Electronic Health Library of BC

e-HL*bc*

e-HLbc MANAGEMENT COMMITTEE MEETING

Date: Friday, October 10, 2014 (1:00 pm – 3:00 pm)
Location: Diamond Alumni Centre, SFU Harbour Centre, 515 Hastings St., Vancouver, BC

Participants:

In Person:
April Haddad (JIBC, Chair)
Karen MacDonell (CPSBC, Vice-Chair)
Michelle Purdon (FHA)
Ruth Rochlin (IHA)
Debbie Schachter (Douglas)

e-HLbc Administrative Centre
Jennifer Bancroft (e-HLbc, Recorder)
Anita Cocchia (e-HLbc)

Regrets:
Deb Monkman (PABC)

Teleconference:
Todd Mundle (KPU)

Agenda Items:

1. Welcome and Adoption of the Agenda (April Haddad)

A. Haddad welcomed K. MacDonell to the Management Committee. At the last Management Committee meeting, Shannon Long stepped down, leaving a vacant Health position on the Management Committee. As no other Health representative stepped forward, K. MacDonell agreed to sit on the Management Committee and fill the position of Vice-Chair.

2. Administrative Centre Responsibilities (Anita Cocchia)

Leigh Anne Palmer is currently on medical leave and will be taking maternity leave from December 15, 2014 to December 14, 2015. She and the baby are well, but it has been a difficult pregnancy. While away from the office, A. Cocchia and J. Bancroft will be covering her e-HLbc responsibilities. The Administrative Centre will not hire additional staff during Leigh Anne's absence. Responsibilities at the BC ELN and e-HLbc offices will be shifted to free up A. Cocchia's time to concentrate on e-HLbc activities. Part-time contract librarian, Myfanwy (Vaughn) Postgate, will continue to provide members with technical support.

3. Core Suite Renewal (Anita Cocchia)

3.1. e-HLbc Core Renewal Pricing Analysis

A. Cocchia summarized proposed Core Suite renewal pricing for 2015-2018. Both EBSCO and Ovid initial offers to e-HLbc were reasonable.

To keep the EBSCO and APA Management annual increases low, the Administrative Centre negotiated an upgrade to CINAHL Complete. This upgrade will give e-HLbc members access to 740 additional unique full text titles. The result was annual increases from EBSCO and APA of 7.6% for year 1, and 3% each subsequent year.

Although over the last few years Ovid indicated large pricing increases of 30-50%, the final negotiated annual price increases were 5 to 6%.

The combined annual increases for the Core Suite are approximately 7%, 5%, and 5%.

In finalizing negotiations with vendors, the Administrative Centre will ensure that the College of Physicians and Surgeons of BC will continue to have remote access to the Ovid Core Suite resources. Remote access for the professional health associations, however, is not possible.

MOTION: That the Management Committee approve moving forward with the Core Suite renewal as presented.

Moved: R. Rochlin
Seconded: D. Schachter
Motion Carried

ACTION: The Administrative Centre will share with the Management Committee additional details on savings through the CINAHL Complete upgrade.

ACTION: The Administrative Centre will distribute the list of additional journal titles in CINAHL Complete to the Management Committee.

3.2. e-HLbc Core Renewal Next Steps

A. Cocchia outlined the next steps for the Core Suite renewal. These include finalizing the Core Suite proposals from vendors, meeting with individual member institutions, preparing and distributing the Case for Renewal, and gathering three-year commitments from Full Members and one-year commitments from Affiliate Members.

ACTION: The Administrative Centre will finalize Core renewal pricing with vendors.

4. Membership Fees – 2015-2018 Approach (Anita Cocchia)

The Management Committee discussed a new approach to presenting information about membership fees. In the early days of e-HLbc, the activities of the consortium were centered on the Core Suite, and it made sense for membership fees to be presented, along with licensing fees, in the Case for Renewal.

As e-HLbc's activities have become more diverse over the years, membership fees now support many more activities than licensing the Core Suite. The Management Committee decided to separate information about membership and licensing fees, and present membership fees in a separate document that speaks to the benefits of membreship.

There will be no increase in the hosting fee BC ELN charges e-HLbc, and so membership fees will not increase over the next three-year period. Membership fees will continue to be split evenly between the post-secondary and health sectors.

The cost sharing among the post-secondary institutions is based on the FTE model of approximately $0.31 per FTE with a minimum cost of $575 and a maximum cost of $10,000.

Cost sharing among the health authorities is based on the *Patient Safety & Learning System Cost Sharing Formula* used by the BC Ministry of Health to allocate the global health care budget.

Affiliate Sector membership fees will come to $0.31 per FTE with a minimum cost of $575 and a maximum cost of $1,000. The minimum cost for Affiliate Members was increased by $25 to bring it up to $575, which is also the minimum cost of membership for full members.

Full Members commit to membership for the next three years, starting on April 1, 2015. Affiliate Members will confirm membership commitment on an annual basis.

In past years, the Affiliate Member subsidy fee was used to offset the cost of membership fees for Full Members. This year, the Management Committee decided to use the subsidy to offset the licensing costs of members. The Affiliate subsidy will be divided evenly over the next three years.

The committee discussed how to communicate Core Suite renewal information to e-HLbc members. It was agreed that the Chair would send an email to members outlining in general terms the total price increases for the next three years. More detailed information will be presented at the November 14, 2014 Steering Committee meeting, and final pricing will be communicated in January, 2015.

Several methods for confirming membership commitment were discussed. The committee decided that e-HLbc would gather membership commitment via email.

MOTION: That the Management Committee approve three recommendations: 1) separate membership commitment fees from the Core Suite fees; 2) increase the minimum cost of membership fees for Full and Affiliate Members from $550 to $575; and 3) use the Affiliate Member subsidy to offset the licensing costs of Full Members.

Moved: R. Rochlin
Seconded: D. Schachter
Motion Carried

ACTION: To assist with budgetary planning, an email will be sent to the Steering Committee outlining in general terms Core Suite pricing increases for the next three years.

ACTION: The Administrative Centre will gather three-year commitments from Full Members and one-year commitments from Affiliate Members in January, 2015.

5. Administrative Centre Update (Jennifer Bancroft)

J. Bancroft highlighted the activities of the Administrative Centre since the last Management Committee meeting in March, 2014. These include:

- Licensing of new boutique licenses, the EBSCO Discovery Service (EDS) and the *Diagnostic and Statistical Manual of Mental Disorders* (DSM-5) / PsychiatryOnline.
- Engaged in discussions with the First Nations Health Authority regarding e-HLbc's collections and services.
- Coordinating two EBSCO Train the Trainer Workshops to be held in Vancouver and Victoria in October, 2014.
- Administrative Centre staff is involved in the Canadian Health Libraries Association (CHLA) Conference Planning Committee for 2015.
- Developed a member invoices with FAQs web page on the e-HLbc website to more effectively communicate e-HLbc's invoicing procedures.

ACTION: The Administrative Centre will finalize the Progress Report to present at the Steering Committee in November, 2014.

6. New Business (April Haddad)

R. Rochlin suggested that the Management Committee review the e-HLbc Financial Framework Policy. The Management Committee agreed to discuss this at a future

Management Committee meeting. The next review date for the Financial Framework is November, 2016.

7. Next Meeting (April Haddad)

The next meeting is scheduled for next March. The Management Committee will meet for a brief business meeting after the Steering Committee meeting in November.

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