e-HL*bc* Steering Committee Meeting
May 4, 2010

Telephone:
Jean Blackburn, Vancouver Island University
Judy Deon, Selkirk College
Cybil Harrison, Camosun College
Karen MacDonnell, College of Physicians and Surgeons of BC
Rebecca Raworth, University of Victoria
Ruth Rochlin, Interior Health Authority
Ross Tyner, Okanagan College
Kevin Wilson, Ministry of Advanced Education and Labour Market Development

In Person:
Virginia Adams, Vancouver Community College
Gwen Bird, Simon Fraser University
Anita Cocchia, BC ELN
April Haddad, Justice Institute of BC
Antje Helmuth, Ministry of Health Services
Joy Kirchner, University of British Columbia
Nancy Levesque, Thompson Rivers University
Shannon Long, Vancouver Coastal Health Authority
Grace Makarewicz, Langara College,
Leigh Anne Palmer, e-HL*bc* Administrative Centre
Cathy Rayment, Provincial Health Services Authority (Meeting Chair)
Kat Siddle, BC ELN (Meeting Recorder),
Carole Compton-Smith, Douglas College

1. Welcome and Introductions (Cathy Rayment)
Cathy Rayment welcomed members present and those participating via phone

2. Adoption of Agenda (Cathy Rayment)
The agenda was approved as circulated.

3. Approval of November 2009 Meeting Minutes (Cathy Rayment)
The minutes were approved with one minor revision.

ACTION: The Administrative Centre will ensure that the financial report link is operational and post the final minutes to the website.

4. e-HL*bc* Officer Elections (Cathy Rayment)
It was announced that Grace Makarewicz, Langara College, has been elected incoming Post-Secondary Co-Chair and that April Haddad, Justice Institute of BC, will replace Grace on the Management Committee as a Post-Secondary Representative. Outgoing Post-Secondary Co-Chair, Nancy Levesque was thanked for her many years of service and advocacy for the e-HL*bc* consortium.

The composition of Management Committee as of May 1, 2010 follows :

Health Sector
Cathy Rayment, Provincial Health Services Authority (Co-Chair)
Shannon Long, Vancouver Coastal Health Authority
Ruth Rochlin, Interior Health Authority

Post-Secondary Sector
Grace Makarewicz, Langara College (Co-Chair)
April Haddad, Justice Institute of BC
Joy Kirchner, University of British Columbia

5. Management Committee Report (Nancy Levesque)
The Management Committee presented its report, detailing its activities since the November meeting. For the full report, see http://ehlbc.ca/uploads/MCReport20100504.pdf . Highlights include the following:

- After engaging with the existing e-HL*bc* subcommittees on the continued need for their committees, the Management Committee recommended that the Marketing/Communications, Membership and Evaluation subcommittees be disbanded. The Training Committee and the Negotiation Advisory Team will remain operational. From time to time the Management Committee may strike task groups to work on special projects. Marketing, membership and evaluation responsibilities will continue be assumed by the Administrative Centre, guided by the Management Committee.

- The Management Committee has worked with the Administrative Centre to develop a Strategic Planning framework for e-HL*bc*. The framework was discussed later in the meeting.

- The Management Committee confirmed that the service contract with the Administrative Centre has been renewed and service delivery priorities have been established for the year.

6. Sub-Committee Reports
e-HL*bc* thanked the members of all of the subcommittees, in particular the Marketing and Communications, Membership and Evaluation subcommittees, for their hard work and dedication.

6.1 Marketing and Communications (Grace Makarewicz)
e-HL*bc* sponsored a booth at the April 2010 BC Libraries Conference in Penticton. There was low interest in the booth by attendees. Factors responsible for low attendance include lower than usual conference registration, the large quantity of public librarians compared to post-secondary and health librarians attending the conference, and poor booth location. There was a general discussion about conference participation. It was agreed that while holding receptions and events for existing and prospective members at conferences can be beneficial, it is necessary to be strategic when promoting the consortium at a booth. Also, it was agreed that e-HL*bc* should consider attending medical conferences where health practitioners are in attendance.

