



## **e-HLbc Management Committee Meeting**

Date and Time: November 4, 2013 2:00 pm – 4:00 pm

Location: SFU Harbour Centre, RM 2520, 515 West Hastings Street

## **e-HLbc Management Committee Meeting Minutes**

### **Participants**

#### ***In Person:***

Jennifer Bancroft (e-HLbc Administrative Centre, Recorder)  
Anita Cocchia (BC ELN)  
April Haddad (JIBC, Vice-Chair)  
Shannon Long (VCHA)  
Deb Monkman (PABC)

Todd Mundle (KPU)  
Debbie Schachter (Douglas)  
Leigh Anne Palmer (e-HLbc Administrative Centre)  
Ruth Rochlin (IHA, Chair)

#### ***Via Teleconference:***

Michelle Purdon (FHA)

### **1. Welcome and Icebreaker (Ruth Rochlin)**

Ruth Rochlin welcomed all in-person and telephone participants, and welcomed new members, Deb Monkman, Todd Mundle, Debbie Schachter, and Jennifer Bancroft.

Participants introduced themselves and answered icebreaker questions.

### **2. Adoption of Minutes and Agenda (Ruth Rochlin)**

Minutes of the June 13, 2013 Management Committee meeting have been approved via email and posted to the e-HLbc website.

The agenda was adopted with no additional items added.

## **ITEMS FOR DECISION & DISCUSSION**

### **3. Policy and Governance Documents Review (Jennifer Bancroft)**

- Management Committee and Consortium Terms of Reference:

Changes to the Management Committee Terms of Reference and the Consortium Terms of Reference were approved by the Steering Committee via electronic vote and have been posted to the e-HLbc website.

**ACTION: The e-HLbc Office will submit the Management Committee Terms of Reference and the Consortium Terms of Reference into record at the November 25, 2013 Steering Committee meeting.**

- Travel Policy:

The e-HLbc Administrative Centre recommends updating e-HLbc's Travel Policy so it is in line with Simon Fraser University's (SFU's) travel policy and reimbursement procedures.

There was discussion regarding whether Management Committee members should be reimbursed for traveling within the Lower Mainland to meetings and whether mileage can be compensated.

**ACTION: The e-HLbc Administrative Centre will revise the wording in the Travel Policy to say that travel expenses, including parking and mileage will be supported for Management Committee members, if individual institutions cannot support that expense.**

- Financial Framework Policy:

The Financial Framework Policy is an overall statement of e-HLbc's finances and was approved by the BC Academic Health Council (BC AHC). It is not a governance document and the only revision to it that the e-HLbc Administrative Centre would recommend is removing all mention of the BC AHC.

**ACTION: The e-HLbc Management Committee members will review the Financial Framework and may provide further feedback to the e-HLbc Administrative Centre by November 25, 2013.**

**ACTION: The e-HLbc Administrative Centre will remove all mention of the BC AHC and change the revision date to November, 2016.**

**ACTION: The e-HLbc Administrative Centre will submit the updated Financial Framework into record at the November 25, 2013 Steering Committee meeting.**

**ACTION: The Management Committee Terms of Reference, the Consortium Terms of Reference, the Travel Policy, and the Financial Framework will be reviewed again in 2016.**

#### **4. Ovid and the College of Physicians & Surgeons of BC (Leigh Anne Palmer)**

An update on the ongoing dispute between Ovid and e-HLbc regarding providing offsite access to the users of the College of Physicians and Surgeons of BC (CPSBC) was provided. The fundamental reason for the dispute is that Ovid maintains that CPSBC is a professional association and under the terms and conditions of the license professional associations do not have offsite access to certain Ovid materials. e-HLbc does not define CPSBC as a professional association; as such they are permitted offsite access. After multiple conversations with the e-HLbc Administrative Centre and CPSBC, Ovid agreed to provide offsite access to CPSBC for the duration of the 3 year Core Suite licensing period.

Ovid sent e-HLbc an amendment to the license agreement detailing that the College is permitted continued access; however, in that amendment CPSBC is defined as a professional association and is listed as an exception to the rule that professional associations are not permitted offsite access.

