

**eHLbc Management Committee Meeting Minutes**

**Friday, November 29, 2024**

1:00 pm to 2:30 pm Pacific  
Virtual Meeting

**In Attendance:**

Connie Bolding, Interior Health Authority, Health  
Gregg Currie, Selkirk College, Post-Secondary (Alternate)  
Daphne Hamilton-Nagorsen, WorkSafeBC, Affiliate  
Chantalle Jack, Provincial Health Services Authority, Health (Past Chair)  
Kenneth McFarlan, Island Health, Health (Alternate)  
Todd Mundle, Kwantlen Polytechnic University, Post-Secondary (Chair)  
Katharine Shipley, Douglas College, Post-Secondary

**eHLbc Admin Centre:**

Leah Hopton  
Laura Moberg (Recorder)  
Sunni Nishimura  
Reba Ouimet

**Regrets:**

Shannon Cheng-Gornall, Provincial Health Services Authority, Health  
Megan Crouch, Simon Fraser University, Post-Secondary

**Agenda Items:**

**1. Welcome & Adoption of Agenda**

T. Mundle provided welcoming remarks including territorial acknowledgements. Committee membership updates included K. Shipley as the new Post-Secondary Sector Representative.

The agenda was adopted as distributed.

**2. Vice-Chair Selection**

T. Mundle 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, T. Mundle, is from the Post-Secondary sector; the Vice-Chair will come from the Health sector
- A Vice-Chair is selected by consensus from among the Committee representatives

C. Bolding was elected by acclamation to the Vice-Chair role.

### **3. 2025/26 Expenditure Plan**

S. Nishimura presented an overview of the eHLbc 2024/25 Expenditure Summary (Projected) and 2025/26 Expenditure Plan included in the agenda package. She noted that the Expenditure Plan is now presented in the fall rather than the spring to better align with institutional budgetary timelines.

The 2024/25 Expenditure Summary (Projected) shows no significant changes from the 2024/25 Expenditure Plan other than a change in timing for the eHLbc website upgrade, which has been moved to 2025/26 following the new timeline for the BC Electronic Library Network (BC ELN) website upgrade.

#### *eHLbc Operations: Highlights*

##### Revenue

- Full Member Fees are set at a 2% annual increase for the full Core Suite period (2022-2026) and reflect a reduction due to the departure of the College of Physicians and Surgeons of BC. The current 2% increase does not sustainably cover current costs but cannot be changed until the next Core Suite period (2026-2030). No changes are anticipated in the number of Affiliate Members.
- Special Projects Monies from the Licensing Programme have been transferred to Revenue to fund the Drupal 9 website upgrade. The \$5,000 transferred is the minimum amount anticipated to complete the website upgrade, but eHLbc will save costs by leveraging the work of the BC ELN website upgrade.

##### Expenditures

- Lower Coordination and Staffing fees have been budgeted for 2025/26, which reflects changes to bring staffing costs more in line with membership fee revenue. This includes the transition of S. Nishimura's role from eHLbc Coordinator to BC ELN Executive Director.
- The Administration/Communication/Governance budget includes funds for an in-person eHLbc All Member Group meeting in 2025, following the All Member Group Terms of Reference which states that in-person meetings should be held every two years.
- Technical Infrastructure costs remain manageable, with eHLbc benefiting from sharing ConsortiaManager costs with BC ELN.

#### *eHLbc Licensing Programme: Highlights*

- This budget includes flow-through finances for licensing activities.
- The Affiliate Member Core Cost Contributions are Core Suite fees collected from Affiliate members which are used to create the Full Member subsidy.
- Expenditures include the Core Suite Gap Coverage amount, which is used to cover the costs of a Full Member departure at the beginning of this Core Suite period (2022-2026). In response to a question, S. Nishimura confirmed that the Gap Coverage costs will cease with the next Core Suite term (2026-2030).

Committee members discussed whether to proceed with an in-person All Member Group meeting for 2025. Attendees noted that in-person meetings offer increased opportunities for discussion and connection, although it was suggested that benefits should be weighed against budgetary constraints. The potential of a hybrid meeting was raised, although several attendees noted challenges with hybrid meetings for larger groups, including difficulties with ensuring equal online participation. In response to a question about planned activities for the All Member Group meeting, S. Nishimura noted that the agenda would be set closer to the date and incorporate Management Committee input, but may include strategic goal setting and interactive networking/discussion sessions. In response to a question about whether eHLbc will cover travel costs for members, S. Nishimura confirmed that many member organizations are willing and able to use institutional funding to support attendance, but that member representatives outside of the Lower Mainland may apply for travel subsidies for transportation costs as needed.

