

e-HLbc Management Committee Meeting Minutes

Date: 24 September 2009

Time: 1:30pm – 4:30pm

Place: BC Academic Health Council

Present: Anita Cocchia, BJ Gdanski, Joy
Kirchner, Nancy Levesque, Karen
MacDonell, Grace Makarewicz, Leigh Anne
Palmer [recorder], Cathy Rayment [chair]

Guests: Jim Henderson (NNLH), Susan
Powelson (University of Calgary), Vivian
Stieda (HKN), Christine Neilson (SHIRP)

1. Welcome, Attendance

The e-HLbc Management Committee welcomed invited guests Jim Henderson (McGill University) speaking on behalf of the National Network of Libraries for Health initiative, Susan Powelson (University of Calgary), Vivian Stieda (HKN), and Christine Neilson (SHIRP).

2. Adoption of Agenda

The agenda was adopted.

3. NNLH / CVHL / Cochrane Pilot Presentation and Discussion (Jim Henderson)

Jim Henderson presented an overview of the National Network of Libraries for Health (NNLH) initiative to the e-HLbc Management Committee as well as invited guests representing Canadian consortia from Alberta (Health Knowledge Network) and Saskatchewan (Saskatchewan Health Information Partnership). He provided information on the history of the initiative, its aims, goals, and current pilot providing all Canadians access to the Cochrane Library through December 2009. The NNLH expects to have further details on how they will proceed with the current pilot and general funding in November 2009, and e-HLbc and NNHL will continue to nurture communication channels between the organizations.

ACTION: The Administrative Centre will send an email to Jim and the other invited participants, thanking them for participating in the discussion and for opening channels of communication between the NNLH and other provincial Canadian consortia.

ACTION: The Administrative centre will develop an informational briefing memo on the NNLH.

4. Adoption of Meeting Minutes

Minutes were adopted.

5. Committee Updates

5.1 Evaluation (Karen)

The Evaluation Committee has grown. Joy Kirchner has joined the Committee and Leigh Anne Palmer will attend the Evaluation Committee meeting, representing the Administrative Centre, in an ex officio capacity. The Evaluation Committee will meet on 25 September to discuss upcoming evaluation activities.

The Management Committee prioritized the following Evaluation Committee list of activities:

1. Determine cost effectiveness of e-HLbc from a business and governance model
2. Collect quantitative information to support our goal of evidence-based practice
3. Assess the development of cultural capital through our collaboration
4. Collect data, stats to inform e-HLbc's upcoming strategic plan exercise – possibly include an environment scan
5. Consider approaches to work with Training Committee and Marketing/Communication Committee to evaluation/improve these functions

There was discussion around evaluation models and data stewardship. Questions on whether a separate data stewardship committee is needed were raised.

ACTION: BJ will send the data stewardship information to the Management Committee. The need for a data stewardship committee, and other issues surrounding evaluation, will be discussed at the next Management Committee meeting.

5.2 Marketing and Communications (Grace)

The Marketing and Communications Committee updated the Management Committee on its recent and upcoming activities.

Accomplished activities: Promotional materials such as the e-HLbc fact sheet and brochure have been updated. They are now available on the websites. Also e-Wire Magazine, the e-HLbc newsletter, was in need of a refresh. It has evolved into an online newsletter to better meet readers' needs.

Upcoming activities: It has been determined that e-HLbc needs more robust, targeted contact distribution lists to alert specific individuals at member institutions of news of interest. In addition, over the past year it has become clear from Management and Steering Committee discussions that a policy around conference attendance and support would be of use.

ACTION: The Administrative Centre will gather information on activity-appropriate contacts from member libraries and update existing distribution lists, building new lists as needed.

ACTION: The Administrative Centre will solicit one new volunteer for the Marketing and Communications Committee from the membership at large.

5.3 Membership (Cathy)

The Membership Committee has set out a call for volunteers and has recruited Rebecca Tunnicliff (Physiotherapy Association of BC) as its first new member.

Two new affiliate members have been fully implemented: Yukon Health and Social Services and BC Association of Kinesiologists. Their access to e-HLbc resources has been launched. There was some discussion surrounding how physicians in the Yukon get access to electronic health resources.

ACTION: The Administrative Centre will follow up on which physicians in the Yukon have access to e-HLbc resources.

5.4 Training (Ruth)

The Training Committee provided an update on Committee membership. Lila Heilbrunn (VCC) has stepped down from the Training Committee. The Committee thanked Lila for her years of service on the committee. Richard Baer (Camosun) has volunteered to be an adjunct member of the Committee. A call for new volunteers for the e-HLbc Training Committee has been sent to member libraries.