6.2 Training (Ruth Rochlin)
The Training Committee presented its report, detailing the Committee's activities since November. To see the full report: http://ehlbc.ca/uploads/TrainingReport_20100504.pdf. Highlights include:

- A discussion around the Training Committee's decision to remain a standing committee. The committee noted, in particular, the operational nature of the group and the continued importance of consistent training across health and post-secondary communities.

- A report on the outcome of the e-HL*bc* learning objects contest. All entries are now part of the Training resources page and can be accessed at http://ehlbc.ca/training/. The subcommittee has discussed building a second part to the repository, and will invite members to submit good demonstration questions for each of the databases to assist librarians in planning for training.

- The committee continues to liaise with the Health Libraries Association of BC on ways to work together on providing continuing education opportunities to librarians.

6.3 Evaluation (Nancy Levesque)
The Evaluation Committee gave a report during which it emphasized the importance of gathering usage statistics and using those to communicate the cost efficiency of e-HL*bc*.

6.4 Membership (Cathy Rayment)
The Membership Committee gave a brief report, detailing that membership issues will become the responsibility of the Administrative Centre. A liaison for membership from the Management Committee will offer the Administrative Centre guidance and assistance as needed.

7. e-HL*bc* Administration Centre Reports (Leigh Anne Palmer)
The Administrative Centre presented a draft Year in Review document to the Steering Committee and submitted a Progress Report. The Progress Report provides an in depth accounting of Administrative Centre activities in a format tied directly to the service delivery priorities established by the Management Committee. Both documents are available at:

- http://ehlbc.ca/uploads/e-HLbc_YIR_2010_FINAL.pdf
- http://ehlbc.ca/uploads/AdminCentreProgressReport_Spring2010.pdf

Highlights include:

- *Staffing* – The Administrative Centre introduced Kat Siddle, a part time librarian working with e-HL*bc*. Jeff Davis, the IT librarian assisting us with authentication, access, and other technical projects, will be reducing the hours he works for e-HL*bc,* since starting working full time for the BC Libraries Cooperative. To ensure that technical needs are being met, Vaughn Postgate will begin working with e-HL*bc* on technical issues as needs arise.

- *Website* – The Administrative Centre announced plans to migrate the e-HL*bc* website from its current WordPress platform to a Drupal platform. e-HL*bc*'s current website was designed and developed in the very beginning days of the consortium. As the consortium has grown, it has outgrown the platform. A website that is extendable and versatile is necessary.

- *Statistics* – The Administrative Centre reported back on its progress working with vendors to obtain accurate statistics. By way of background, during the last two Steering Committee meetings, the Administrative Centre reported difficulties in obtaining clean statistics from EBSCO and Ovid. The problems have been identified and the Administrative Centre is now able to obtain statistics that vendors claim are accurate. The Administrative Centre has also

developed a standard process by which statistics will be harvested guaranteeing continuity and consistency of statistics gathering over time. A discussion about the general utility and reliability of statistics ensued. The Committee agreed that while using statistics is necessary, the numbers should be used as one evaluative tool in order to identify trends.

- *Year in Review document* - Members have stated that having advocacy materials readily available is useful in discussions with staff and administrators. Consequently, e-HL*bc* has created a robust *Year in Review* document this year that can stand on its own if distributed outside of the Steering Committee meeting. In years past, the Administrative Centre created brief, one page "year in review" documents for use only at Steering Committee meetings. The document remains in draft form. It will be updated after the meeting and will then be distributed to members.

ACTION: Steering Committee members will email suggestions and comments on the Year in Review document to the Administrative Centre.

ACTION: The Administrative Centre will amend the document based on suggestions and comments and distribute the final Year in Review document to the Steering Committee.

- *STAT!Ref* – Despite the fact that members ranked STAT!Ref as a high priority resource for consortial licensing in the 2008 ranking survey and that e-HL*bc* negotiated more than 30% savings on the product, members expressed a lack of interest in licensing the STAT!Ref collection when surveyed due to the price, particularly in light of the economic environment. Based on member comments, the Negotiation Advisory Team and Management Committee recommended that e-HL*bc* suspend negotiations with STAT!Ref and HKN (our negotiating partner). Conversations with HKN ended cordially. Should e-HL*bc* want to collaborate again with HKN, channels of communication are open.

