

## **E-HLBC MANAGEMENT COMMITTEE MEETING MINUTES**

**Date:** May 23, 2017 (10:00 am – 11:00 am)

**Location:** Teleconference

**In attendance:**

Fiona Chiu (PABC)  
Cliff Cornish (IHA)  
Mary Anne Guenther (NIC)  
Karen MacDonell (CPSBC)  
Todd Mundle (KPU, Chair)  
Debbie Schachter (Douglas)

e-HLbc Administrative Centre:  
Jennifer Bancroft (Recorder)  
Anita Cocchia  
Sunni Nishimura  
Leigh Anne Palmer

Regrets: Antje Helmuth (MoH/MCFD, Vice-Chair)

**Agenda Items:**

**1. Adoption of the Agenda**

The agenda was adopted as tabled.

**2. Administrative Centre Staffing Update**

A. Cocchia provided an update on e-HLbc Administrative Centre staffing changes.

The recently released BC ELN and e-HLbc strategic plans both call for increased activities around licensing. As a result, L.A. Palmer will be fully taking on the licensing portfolio for both e-HLbc and BC ELN. This includes not only negotiations for e-resources, but also work on communicating the value of licensed resources, increasing the awareness and understanding of their terms and conditions, and the resource selection process. In addition, the BC ELN Office will also be re-aligning responsibilities with the departure of BC ELN Coordinator Brandon Weigel in mid-July.

To provide support for e-HLbc's communications and recruitment needs, BC ELN Manager S. Nishimura will be joining the e-HLbc Administrative Team.

V. Postgate and J. Bancroft will continue in their current roles at the Administrative Centre.

**ACTION:** A message will be sent to the Steering Committee with an update on staffing changes at the Administrative Centre.

### **3. Vice-Chair Selection**

The term in office of the current Management Committee Chair and Vice-Chair come to an end after the June 15<sup>th</sup> Steering Committee meeting. The Vice-Chair is selected from Management Committee members.

T. Mundle, the current Chair, will remain on the Management Committee for one year as Past Chair. A. Helmuth, the current Vice-Chair, will be the next Chair. The Management Committee selected M.A. Guenther to be the next Vice-Chair.

### **4. Management Committee Elections**

J. Bancroft gave a summary of Management Committee election protocols. Elections are staggered so that post-secondary and health representatives are always held in different years. Elections are held by electronic ballot within the sector the Chair belongs to.

This year, because the incoming Chair is from the health sector, Steering Committee health representatives will be electing two representatives from the health sector. At the same time, the affiliate sector will elect one affiliate representative.

**ACTION:** The Administrative Centre will put out a call for nominations for two health representatives and one affiliate representative before the June 15<sup>th</sup> meeting, and elections will be held for the three representatives after the Steering Committee meeting.

### **5. Strategic Plan**

S. Nishimura presented the draft strategic plan:

[http://ehlbc.ca/sites/default/files/eHLbcStratPlan\\_DRAFT\\_0.pdf](http://ehlbc.ca/sites/default/files/eHLbcStratPlan_DRAFT_0.pdf)

The plan is the culmination of discussions at the December meeting, as well as the results of the survey circulated to all members before the meeting. At the meeting and in the survey, members conveyed that they are happy with e-HLbc's core activities and would like the consortium to continue strengthening in the existing core areas for the next five years.

There was no additional feedback from the Management Committee, and the draft was approved for forwarding to the Steering Committee for feedback.

**ACTION:** The draft strategic plan will be sent to the Steering Committee for feedback before bringing the final document to the June 15<sup>th</sup> meeting for endorsement.

## **6. Website Proposal**

The website upgrade proposal is available at:

[http://ehlbc.ca/sites/default/files/eHLbcWebsiteUpgradeMotion\\_2.pdf](http://ehlbc.ca/sites/default/files/eHLbcWebsiteUpgradeMotion_2.pdf)

The committee discussed a proposed upgrade to e-HLbc's current website, developed in 2011. Since its development, a number of library consortia across Canada have used and improved upon the Drupal architecture of e-HLbc's website.

