

eHLbc Management Committee Meeting Minutes

Date: Monday, July 6, 2020 (9:30am-2:00pm)

Location: Virtual meeting via Zoom

In Attendance:

Brooke Ballantyne Scott (FHA)
Julie Creaser (NHA, Chair)
April Haddad (JIBC)
Carol MacFarlane (BCCNP)
Kenneth McFarlan (IHA)
Trish Rosseel (DC, Vice-Chair)
Debbie Schachter (CapU)

eHLbc Administrative Centre:

Jennifer Bancroft (recorder)
Anita Cocchia
Leah Hopton
Cristen Polley (Zoom moderator)

Agenda Items:

1. Welcome and Adoption of the Agenda

J. Creaser acknowledged that participants are joining the meeting from the traditional territories of First Nations throughout British Columbia and welcomed D. Schachter to the committee.

The agenda was adopted as tabled.

2. eHLbc COVID-19 Update

L. Hopton provided a summary of eHLbc's COVID-19 response:

Staffing Update:

- Sunni Nishimura, eHLbc Manager, went on study leave in February.
- The Administrative Centre moved its employees to working remotely in mid-March.
- C. Polley and L. Hopton are providing eHLbc with membership and communications support, in addition to their other responsibilities.
- Reba Ouimet, a new licensing coordinator, was hired and onboarded; she will be providing eHLbc with licensing support, in addition to the work of J. Bancroft, A. Cocchia, and Vaughn Postgate.

Licensing Update:

- Renewals have carried on as scheduled.
- Some publishers temporarily opened access to their content during COVID-19 and where appropriate, eHLbc facilitated upgrades for member institutions.

- A. Cocchia, who sits on the International Coalition of Library Consortia (ICOLC) Coordinating Committee, participated in drafting ICOLC's [Statement on the Global COVID-19 Pandemic and Its Impact on Library Services and Resources](#). eHLbc and BC ELN are both signatories on the statement.

EFT Transition Update:

- The Administrative Centre continues to encourage members to adopt electronic funds transfer (EFT) to reduce the amount of time staff handle cheques and make deposits in person.

3. Expenditure Plan 2020/21

A. Cocchia presented the 2020/21 Expenditure Plan for eHLbc Operations and Licensing Programme. She highlighted the following:

eHLbc Operations

- Started the year with a carryforward of approximately \$18,000.
- Revenue from Full Member Fees is expected to be approximately \$122,000.
- Affiliate Member Fees are estimated to remain the same as in 2019/20.
- The Miscellaneous Revenue consists of revenue eHLbc receives for PsycARTICLES from BC ELN, non-eHLbc members.
- \$3,000 was set aside for a possible in-person Management Committee meeting and \$5,000 for Knowledge Exchange Programming, which could include an in-person event. If these funds do not get used, they will become carryforward for next year.
- \$5,000 was set aside for technical infrastructure (hosting, computing logins, accounting software, phone charges).

eHLbc Licensing Programme

- The carryforward in 2019/20 was approximately \$188,800. The carryforward included collected subsidies from Affiliate Member Contributions and member prepayments of approximately \$79,000.
- The 2020/21 estimated carryforward is approximately \$117,000, consisting of three years of collected subsidies.

In response to questions, A. Cocchia clarified that the carryforward in the Licensing Programme is intentional, as it includes Affiliate Member Core Cost Contributions used to subsidize full member licensing costs as well as member prepayments.

MOTION: To approve the 2020/21 Expenditure Plan as presented.

Moved: T. Rosseel

Seconded: D. Schachter

Motion carried unanimously.

4. Governance and Terms of Reference Discussion

L. Hopton led a facilitated session. The committee members discussed unresolved questions raised at the November 15, 2019 All Member Group Meeting concerning four aspects of the Management Committee:

1. The role of Affiliate Members
2. Decision-making and voting
3. Committee size and structure
4. Formalization of an Executive Committee

The Role of Affiliate Members and Decision-Making

Committee members engaged in a thorough examination of the role of Affiliate Members on the Management Committee. Currently the Affiliate Member representative is non-voting and cannot hold the Vice-Chair or Chair positions on the committee.

In their analysis, the members discussed the Management Committee's and All Member Group's decision-making processes, the types of decisions made, the significance of voting members in consensus discussions, the differences between Full and Affiliate members, and the impacts of changing or not changing the role of Affiliate Members.

After careful deliberation, the Management Committee chose not to change the role of Affiliate Members on the committee. Rationale included: Affiliate Members did not themselves request a change to the current Terms of Reference, do not share the same level of financial responsibilities as Full Members, and have very different staffing levels, which may impact their ability to take on additional commitments. As Terms of Reference are reviewed periodically, this decision can be revisited in the future.

Executive Committee and Management Committee Structure

The Administrative Centre proposed draft language formalizing the role of an Executive Committee to add to the Management Committee Terms of Reference.

The committee agreed to formalize an Executive Committee in the Terms of Reference, but suggested changes to the draft language. A revised proposal will be brought forward to the committee for review.

The committee did not feel it necessary to make any changes to the size or structure of the Management Committee.

5. eHLbc Management Committee Turnover Extension

J. Creaser proposed that the membership turnover date move from April 1 to October 1. The benefits of this change are that committee members would be back at work from summer holidays and efficiencies would be gained with eHLbc aligning with the BC ELN practice of an October 1 turnover date for its committees. All members agreed to the October 1 turnover date.

6. All Member Group Meetings

L. Hopton led committee members in a facilitated discussion to develop a general-purpose statement to help guide future All Member Group meetings. The benefits of the All Member Group meetings identified included networking, discussing topics of common interest, and developing understanding and cohesion across sectors. The committee composed a draft purpose statement.

The Administrative Centre will revise the draft purpose statement and bring it to the Management Committee for final review.

7. New Business

There was no new business.

8. Wrap Up

A redline Terms of Reference document, along with a summary explanation, will be provided to the All Member Group for input. At the next Management Committee meeting, the redline, along with any changes suggested by the All Member Group, will be brought forward for endorsement.

The next meeting will be held in the Fall of 2020. A Doodle poll will be used to determine the best date.