

**e-HLbc Steering Committee Meeting
November 5, 2010**

Participants

Telephone:

Virginia Adams, Vancouver Community College
Anne Allgaier, Northern Health Authority
Cliff Cornish, Vancouver Island Health Authority
Lisa Gysel, Interior Health Authority
Antje Helmuth, Ministry of Health Services
Joy Kirchner, University of British Columbia
Nancy Levesque, Thompson Rivers University
Karen MacDonell, College of Physicians and Surgeons of BC
Kathy Plett, College of New Caledonia
Rebecca Raworth, University of Victoria
Ross Tyner, Okanagan College

In Person:

Jean Blackburn, Vancouver Island University
Gwen Bird, Simon Fraser University
Anita Cocchia, BC ELN
Carole Compton-Smith, Douglas College
Ana Maria Ferrinho, BCIT
BJ Gdanski, BC Academic Health Council
April Haddad, Justice Institute of BC
Shannon Long, Vancouver Coastal Health Authority
Grace Makarewicz, Langara College (Meeting Chair)
Heather Morrison, BC ELN (Meeting Recorder)
Leigh Anne Palmer, e-HLbc Administrative Centre
Cathy Rayment, Provincial Health Services Authority
Laureen Styles, BC Academic Health Council

1. Welcome and Attendance (Grace Makarewicz)

Grace Makarewicz welcomed in-person and telephone participants.

2. Adoption of Agenda (Grace Makarewicz)

The agenda was adopted as circulated.

3. Approval of May 2010 Meeting Minutes (Grace Makarewicz)

The Minutes were approved as circulated, with no changes.

4. Strategic Planning (Grace Makarewicz)

Grace provided an overview and update on progress made with strategic planning.

Now in its second, three-year term, e-HLbc plans to engage in a strategic planning process 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 – capable of facing the challenges of the changing health information delivery environment.

Marleen Morris & Associates has been hired to facilitate the in February 23 - 24 in-person strategic planning session at the Metrotown Hilton. One representative from each full and affiliate member institution will attend. Transportation and accommodation will be covered for participants outside of the lower mainland. It is important that distance not be a barrier to participation.

In preparation for the session, participants will be invited to participate in peer interviews. Details will follow in the coming weeks. Additional key informant stakeholder interviews will be held in order to assist in the development of e-HLbc's environmental scan and gather critical information from non-library stakeholders. Steering Committee members are asked to assist in the process of identifying external stakeholders to interview from their institution.

ACTION: The Administrative Centre will send out a call for each institution to RSVP indicating who will attend from their organization.

ACTION: Steering Committee representatives will send suggestions of individuals to participate in e-HLbc key informant interviews. The Administrative Centre will send a reminder of the requirements and deadline for suggestions.

5. e-HLbc Website Development (Leigh Anne Palmer)

After a thorough selection process, Vancouver-based Raised Eyebrow has been hired to develop and design the new e-HLbc website in Drupal. Bids received during this process ranged from \$25-\$50K. This project is moving on to the discovery phase, during which the firm will work with Administrative Centre to identify technical requirements.

The Administrative Centre expects the website to be launched in February; however, the old and new websites may run in parallel for a time in order to minimize impact on members' workflow during a busy time of year.

A call for volunteers to test the beta will be sent in the new year. Different types of users (e.g. a collections team representative, a Steering Committee representative, a Management Committee representative, etc.) will be sought.

6. Terms of Reference Review (Cathy Rayment)

An overview of developments from the Terms of Reference review was provided.

After the last Steering Committee meeting, three governance documents were submitted to the Steering Committee for review and feedback:

- Management Committee Terms of Reference
- Steering Committee Terms of Reference
- Consortial Terms of Reference

Based on feedback and further consideration, one major change to the draft Terms of Reference was made. Due to complexities caused by the two-year Co-Chair terms, two Management Committee Co-Chairs (one from each sector) will be selected from the Management Committee to serve one year terms. These terms can be renewed for one additional year.