In regards to recent activities, over the summer, e-HLbc sponsored a Tips & Tricks continuing education session in conjunction with the HLABC AGM. The session was a success. It was agreed that leveraging partnership with organizations like HLABC is beneficial to e-HLbc and to member libraries.

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 will be asked to submit their screencasts, factsheets, worksheets, and other learning objects to e-HLbc by December 15, 2009. Those materials will be posted, attributed to the contestant, on the e-HLbc website. In addition to building the materials repository, the Committee continues to maintain webpages on the e-HLbc website that link to vendor training materials.

ACTION: The Training Committee will pursue other opportunities to collaborate in the future.

6. Administrative Centre Updates (Leigh Anne)

Two new affiliate members have been fully implemented – The BC Association of Kinesiologists and Yukon Health and Social Services. While there was some training and troubleshooting needs for these member organizations, their implementations are now running smoothly. Announcements regarding their membership will be made on the website, via the listservs, and in the Fall newsletter.

Surrounding other technologies, the AtoZ and LinkSource technologies are live for affiliate members, although they have not been implemented for those full members that are interested in using the “consortial” infrastructure. This is largely due to questions surrounding overlapping IP addresses. Once those issues have been resolved, access to AtoZ and LinkSource will be provided to the remaining organizations.

The Administrative Centre also provided a staffing update. The Administrative Centre continues to work with Jeff Davis, an outside contractor, to provide in depth IT support

for the e-HLbc website, authentication and access troubleshooting, etc. In addition, two part-time librarians, working 7 hours each, will assist in the work of the Administrative Centre.

7. New Product Licensing Progress (Leigh Anne)

The Administrative Centre and the Negotiation Advisory Team (NAT) have been hard at work investigating recommended products, solidifying details, and negotiating pricing for two products – STAT!Ref and e-CPS/ e-Therapeutics+.

Regarding negotiations with STAT!Ref, while e-HLbc has seen some concessions from the vendor, STAT!Ref has been largely inflexible around the issue of regularized and expected price increases. They have shown a disappointing attitude towards working with consortia, in general. The Administrative Centre is currently working with the NAT on how best for us to move forward. Negotiations are not yet over; e-HLbc and HKN will continue to negotiate with STAT!Ref.

Negotiations are also underway with Login Canada and the Canadian Pharmaceutical Association (the publisher of e-CPS and e-Therapeutics+). During these negotiations it has become clear that the publisher is inexperienced in terms of working with consortia and is struggling to identify a pricing model that works for their organization and libraries. To further inform our negotiations, the Administrative Centre sent out an expenditure survey to get a better idea of what CPhA products they subscribe to and their expenditures. This data will be used in negotiations.

The benefit of leveraging ties to other consortia across Canada was discussed. In past Management Committee and Steering Committee meetings, it has been clear that collaborating with other Canadian consortia is important to members and can benefit libraries in terms of leveraging larger numbers for better pricing. One group we do not have ties with is Consortia Canada, an informal coalition of Canadian library consortia working together to license electronic information resources. The Administrative Centre has opened a dialog with Consortia Canada.

ACTION: The Administrative Centre will develop an informational memorandum on Consortia Canada to present to the Management Committee.

ACTION: The Administrative Centre will circulate information on e-HLbc's licensing framework to the Management Committee.

8. Management Retreat Debriefing (BJ)

The proceeding report from the July Management Committee retreat was presented to the Management Committee. It was agreed that the day offered the group an excellent opportunity to build a team environment, celebrate the successes experienced in the first three years of the consortium, and identify future opportunities for growth and success.

There was discussion surrounding two parts of the document: the Principles for Working Together/ Rules of Engagement (pp.10-11) and Exploring Challenges and Successes (pp. 12-13). It was agreed that the Rules for Engagement is a useful document and

should be further developed and that the successes and challenges identified during the retreat would be useful in informing the e-HLbc strategic planning process.

ACTION: The Administrative Centre will make the Rules for Engagement into a separate document. The Rules will be attached to Management Committee meeting agendas in the future.

ACTION: The Administrative Centre will work with the BC Academic Health Council and the Co-chairs on the initial strategic planning process. The aim is to have a strategic planning framework to discuss at the January Management Committee meeting.

9. New Business

ACTION: The Administrative Centre will work with the Co-Chairs to develop an agenda for the November Steering Committee meeting and circulate it, for comments and revisions, to the Management Committee.