The website upgrade will improve the site's security protocols, provide an opportunity to explore additional modules for enhanced member communication, and improve the overall functionality of the website. The upgrade will incorporate improvements to the licensing and news modules, which will streamline Administrative Centre staff work processes.

The estimated cost of the website upgrade will be no more than \$30,000. Having recently upgraded the BC ELN Drupal website, the Administrative Centre has in-house expertise which will bring down the total costs of the upgrade. Work on the proposed upgrade would begin this summer.

S. Nishimura brought forward the following motion:

To approve an upgrade to the e-HLbc Drupal Content Management system and website, to be completed no later than May 2018.

Moved by D. Schachter.

Seconded by M.A. Guenther.

The motion was carried.

## **7. Expenditure Plan 2017/2018**

A. Cocchia presented the Expenditure Summary 2016/17 and the Expenditure Plan for 2017/18: [http://ehlbc.ca/sites/default/files/eHLbcStratPlan\\_DRAFT\\_0.pdf](http://ehlbc.ca/sites/default/files/eHLbcStratPlan_DRAFT_0.pdf)

### *Operations: Revenue*

A significant portion of the carryforward is made up of prepayments from members. Since the prepayments include membership fees, the full member fees revenue was decreased.

The affiliate member fees have increased as a result of having two new affiliate members join the consortium.

The miscellaneous revenue includes revenue received from BC ELN, non-e-HLbc partner libraries to license PsycARTICLES, an e-HLbc subscription.

#### *Operations: Expenditures*

As SFU employees, BC ELN staff benefit from an increase in salary following the negotiation of a new collective agreement. Service support fees, which covers staff salaries, have increased. Some increase to membership fees will be necessary at the next Membership Pledge renewal. There has been no increase to member fees in six years.

The plan includes a \$30,000 expenditure for the website migration; the actual cost may be lowered by leveraging in-house expertise.

#### *Licensing Initiatives*

The core suite and boutique resource payments to vendors are cost recovery. The affiliate member core cost contributions are used as targeted funding to offset the cost of the core suite license fees. e-HLbc is in the last year of using the core suite subsidy set aside for the 2015-2018 license term. The current carryforward includes three years of subsidies for 2018-2021.

### **8. Administrative Centre Update**

J. Bancroft provided an overview of the Administrative Centre's activities since the October 26, 2016 meeting. The Progress Report is available at:

[http://ehlbc.ca/sites/default/files/eHLbc\\_AdminCentre\\_ProgressReport\\_Dec2016-May2017\\_DRAFT\\_1.pdf](http://ehlbc.ca/sites/default/files/eHLbc_AdminCentre_ProgressReport_Dec2016-May2017_DRAFT_1.pdf)

#### *Licensing*

The Administrative Centre is preparing the Core Suite renewal for 2018 to 2021. The current number of student FTEs and health professional headcounts are being updated. An investigation of potential new affiliate members is also underway.

e-HLbc's Electronic Suggestions Box (e-Box) was open for the past month and received 17 health product nominations from members. The Administrative Centre will circulate the Ranking Survey in June.

#### *New Members*

e-HLbc is pleased to welcome two new affiliate members to the consortium this year: The College of Registered Nurses of BC (joined in March) and Alexander College (joined in June). With the latest new join, e-HLbc now comprises 50 members.

### *Year in Review 2016*

The Administrative Centre is hard at work finishing up the draft Year in Review for 2016 – e-HLbc’s annual report. A draft copy will soon be available for the Management Committee to review.

### *Invoicing*

Last year, e-HLbc launched a new invoicing system and started allowing members to pay their invoices through direct deposit. There are now 11 members paying through direct deposit. Further improvements to the invoicing process are planned for the near future.

## **9. New Business**

There was no new business.

## **10. Next Meeting**

The next Management Committee meeting will take place virtually on June 15<sup>th</sup>, following the Steering Committee teleconference meeting.