

# eHLbc Management Committee Meeting Minutes

**Date:** June 18, 2021 (10:30 AM – 12:00pm PST)

**Location:** Virtual meeting via Zoom

## **In Attendance:**

Julie Creaser (NHA, Health)

April Haddad (JIBC, Post-secondary)

Carol MacFarlane (BCCNM, Affiliate)

Kenneth McFarlan (VIHA, Health, Vice-Chair)

Trish Rosseel (DC, Post-Secondary, Chair)

Debbie Schachter (CapU, Post-Secondary)

Brooke Scott (FHA, Health)

## **eHLbc Administrative Centre:**

Anita Cocchia

Leah Hopton (moderator)

Sunni Nishimura

Reba Ouimet (recorder)

## **Agenda Items:**

### **1. Welcome and Adoption of Agenda**

T. Rosseel acknowledged that participants are joining the meeting from the traditional territories of First Nations throughout BC, and welcomed Reba Ouimet to her first Management Committee meeting as eHLbc's new licensing coordinator.

Agenda adopted without change.

### **2. Expenditure Plan 2021-2022**

A. Cocchia presented the eHLbc Expenditure Plan for 2021/22 and highlighted the following:

#### *eHLbc Operations*

- Started the year with a carry forward of \$26,382
- Revenue from Full Member Fees is expected to be \$124,592
- Affiliate Member Fees are estimated to remain the same as in 2020/21
- eHLbc has set aside \$5,000 dollars for Learning Opportunities
  - These monies would be used for hiring a speaker or some other professional development activity
  - If the funds are not used, the monies roll into carry forward for next year.

- The operational costs for governance and administration are set low with the expectation of further virtual meetings throughout 2021

#### *eHLbc Licensing Programme*

- The 2020/21 carry forward was approximately \$212,900 and included:
  - 3 years of Affiliate Member Core Cost Contributions (2018/19, 2019/20, 2020/21)
  - Subsidy payment for 2021/22
  - Prepayments and credits of ~\$94K.
- The 2021/22 estimated carry forward is targeted funding of \$127,386 and includes Affiliate Member Core Cost Contributions from 2018/19 to 21/22. The targeted funding is to be used for future Core Suite Subsidies.

**MOTION:** To approve the 2021/2022 Expenditure Plan as presented.

Moved: D. Schachter

Seconded: K. McFarlan

Motion Carried unanimously.

### **3. Core Suite Renewal and Membership Pledge – Action Plan**

T. Rosseel outlined the plan for the renewal of eHLbc's Core Suite and Membership Pledge for the period beginning April 1, 2022 and provided an overview of the timeline.

#### *Phase 1 (June to August 2021)*

The first phase involves information gathering by the Administrative Centre, including a survey issued to member organizations. The Administrative Centre will gather data from members on FTEs/headcounts, communicate with vendors to request pricing proposals, and collect and share information requested by members on the Core Suite Web.

The Core Suite Web is a new tool that will centralize all information about the Core Suite in a series of webpages (password-protected as needed).

Feedback from the group noted that there were many opportunities for members to contribute and that the plan was well mapped out.

#### *Phase Two (Fall/Winter 2021)*

The second phase will involve negotiating with vendors, consulting with members on pricing proposals, and holding optional Q&A sessions for members

The Management Committee will also receive and discuss a proposal from BC ELN, who acts as the Administrative Centre, on the cost of that service. After review and discussion, the Management Committee will decide whether to approve the proposed fees.

### *Phase Three (January – March 2022)*

In the final phase, the finalized proposal and all the gathered information will be shared with members through the Core Suite Web. If deemed necessary by survey feedback, a 'Case for Renewal' document may also be developed to share. The agreed-upon membership fees will also be presented to the All-Member Group. The process for doing so will be decided at the next Management Committee meeting.

A. Cocchia clarified that the Case for Renewal would still be developed if members deemed it important going forward, but that eHLbc would be providing all necessary information via the Core Suite Web.

### *eHLbc Survey*

The eHLbc Administrative Centre is conducting a survey of members to gather input on current Core Suite resources, information needs, and preferred communication tools. L. Hopton provided the Steering Committee with a brief overview of early responses (Response rate was of 35% at the time of the meeting).

L. Hopton noted that the Admin Centre will be following up on outstanding responses, and will share a findings report after the survey closes on June 23<sup>rd</sup>.

## **4. Staffing Update**

S. Nishimura has returned from a year-long study leave in April, in which she explored missing support for small GLAM organizations at the early stages of digitization planning. Projects stemming from this work will be reported on in the future.

BC ELN and eHLbc have had several temporary student workers over the past year to provide opportunities for students to engage in consortium work.

- This included two professional experience iSchool students and a practicum student from Langara College Library Tech program, as well as Jane Jun who joined the licensing team as a Co-op student in May. We anticipate having another Co-op student in the Fall.
- Leah Hopton joined the Consortial Awareness Working Group (through ICOLC) which is currently exploring ways to increase awareness of consortial activities among library school students.

## **5. Update on eHLbc Activities**

In addition to work on the Core Suite renewal process, the Admin Centre is actively working on a number of projects and initiatives:

### *Licensing*

- Identifying potential new boutique products via the eBox and Ranking Survey
  - Launched new product selection process in March (led by Reba Ouimet)
  - 14 products meeting nomination guidelines were included in the Ranking Survey for member voting

- In total, 31 members (61% response rate) voted in the survey, representing a good cross-section of members
- Outcomes of the process will be published later in the summer, following results analysis
- Boucher Institute of Naturopathic Medicine / Canadian College of Naturopathic Medicine
  - As was announced in May 2021, these organizations merged, and with the change in name and in FTE count there were some complexities to overcome with the Core Suite license which are now resolved.
- JBI Database, Journal, and Tools Package (OVID)
  - The Joanna Briggs Institute (JBI) resource package is a multi-year deal done in partnership with Consortia Canada.
  - In 2021, eHLbc took on the lead negotiator role for a new national license that will be available by the end of the year.

### *Learning Opportunities*

- A survey of members was conducted in March/April determining Learning Opportunities of interest:
  - Strong interest in professional development sessions and in training sessions on use of eHLbc resources
  - Preference for live online sessions, about 45 minutes, every few months
  - Admin Centre to start with a session on Primal Pictures Premier Human Anatomy Package PALMS (Perceptual Adaptive Learning Modules)

S. Nishimura responded to a question about inviting faculty members to the PALMS training sessions and noted that while members should have first priority for this session, the idea would be explored with the vendor for later sessions.

### *Year in Review*

- L. Hopton published the annual Year in Review report this Spring, which covered how eHLbc supported members coping with the challenges of COVID-19 and included a spotlight on Primal Pictures.

Discussion about the Year in Review report ensued, with the majority of the committee sharing positive responses and noting that they passed the information onto relevant stakeholders. There was also some discussion of innovative communication tools for further investigation.

### *Future Tasks*

- Project to sweep through the licensing and other pages on the website to improve coherence
- Refreshing information about Affiliate Membership on the website
- Continue setting up Learning Opportunities
- Large focus of our energy on the Core Suite renewal process; team includes Anita, Leah, Brandon, and Sunni

## **6. New Business**

No new business.

## **7. Next Meeting**

The next Management Committee meeting will take place in the Fall of 2021.