e-HL*bc* Steering Committee Meeting
Monday 29 October 2007
Held at the BCAHC offices meeting convened at 2pm

Present: Virginia Adams, Anita Cocchia, Megan Crouch, George Eisler, Bob Foley, Donna Friedlander BJ Gdansky Nancy Levesque, Jo Anne Newyear-Ramirez, Cathy Rayment, Greg Rowell, Lea Starr, Carrie Spencer

Teleconference Attendees: Richard Baer, Cliff Cornish,Ted Goshulak, Antje Helmuth, Kim Isaac, Barbara Janzen, Colleen Kennedy, Karen MacDonnell, Kathy Plett, Rebecca Raworth

Welcome and Introductions
Nancy Levesque, Co-Chair, welcomed members present and those who were participating via phone.

Adoption of Agenda
The agenda was approved as circulated.

Approval of Minutes from April 16, 2007 meeting
Minutes from April 16, 2007 meeting approved as circulated.
(http://ehlbc.ca/uploads/minutesApril162007.doc)

Management Committee Report (Greg Rowell)
- New membership recruitment is underway, Physiotherapy Association of BC, Massage Therapy Association of BC
- Conference presentations about e-HL*bc* Spring and Summer 2007 - Greg and Nancy (BCLA) Greg and Cathy (CHLA in Ottawa)
- Health employer award honorable mention
- Sustainability strategy- members to advocate merits/value of e-HL*bc* core suite of products back to institutions
- Send needs to Subcommittees, these groups will try to get you the tools you need to demonstrate value of e-HL*bc* resources
- Greg expressed on behalf of the Steering Committee their sincere thanks to Sherry Lipp for all her wonderful work, passion and dedication to e-HL*bc*, She will be missed
- Greg introduced BJ Gdansky BCAHC's new Business Manager
- Greg will open up his co-chair position in March 2008. Colleen Kennedy will be stepping down off the Management Committee.
- Full Report - http://ehlbc.ca/uploads/ManagementCommittee ReportOct29.doc

Actions:
1. There will be a call for nominations for health authority co-chair and a new health authority Management Committee member. May send nominations by

December 1st to Nancy Levesque. If there are multiple nominations a vote will be held by the Steering Committee.

5. Sub-Committee Reports

a) Marketing and Communications (Cathy Rayment)

- Cathy provided the highlights of some of the marketing ideas from a meeting that took place at the CHLA meeting in Ottawa last Spring of the Marketing/Communication Subcommittee.
- There will be Communication Strategy meeting later in the month involving the Management committee and BCAHC marketing and communication staff.
- A new brochure has been developed with the assistance of the BCAHC staff.
- Full Report - http://ehlbc.ca/uploads/MarketingSubcommitteeReportOct29.doc

Actions:

1. Brochure will be re-edited to allow member libraries to add their own branding.
2. Request that members send in success stories to be highlighted in general e-HL*bc* marketing strategies and documents. e-HL*bc* Admin Centre will investigate ways to collect stories on e-HL*bc* web site.
3. Request to investigate the feasibility of creating a member's only blog

b) Training (Colleen Kennedy)

- Colleen will be stepping down as chair of the training sub-committee. She has accepted another position that will make it impossible for her to continue in this role.
- Training Needs Assessment survey is ready to be sent out to all members as soon as possible. Steering Committee gave approval to proceed. Need to distribute announcement to as many people as possible to get good participation.
- Ovid Training for new platform will be at UBC and SFU Dec 3 & 4th.
- Full Report - http://ehlbc.ca/uploads/TrainingSubcommitteeProgressReportOct29.doc.doc

Actions:

1. e-HL*bc* Admin Centre will launch the Training Needs Assessment survey in the next couple weeks.
2. e-HLbc Admin Centre to ask Ovid folks to do more training sessions on the new platform in other areas of the province.

c) Evaluation (Nancy Levesque)

