION: Negotiations will continue with CPhA. The Negotiation Advisory Team will alert the Management Committee when developments occur.

b. STAT!Ref

In Summer 2009 e-HLbc, working collaboratively with Alberta's consortium the Health Knowledge Network (HKN), began negotiating a boutique license to STAT!Ref for post-secondary and health libraries across western Canada. Providing a collection of 66 medical e-Book titles, STAT!Ref ranked highly in the New Product Selection Survey and was recommended for further investigation by the e-HLbc Negotiation Advisory Team and Management Committee.

After multiple rounds of negotiation with the vendor, e-HLbc distributed a survey to member libraries to solicit feedback on their interest in the license given the pricing established by the vendor.

Despite the 33% savings off of list price, e-HLbc members stated that the price and projected annual increases of a STAT!Ref license was unaffordable for the majority of libraries. Certainly, the national and international economic downturn has forced libraries in BC and across Canada to tighten their belts and think strategically about how best to maintain and build their collections. "Our library has a significant cut in funding for the next budget year," one librarian commented. "Consequently, we can't afford any new licenses this year. If this were better economic times we might be interested in this product."

The Negotiation Advisory Team recommended that e-HLbc not move forward with this license, due to low member interest. The Management Committee approved that recommendation.

ACTION: The Administrative Centre will contact HKN, STAT!Ref and the e-HLbc Steering Committee to alert them to the decision not to move forward with a STAT!Ref license.

7. New Business

a. Governance / Terms of Reference (TOR) Discussion (Cathy, Nancy)

---- Proposed changes to subcommittee membership guidelines

The Management Committee discussed the feasibility of increasing the pool of potential subcommittee members to include volunteers from full and affiliate member institutions. Currently, e-HLbc's TOR stipulate that only members of the Steering Committee may serve on e-HLbc subcommittees and task groups.

It was agreed that the Management Committee would propose this change of the TOR to the e-HLbc Steering Committee. A general discussion regarding the continuing need for standing subcommittees followed. When e-HLbc began, there was no Administrative Centre and subcommittees were formed to perform the necessary work of the consortium. Now that there is an office dedicated to consortial administration, some subcommittees may no longer need to be "standing". Instead, from time to time, working groups and task forces may be called.

ACTION: Subcommittee chairs will solicit feedback from their members as to whether there is a continuing need for their standing committee. The outcome of these discussions will be presented at the next Management Committee meeting.

---- General governance / terms of reference (TOR) discussion

The current e-HLbc Steering Committee TOR/Bylaws were developed in the first year of e-HLbc's existence. A Management Committee TOR, while discussed, was neither finalized nor ratified. As the consortium transitions from its infancy, these TOR must be examined and revised to meet the developing governance needs of the consortium.

After further examination of the existing TOR and subsequent discussion, the Management Committee decided to perform a thorough review of the existing e-HLbc Steering Committee TOR and to develop a Management Committee TOR for review and ratification by the Steering Committee.

A TOR Working Group consisting of Nancy Levesque, Leigh Anne Palmer, Cathy Rayment, and two additional Steering Committee representatives (one from the health and one from the post-secondary sector) was struck.

ACTION: The TOR Working Group will develop drafts of a revised Steering Committee TOR and a new Management Committee TOR for the March e-HLbc Management Committee meeting.

b. Strategic Planning (Cathy, Nancy, Leigh Anne)

e-HLbc plans to engage in a strategic planning process over the next two years in order to insure that the consortium continues to meet the shifting needs of members, identify strategic directions for e-HLbc to follow, and guarantee that the consortium is responsive and flexible. The Steering Committee approved of the plan to engage in strategic planning when ratifying the Appropriate Use of Funds policy in 2009.

The Management Committee discussed which stakeholders should be involved in the strategic planning process. The consensus was that soliciting in depth participation from stakeholders in the strategic planning process would offer e-HLbc the opportunity to re-enliven interest in the consortium and would enable the gathering of grassroots information on the needs of individual institutions. It also would offer stakeholders an opportunity to build relationships and trust across sectoral divides. Consequently, it was agreed that e-HLbc's strategic planning process will include a broad engagement, involving the following targeted groups:

- Management Committee
- Steering Committee
- Other Key Partners and Stakeholders

The strategic planning process will likely involve a one to two day facilitated strategic planning session, as well as pre meeting interviews and consultations, out of which a strategic plan will be formed. The Committee believes that holding such a session in late 2010 or early 2011 would be optimal.

ACTION: The Administrative Centre will work with the BC Academic Health Council and the Co-Chairs to develop a Strategic Planning Briefing document to present to the Steering Committee.

c. PNLA Conference (Nancy)

While it was brought to the Committee's attention that the call for papers for the Summer PNLA Conference in Victoria had already passed, it was agreed that in the future the PNLA conference along with the BC Library and Canadian Health Library Association conference are conferences to be aware of for potential events to showcase e-HLbc.