

e-HLbc Steering Committee Meeting

Date: June 7, 2016 (10:00 – 11:30 am)

Location: Teleconference

Participants:

Jean Blackburn (VIU)
Dawne Bohme (BINM)
Fiona Chiu (PABC)
Heather Compeau (UFV)
Cliff Cornish (IHA)
Julie Creaser (NHA)
Megan Crouch (SFU)
Gregg Currie (SC)
Trina Fyfe (UNBC)
Ted Goshulak (TWU)
Aleteia Greenwood (UBC)
Mary Anne Guenther (NIC)
April Haddad (JIBC)
Antje Helmuth (MCFD/MoH)
Emma Lawson (LC) – Alternate
Shirley Lew (VCC)
Shannon Long (VCHA)
Tim MacDonald (NWCC) – Alternate
Karen MacDonell (CPSBC) – Chair
Todd Mundle (KPU) – Vice-Chair
Kathy Plett (CNC)
Cathy Rayment (PHSA)
Ruth Rochlin (IHA)
Debbie Schachter (DC)
Patricia Scott (CC)
Sarah Slocombe (CAOT-BC)
Cass Strong (FNHA)
Dawna Turcotte (NLC)
Ross Tyner (OC)
George Villavicencio (CapU)
Venessa Wallsten (QUC)

e-HLbc Administrative Centre:

Jennifer Bancroft (Recorder)
Anita Cocchia
Leigh Anne Palmer

Regrets:

Ken Cooley (UVic)
Rosie Croft (RRU)
Linda Epps (NVIT)
Ana Maria Ferrinho (BCIT)
Susan Firbank (HEABC)
Marci Gibson (WorkSafe)
Aline Goncalves (YC)
Brenda Mathenia (TRU)
Holly McCluskey (BCAK)
Eileen Melnychuk (YHSS)
Kristina Oldenburg (RMTBC)
Michelle Purdon (FHA)
Shahida Rashid (COTR)

Minutes:

1. Welcome and Adoption of Agenda (Karen MacDonell)

K. MacDonell welcomed participants and reminded them that the Fall Steering Committee meeting minutes were approved via email and have been posted to the e-HLbc website: <http://ehlbc.ca/about-us/governance/steering-committee-documents#minutes>.

The agenda was adopted as tabled.

2. Governance Update (Karen MacDonell)

2.1 New Chair and Vice-Chair

K. MacDonell summarized upcoming changes to Management Committee membership.

- K. MacDonell will step down from the position of Chair but will remain on the Committee as past Chair.
- T. Mundle will assume the position of Chair.
- A. Helmuth will be the new Vice-Chair.
- D. Schachter will continue for a second term on the Committee.
- A. Haddad will leave the Management Committee

A. Haddad was thanked for her hard work and long commitment to e-HLbc.

2.2 Post-Secondary Management Committee Election Reminder

The Steering Committee was reminded that e-HLbc is in the process of holding a Management Committee election for one Post-Secondary representative. The election is being held via electronic ballot and closes on June 10, 2016. All Steering Committee Post-Secondary representatives were encouraged to cast their vote.

3. Expenditure Plan for 2016/17 (Anita Cocchia)

A. Cocchia presented the 2015/16 Expenditure Summary and 2016/17 Expenditure Plan.

Operations

The Full Member Fees are set for the next two years in the Membership Pledge (http://ehlbc.ca/sites/default/files/eHLbcMembershipPledge2015-18_0.pdf). There will be a slight increase in revenue from Affiliate Member Fees with the membership of the Michael Smith Foundation for Health Research (MSFHR) and a second potential new affiliate member.

e-HLbc's Miscellaneous Revenue was primarily generated by non-e-HLbc BC ELN members subscribing to PsycARTICLES. Before e-HLbc existed, BC ELN had a license for APA products. When the APA license was transferred to e-HLbc, an agreement was made that non-e-HLbc BC ELN members could continue to license the products. Revenue from these subscriptions are directed to e-HLbc and reflected in Miscellaneous Revenue.

Under Expenditures, Service Support costs were slightly less in 2015/16 due to L. Palmer's maternity leave. A new expenditure for 2016/17 is the strategic planning and anniversary event. Fees for the invoicing system upgrade are shared with BC ELN.

There is an anticipated carryforward of approximately \$33,933.20. Tentative plans for use of this operational carryforward include a website refresh in 2017/18 (to be discussed at a future Management Committee meeting).