- Nancy presented the logic model that the Evaluation sub-committee

developed, based on what is used for non-profits.
• Each objective is tied to a Ministry of Health or Ministry of Advanced Education goal.
• Steering Committee endorsed evaluation template. (http://ehlbc.ca/uploads/eHLbcEvaluationPlanningTemplate.doc)
• Subcommittee will set up meeting with e-HL*bc* admin centre to discuss details of evaluation project needs.
• Suggestion that there is a need to show how resources have changed patient outcomes. Lea Starr suggested we should find a way to query users at "point of use", whether the resources are being used for patient care, did it make a difference; improve your decision making as health practitioner.
• Discussion about literature and conferences that have demonstrated availability of medical resources/library saves money and makes a difference in patient care. Nancy mentioned an Outsell report that indicated that it takes health care practitioners the longest time to find what they need. Can we demonstrate how e-Hlbc resources save time?
• Full Report - http://ehlbc.ca/uploads/EvaluationCommitteeReportOct29.doc

Actions:
1.e-HL*bc* Admin Centre will meet with subcommittee to discuss evaluation implementation.
2. e-HL*bc* Admin Centre will investigate mechanisms for querying users at point of use.

d) New Members (Lea Starr)
• Physiotherapy Association is off to a great start. The statistics show excellent use.
• Massage Therapists pilot will be underway first part of November.
• These pilots will help demonstrate activity levels, if we are recouping costs, supporting affiliate member needs, impact on the Admin Centre.
• Continue to pursue the association groups on the license authorized user list
• Fulfilling original plan making resources available to all health practitioners
• Discussion about other possible groups to approach next, example dental hygienists.
• Full Report - http://ehlbc.ca/uploads/NewMembersSubcommitteeOct29.doc

Actions:
1. e-HL*bc* Admin Centre will contact Dental Hygienists Association.

Nancy and Greg thanked all the people who have served on the Subcommittees. Brief discussion about additional funding and promotion strategies, suggested a proposal should be submitted to the Ministry of Health and Ministry of Advanced Education, perhaps approach the Michael Smith Foundation.

6. e-HL*bc* Administrative Centre Report
- Jo Anne briefly discussed her background prior to being offered the coordinator position.
- Developing e-HL*bc* website, more complete contact information, development of member support pages. Now indexed in Google and RSS feed enabled.
- Briefly described the affiliate member access set-up and the admin support role
- Mention of upcoming BCLA conference, there will be a panel session presented focusing on e-HL*bc*, e-HL*bc* will sponsor a reception and is investigating other ideas to take advantage of this opportunity for promotion.
- Developing a standardized approach to collecting statistics, biannually. Report is available on member side. Use has increased since project inception, use per month as increased 138%.
- Full Report - **(**http://ehlbc.ca/uploads/adminreportmay07sept07.doc)

7. Draft Process Proposal for New Product Selection
Reviewed proposal, basically infrastructure includes an electronic suggestion box, discussion forum and ranking of resources in priority order. Ideally want product suggestions from all librarians representing the membership. A Negotiation/Advisory team will be appointed to review ranking results as well as overall health content needs on a provincial level. Steering Committee will be kept informed as process evolves.

Suggested that the Negotiation/Advisory team membership include librarians from member institutions who have extensive collection development and licensing experience.

Discussion that any new resources should be an opt in/opt out model since some institutions may not have available funding or needs for resource(s) selected. Some members suggested that they are concerned about securing funding for the core resources and worry new products will cloud funding discussions. There was a request for pre-payment options before March 2009.

Members indicated there is an appetite for new products, Nursing Consult was suggested.

Requested that the e-HL*bc* Admin Centre develop a timeline that includes critical dates for action. Suggested items include, renewal timelines for core funding,

time frames for gathering new FTE/head counts, addition of new groups, appointment of necessary committees such as Negotiation/Advisory team.

Actions:
1. Management Committee needs to seek nominations for Negotiation/Advisory team
2. e-HL*bc* admin centre to develop e-HL*bc* project timeline.
3. Management Committee and e-HL*bc* admin centre pursue new product selection process

8. Financial Report
All the vendors have been paid and everything is currently up to date.

9. Date of Next Meeting
To be determined suggested for late April.