The Committee agreed that member input should inform decision-making around the meeting format. The eHLbc Administrative Centre will survey membership to gauge interest in and ability to attend an in-person All Member Group meeting in summer 2025. In-person meeting costs remain in the 2025/2026 Expenditure Plan with the understanding that the budgeted funds may be carried forward if an alternative option is pursued.

**MOTION: To approve the 2025/2026 Expenditure Plan as presented.**

Moved: K. Shipley

Seconded: G. Currie

**Motion carried.**

#### **4. Draft Plan for 2026-2030 Core Suite Renewal**

S. Nishimura presented and sought input from the Committee on the plan for the 2026-2030 renewal of eHLbc membership and the Core Suite. She reminded the Committee that subscription to the Core Suite is a requirement of eHLbc membership, and that Full Member Core Suite and membership fees cover the core operational and licensing costs for the consortium and are subsidized by Affiliate Member fees.

##### *Core Suite Member Input Survey Results*

As a first step in the Core Suite and membership renewal process, eHLbc membership was surveyed to gather feedback on the current Core Suite resources, information required to support decision-making, and communication preferences. As all members subscribe to the Core Suite, any changes would need to be unanimous across membership.

Responses to the Core Suite Member Input survey were received from 41 organizations (87% response rate), including representation from both Full and Affiliate members. Survey results indicated that the current Core Suite meets the needs of eHLbc members. Suggested changes were primarily requests to add new products to the Core Suite. No product was unanimously requested, and suggested products may be investigated for opt-in licensing. Most respondents prefer a four-year subscription term or do not have a preference. The proposed communication plan meets members' information needs.

##### *Core Suite Renewal and Membership Commitment Plan*

S. Nishimura reviewed the Core Suite Plan document which was included in the agenda package. She noted that while Core Suite pricing for individual members is not traditionally shared with the vendors, the

pricing for three post-secondary members will need to be shared with EBSCO to determine appropriate pricing, as these members are no longer subscribing to a key set of EBSCO resources which inform discounts for the Core Suite. The Committee agreed with the approach and raised no concerns about sharing the pricing for these members with the vendor.

In response to a question about the timing of FTE/headcount collection, S. Nishimura confirmed that these numbers for the 2026-2030 renewal period need to be collected in the 2025/26 year, so it is not possible to expedite the gathering of this information.

#### *Next Steps*

The eHLbc Admin Centre will proceed with the Core Suite renewal as outlined in the draft plan and continue to consult with the Management Committee.

### **5. EBSCO User Interface Migration Discussion**

R. Ouimet outlined developments in the EBSCO user interface (UI) migration, which was previously discussed at the spring 2024 Management Committee meeting. eHLbc and BC ELN continue to gather feedback on member concerns and consult with the vendor on associated progress. Attendees discussed the recent confusion around vendor migration deadlines. R. Ouimet clarified that while EBSCO would like to migrate as many sites as possible to the new interface by January 2025, they will work with individual sites that need to delay their migrations up to summer 2025.

Committee members shared appreciation for the eHLbc Admin Centre's work to compile responses and streamline support. Ongoing concerns were expressed about the EBSCO UI functionality and communication around the migration timelines. R. Ouimet noted that members can continue to include eHLbc in their correspondence with the vendor, and that member feedback has led to progress on enhancement requests.

### **6. Administrative Centre Updates**

L. Hopton presented an overview of the [Strategic Framework Reporting Dashboard](#), which provides progress updates on goals outlined in the eHLbc Strategic Framework 2024-2028. Highlights include:

*Goal 1b) Strengthen orientation materials and processes, including the development of an asynchronous orientation program.*

- Progress has been made ahead of schedule in the creation of orientation materials, including the completion of an asynchronous online orientation course. The course was shared with the eHLbc community through a virtual launch event in October. Positive feedback was gathered about the interactive session, with participants highlighting the value of opportunities to connect with other members and encouraging the eHLbc Admin Centre to provide similar sessions in the future.

*Goal 1c) Identify areas of common interest to members and preferred methods of connection to support communities of practice (COP) + Goal 2a) Facilitate member-to-member learning opportunities, driven by needs assessment.*

- A Community Engagement and Learning Survey was distributed in the spring to gather input on eHLbc member needs around COP and member-to-member learning. The survey saw a low

response rate (17 completed responses), with some respondents indicating interest in participating in COP on an infrequent basis and most respondents indicating interest in attending periodic eHLbc learning opportunities. Recommendations emerging from the survey results are to continue holding regular learning sessions, incorporate member-to-member discussion time into learning sessions, gather more information on digital collaboration tools, and consult with the Health Libraries Association of BC on their community engagement strategies.

## **7. New Business**

There was no new business.

## **8. Next Meeting**

The next Management Committee meeting will be held virtually in spring 2025.