Licensing Initiatives

In the Expenditures section, the payments to vendors are anticipated to increase by approximately 6% due to modest annual increases and the licensing of Elsevier's *Clinical Skills* for the health sector.

As it has in the past, e-HLbc continues to accumulate a carryforward generated from Affiliate Member licensing revenue. As agreed in the past, this carryforward will be used to subsidize full member Core Suite licensing fees from 2018 to 2021.

The Expenditure Summary and Plan are available at:

http://ehlbc.ca/sites/default/files/ehlbc%20Exp_Plan_16_17%20DRAFT%200502%20Plan%20%2B%20Summary%20Plan%2BSummary.pdf

4. Strategic Planning Update (Leigh Anne Palmer)

L. Palmer spoke about the upcoming strategic planning process and 10th anniversary celebration.

e-HLbc has reached the end of its current five-year strategic plan. The two main goals for the upcoming strategic planning process are to confirm e-HLbc's mission, vision, and values as well as to identify broad strategic directions for the consortium.

At its last meeting, the Management Committee agreed to a draft action plan that will include a facilitated meeting of the Steering Committee in December (during which e-HLbc's 10th anniversary will be celebrated). The aim is to finalize and endorse the strategic plan at the Fall 2017 Steering Committee meeting.

The total strategic planning process is anticipated to cost approximately \$15,000. More details are available at:

http://ehlbc.ca/sites/default/files/eHLbcStratPlan_2016_ActionPlan.pdf

5. Progress Report – Nov 2015 to Apr 2016 (Jennifer Bancroft)

J. Bancroft provided an overview of the Administrative Centre's activities since the November 2015 Steering Committee meeting. The full Progress Report is available at:

http://ehlbc.ca/sites/default/files/eHLbc_AdminCentre_ProgressReport_Nov2015-Apr2016_0.pdf

Michael Smith Foundation for Health Research (MSFHR)

MSFHR, an agency that coordinates grant funding and initiatives in BC in order to support health research, has applied to join e-HLbc as an affiliate member.

After confirming that MSFHR meets the requirements of e-HLbc affiliate membership (available at: <http://ehlbc.ca/membership/how-become-member#requirements>), the Management Committee accepted their application. The Administrative Centre is working with the vendor to provide MSFHR with access to resources.

Full Text Finder

Full Text Finder (formerly A-to-Z) is an EBSCO holdings management tool and link resolver. Last fall, EBSCO decided to discontinue A-to-Z and migrate customers to the new Full Text Finder. As was reported at the last Steering Committee meeting, several e-HLbc members were dissatisfied with the migration and the loss of functionality in Full Text Finder.

The Administrative Centre sent EBSCO a letter outlining members' frustration with the migration to Full Text Finder; as a goodwill gesture, EBSCO did not increase the annual price increase of the EBSCO Discovery Service for health sector subscribers who were primarily affected.

Letter to Vendors

At its last meeting, the Management Committee discussed the financial burden of the US-Canadian exchange rate and the high cost of the US dollar. It was decided that e-HLbc would send a letter to all partner vendors to notify them that e-HLbc will not accept more than a 3% annual increase for its boutique resources. Since then, all boutique resources have renewed with an increase of 3% or less.

Clinical Skills

The Administrative Centre coordinated trials of Elsevier's *Clinical Skills* for post-secondary librarians and nursing faculty in order to assess its value. Feedback from those sessions indicated that *Clinical Skills* is expensive and not a high priority in the present fiscal climate. The Administrative Centre will survey post-secondary members at a later date to assess whether interest in *Clinical Skills* has changed.

Year in Review

The Administrative Centre is preparing the 2015 Year in Review, e-HLbc's annual report. The Management Committee will review a draft copy before the report is released to the Steering Committee and other stakeholders this summer.

Staffing Update

J. Bancroft will take a four-month leave from the Administrative Centre, starting in August. It's anticipated that she will return in January. As her leave is taking place largely over the summer and winter breaks, the Administrative Centre will not hire a replacement. Instead, her responsibilities will be divided among existing BC ELN staff.

6. Next Meeting (Karen MacDonell)

Draft meeting minutes will be sent to the Steering Committee for approval via email. The next Steering Committee meeting will be scheduled for Fall 2016 to coincide with the strategic planning session and tenth anniversary celebration.

ACTION: The Administrative Centre will identify an optimal date and location for a Spring 2015 Steering Committee meeting.