- *e-CPS and e-Therapeutics+* – e-HL*bc* launched it's first boutique license on May 1 for the Canadian Pharmacists Association's electronic resources e-CPS and e-Therapeutics+. Despite the weak economic environment, interest in the license for these Canadian specific drug information resources has been strong. There are 5 new subscribers and late subscribers are welcome.

ACTION: e-HL*bc* will launch its second New Product Selection Process in Fall 2010 in order to gather information from members about licensing interests and needs.

8. Financial Report (BJ Gdanski, Cathy Rayment)
BC Academic Health Council (BCAHC) representative, BJ Gdanski sent her regrets. She could not attend the meeting due to BCAHC moving offices. She sent a brief report to be conveyed to the committee. Most e-HL*bc* members have paid their renewal invoices, but the vendors have not yet been paid. In general, the consortium is in good financial standing and a financial report will be submitted after BCAHC completes its audit.

9. New Business (Cathy Rayment)

9.1   e-HLbc Strategic Planning
In the coming year, e-HL*bc* plans to engage in a strategic planning process, as approved under e-HL*bc*'s *Appropriate Use of Funds* policy (2009). For more information on the rationale,

goals, timeline and approximate costs of the Strategic Planning process, please see
http://ehlbc.ca/uploads/StratPlanning_SC.pdf. A facilitator will be engaged to assist in the
process, which will include a 1.5 day in-person stakeholder engagement. There was discussion
surrounding who will be included in strategic planning. It was agreed that while engagement
will be broad, the Steering Committee will be the group creating and approving the e-HL*bc*
Strategic Plan.

**ACTION: Steering Committee members are asked to contact the e-HLbc Administrative Centre
with suggestions on potential facilitators and other ideas.**

9. 2   Terms of Reference Review (Cathy Rayment)

In late Winter, the Management Committee struck a Terms of Reference Working Group
(TORWG) to review the current governance documents of the consortium. Current members of
the TORWG include Anne Allgaier (Northern Health Authority), Ana Maria Ferrinho (BC
Institute of Technology), Nancy Levesque (Thompson Rivers University), Leigh Anne Palmer
(Administrative Centre), Cathy Rayment (Provincial Health Services Authority).

The TORWG examined the sole ratified e-HL*bc* governance document – e-HL*bc* Terms of
Reference. Hearing from members that clarification of roles and responsibilities of different
committees and organizations were needed, the TORWG recommended that three documents be
developed from the one existing document:

1. e-HL*bc* Consortium Terms of Reference,
2. Steering Committee Terms of Reference, and
3. Management Committee Terms of Reference.

Drafts of the revised Terms of Reference documents presented at the meeting are available:
   • http://ehlbc.ca/uploads/DRAFTS_eHLbcTORRevisions.pdf

Highlighted recommended revisions to the governance documents include:
   • The spring meeting will be an Annual General Meeting, which affiliates are invited to
     attend.

   • Representation on subcommittees is open to all staff from e-HL*bc* full and affiliate
     member institutions, as deemed appropriate by the institution's Steering Committee
     representative.

   • Affiliate member organizations will be granted non-voting Steering Committee
     representation.

   • Each Management Committee member is elected for three years, no more than 2 terms.

   • Rather than requiring separate election from the Steering Committee, sector co-chairs
     will be chosen from within the membership of the Management Committee for a two
     year term (with a maximum of two terms).

Additional revisions to the draft documents are forthcoming.

ACTION: In the coming months, the documents will be posted to the e-HL*bc* website for Steering Committee members review and comment. Revisions based on suggestions will be made. The documents will be distributed 30 days prior to the next Steering Committee meeting for ratification.

10. Date of Next Meeting

ACTION: The Management Committee will identify a date for the next meeting (in October or November 2010).