Next steps in the review process will include a stakeholder survey to be launched in January. A final draft of all three documents will be submitted to the Steering Committee at least 30 days prior to the next Spring Steering Committee meeting.

Thanks to Ana Maria Ferrinho, Anne Allgaier, Nancy Levesque and Leigh Anne Palmer for their work on the Terms of Reference documents.

7. Training (Shannon Long reporting on behalf of Ruth Rocklin)

Shannon Long welcomed Charlotte Beck who joined the Training Committee over the summer.

This Fall, e-HLbc organized a number of in person vendor training sessions at locations around the province. Sessions were well attended and received. Additional online training sessions will be provided later this month for those unable to participate in person.

8. e-HLbc Administration Centre Reports (Leigh Anne Palmer)

Leigh Anne Palmer reported on the activities of the Administration Centre. A detailed semi annual progress report is available on the e-HLbc website in the documents list:

http://ehlbc.ca/uploads/AdminCentreProgressReport_Fall2010.pdf. In addition to work coordinating the strategic planning process and website development, highlights include:

- **Licensing**
 - e-HLbc has negotiated its 3rd boutique license for the Canadian Research Collection, from the Canadian Electronic Library. New subscribers received an approximate 33% discount off of list price and existing subscribers receive an approximate 25% discount off of their renewals.
 - The e-HLbc New Product Selection Process is drawing to a close.
- **New Members**
 - One new member has joined the consortium, the BC Association of Speech Language Pathologists and Audiologists. Access issues are being resolved. Once access has been fully established, they will be invoiced.
- **Member Support**
 - With many new post-secondary library directors, e-HLbc is working on the creation of a new member package. In the interim, 1-2 page briefings have been created for a number of new directors in order to provide a very basic overview of the consortium.
 - 2 advocacy briefing templates have been designed for the post-secondary and health sectors to customize and use to advocate on behalf of the e-HLbc consortium to administrators.
 - http://ehlbc.ca/uploads/PostSecondaryInfoBriefing_FINAL.dot
 - http://ehlbc.ca/uploads/HeathSectorInfoBriefing_FINAL.dot
- **Marketing and Communication**
 - In addition to the work on the website, a new edition of the e-HLbc newsletter was distributed yesterday.

In response to questions raised about national licensing and the Canadian Virtual Health Library (CVHL), it was explained that communication channels are open between e-HLbc and CVHL. Notice of developments around membership and licensing are expected in the coming weeks. Further information will be communicated as it is received.

9. Financial Report (BJ Gdanski)

The BC Academic Health Council circulated a year-to-date consorial financial statement. The electronic copy is available at <http://ehlbc.ca/uploads/20101206091921801.pdf>.

All payments from members are up to date. In April, each institution received two invoices, one in \$US for core suite licensing fees covering Ovid and EBSCO costs and one in \$CDN for the consortial administrative fees. Boutique licensing fees for CPhA are also included in the report.

In response to questions about consortial revenue, it was explained that funds in excess of the \$36,000 detailed in the financial report are available. An audited annual report will be forthcoming and will detail all available funds.

In response to questions related to e-HLbc administrative fees and BC Academic Health Council fees, it was explained that BC Academic Health Council fees are entirely separate from e-HLbc administrative fees. The majority of e-HLbc Administrative fees pay for the support of the Administrative Centre. A small amount covers other expenses incurred by the BC Academic Health Council, such as the teleconferencing and communications costs. BC Academic Health Council does not make any money from e-HLbc.

ACTION: The BC Academic Health Council will distribute an annual financial report when it is available.

10. Ministry Changes (Grace Makarewicz)

There have been many changes in government over the last two weeks. The single ministry for the post-secondary sector – the Ministry of Advanced Education and Labour Market Development has been split into the Ministry of Science and Universities and Ministry of Regional Economic and Skills Development. The effects of the division are still unclear. At present no further information is available.

11. Date of Next Meeting

The next meeting is anticipated to be late April or early May.

ACTION: The Administrative Centre will canvass for potential meeting dates.