The Administrative Centre does not concede the contention that CPSBC is a professional association, and therefore was unwilling to sign the amendment. After consulting with CPSBC, e-HLbc drafted a revised addendum that was submitted to, and rejected, by Ovid. The Administrative Centre communicated to Ovid that the issue needed to be brought to the Management Committee.

The Ovid license amendment was brought to the Management Committee for review with the recommendation that e-HLbc not sign. e-HLbc has a signed license agreement with Ovid, and is abiding by its terms and conditions, so there should be no legal repercussions in not signing the addendum.

The Management Committee unanimously agreed not to sign the amendment to the Ovid license agreement.

**ACTION: The e-HLbc Administrative Centre will work with Ruth Rochlin as Chair to draft a letter stating e-HLbc's position on the amendment. The letter will then be submitted to Ovid.**

#### **5. Expenditure Plan (Leigh Anne Palmer)**

The e-HLbc Administrative Centre submitted a draft expenditure plan to the Management Committee for review.

The Management Committee was reminded that revenue is intentionally accumulated by e-HLbc over the 3-year period coinciding with the Core Suite license. The accumulated revenue goes towards offsetting administrative costs, consortium projects, and Core Suite renewal fees.

**ACTION: The e-HLbc Administrative Centre will make minor revisions to the Expenditure Plan, to clarify e-HLbc's use of its carryforward funds, and submit the plan to the Steering Committee.**

## **6. Administrative Centre Update (Anita Cocchia and Jennifer Bancroft)**

- Administrative Centre Transition

e-HLbc has fully transitioned to Simon Fraser University (SFU). The BC ELN continues to act as e-HLbc's Administrative Centre. SFU's role is to administer e-HLbc funds, including expenditures and revenues.

BC ELN staff contribute their time and work to e-HLbc priorities as appropriate. Leigh Anne Palmer and Jennifer Bancroft concentrate on e-HLbc activities. Leigh Anne is responsible for managing e-HLbc activities and negotiating licenses. Jennifer is responsible for day-to-day consortium operations. Korinne Hamakawa is tasked with invoicing and assisting with client support. A contract librarian is largely responsible for e-HLbc's technical infrastructure work.

- Progress Report

Jennifer summarized highlights from the e-HLbc Administrative Centre Progress Report:

- The e-HLbc Administrative Centre is coordinating the renewal of Ageline, Alexander Street Press Video Online, the Canadian Health Research Collection, Dynamed, EMBASE, and Health Source & Alt HealthWatch.
- Staff at the e-HLbc Administrative Centre developed a new Electronic Suggestion Box (e-Box) in Drupal for the e-HLbc website. Librarians from member institutions have been adding new product suggestions. The next step will be sending out a ranking survey to elicit member input into preferred products which e-HLbc will subsequently investigate and initiate licensing negotiations.
- Staff at the e-HLbc Administrative Centre created new training and technical support guides for library administrators, librarians, and patrons.

During discussion, the Management Committee decided to approve a drive to collect new inspirational stories and quotes from e-HLbc members to post on the e-HLbc website. As was done in the past, the e-HLbc Administrative Centre will offer incentives for members to submit stories and quotes.

Another recommendation from the Management Committee was that the e-HLbc Administrative Centre refresh the training materials on its website.

Some suggestions were developing an Action Plan on refreshing e-HLbc training materials; conducting a needs assessment to investigate interest in training materials; creating an institutional repository for members' training materials; putting together a working group to investigate the matter; and requesting members submit their training materials to be shared with members of the consortium.

**ACTION: The e-HLbc Administrative Centre will request members to submit stories and quotes for the e-HLbc website.**

**ACTION: The Management Committee will survey the Steering Committee regarding interest in training at the Fall meeting.**

**ACTION: The e-HLbc Administrative Centre will elicit general feedback regarding interest in training at the Fall Steering Committee meeting.**

## **7. Next Meeting**

**ACTION: The Administrative Centre will identify optimal dates for the next Management Committee meeting.**