

eHLbc Management Committee Meeting Minutes

Date: Friday, November 3, 2023 (1:00 PM – 2:30 PM PDT)

Location: Virtual Meeting via Zoom

In Attendance:

Connie Bolding (IHA, Health)
Rachael Bradshaw (PABC, Affiliate)
Megan Crouch (SFU, Post-Secondary)
Chantalle Jack (PHSA, Health, Chair)
Todd Mundle (KPU, Post-Secondary)

eHLbc Office:

Leah Hopton
Laura Moberg (Recorder)
Sunni Nishimura

Regrets:

Debbie Schachter (LC, Post-Secondary, Past Chair)
Brooke Scott (FHA, Health)

Agenda Items:

1. Welcome & Adoption of Agenda

C. Jack provided welcoming remarks including territorial acknowledgements. She welcomed C. Bolding as the new Health Sector Representative and R. Bradshaw as the new Affiliate Representative.

The agenda was adopted as distributed.

2. Vice-Chair Selection

C. Jack reminded the Committee of the Vice-Chair selection protocols as per the Management Committee Terms of Reference:

- Chair and Vice-Chair must hail from different sectors and alternate annually.
- Current Chair, C. Jack, is from the Health sector; the Vice-Chair will come from the Post-Secondary sector
- A Vice-Chair is selected by consensus from among the Committee representatives

T. Mundle was elected by acclamation to the Vice-Chair role.

3. Strategic Framework Workplan

L. Hopton presented and gathered feedback on a draft version of the Strategic Framework Work Plan which supports the 2 to 3-year goals outlined in the eHLbc Strategic Framework 2024-2028.

L. Hopton reviewed the strategic planning process from which the Work Plan emerged. Highlights include the June 9th Strategic Framework event where input was gathered from the All Member Group, and the June 26th Management Committee meeting at which priorities were refined and developed into 2 to 3-year goals. The finalized eHLbc Strategic Framework 2024-2028 was approved by the Management Committee at the September 25th meeting. The Strategic Framework has been shared with the eHLbc community via email and is now available on the website.

The Strategic Framework Work Plan outlines key tasks, timelines, and responsibilities that support accomplishing goals. The Work Plan is a living document which is intended to be reviewed and updated in collaboration with the Management Committee as needs and situations change. The eHLbc community will receive progress updates through a new dashboard reporting tool.

Committee members expressed approval of the draft Work Plan. Appreciation was shared for the manageable tasks and built-in flexibility. The task of developing online, asynchronous orientation modules was highlighted as an important and useful initiative, especially for Affiliate members. In response to a question about areas of responsibility for eHLbc member staff and/or the Management Committee, L. Hopton explained that there are additional layers to the strategic goals and that more granular tasks will be distributed once projects are further flushed out. The Management Committee will be consulted as projects continue to develop.

Next steps:

- Share finalized Work Plan with eHLbc community.
- Develop dashboard reporting model to communicate progress on the Work Plan and Strategic Framework.

4. Updates

Licensing

S. Nishimura provided updates on eHLbc licensing on behalf of R. Ouimet, Licensing Coordinator.

ConsortiaManager

ConsortiaManager has successfully been in use for eHLbc staff and members since summer 2022, when the consortium transitioned to the new licensing and billing tool. Over the past year, eHLbc has continued to work with ConsortiaManager to streamline

processes and encourage development that will have a positive impact on eHLbc members. R. Ouimet is co-chairing the International Coalition of Library Consortia (ICOLC) ConsortiaManager Working Group. She is also taking a leadership role in Canada around conversations about ConsortiaManager with Consortia Canada (ConCan) and with the vendor through ConsortiaManager User Group meetings.

Licensing Terms & Conditions Project

The licensing terms and conditions project was launched at the end of 2022 and began in earnest in spring 2023. The project aims to revamp the eHLbc Model License and work with all vendors to adopt the new Model License for existing agreements. The Model License is a template license agreement which the consortium uses in negotiations to ensure optimal usage rights.

The new Model License is now complete and will soon be shared with members to utilize for their own licensing needs. eHLbc is currently in the process of working with vendors to adopt or adapt the Model License for existing eHLbc agreements.

In response to a question about how often the eHLbc Model License will be reviewed going forward, S. Nishimura confirmed this is something for the Management Committee to decide but recommended a minimum of every five years. She noted that this is a labour-intensive process and depends on eHLbc Admin Centre staff capacity.

New Product Selection Process

In the new year, eHLbc will carry out a review and analysis of the existing new product selection process to determine its suitability going forward. The consortium currently uses an Electronic Suggestion Box (eBox) and Ranking Survey every two or three years which allows members to nominate and rank their desired products. Members have expressed that they would prefer a more frequent, agile approach.

Member library staff involved in licensing will be consulted to ensure that any changes to the process are a direct response to member needs and serve to streamline the process. The intended outcome of this project is an updated, responsive new product selection process that captures eHLbc members' priority resources while balancing Admin Centre staff capacity to investigate new consortial deals.

Admin Centre Staffing

Staffing Updates

S. Nishimura has been hired as the Executive Director of BC ELN, replacing A. Cocchia, who retired in August. As a reminder, the eHLbc consortium contracts BC ELN to serve as the Administrative Centre, which is staffed at ~1.5 FTE.

S. Nishimura's former position at BC ELN, which included eHLbc operations, is vacant. A search process will begin in the new year once the specifics of the role have been

reviewed and clarified to best meet the needs of BC ELN and eHLbc. In the interim, Administrative Centre work will be reprioritised and shared among members of the eHLbc team, which includes L. Hopton, R. Ouimet, V. Postgate, K. Hamakawa-Woo, and L. Moberg.

Job Action at SFU

The SFU Teaching Support Staff Union (TSSU) recently engaged in job action, placing SFU Burnaby behind picket lines for three weeks. As the eHLbc Admin Centre is hosted by SFU, there was a significant impact on staffing. Impacts were kept to a minimum for the consortium as there were no governance meetings, licensing deadlines were well-managed, and robust documentation was available for essential work. A tentative agreement between SFU and the TSSU has been reached but not yet ratified. S. Nishimura clarified that in the event of greater impacts from labour action, the Executive Director works with the Management Committee Chairs to mitigate impact on eHLbc.

Admin Centre Activities

Learning Opportunities

L. Moberg provided an update on eHLbc Learning Opportunities, including the recent session on JBI Evidence-Based Practice resources, held virtually on October 24. This session was open to health library workers across Canada as the invitation was shared through ConCan in conjunction with the upcoming JBI license renewal led by eHLbc.

Committee members shared thoughts and ideas for the direction of future eHLbc Learning Opportunities. Peer-to-peer sharing sessions were highlighted as a desired format for future learning opportunities and a suggestion was made to coordinate with the Health Libraries Association of British Columbia (HLABC).

ICOLC Meeting

S. Nishimura and R. Ouimet attended the ICOLC meeting in Prague from October 25 to 27. This offered a valuable opportunity to learn from and network with other consortia from around the globe.

5. New Business

There was no new business.

6. Next Meeting

The next Management Committee meeting will be held in spring 2024. Committee members discussed whether this should be a virtual or in-person meeting. A decision will be made once all Committee members have been consulted.