

**Steering Committee Meeting
November 18, 2008**

Telephone: Anne Allgier, Cliff Cornish, Judy Deon, Trina Fyfe, Natalie Glick, Sybil Harrison, Kim Isaac, Joy Kirchner, Heather Anne Laird, Tim MacDonald, Karen MacDonnell, Laura Neame, Rebecca Raworth, Ruth Rochlin, Lea Starr

In person: Anita Cocchia, Carole Compton-Smith, Rosie Croft, Bob Foley, BJ Gdanski, Lila Heilbrunn, Nancy Levesque [co-chair], Shannon Long, Leigh Anne Palmer [recorder], Cathy Rayment, Greg Rowell [co-chair].

1. Welcome and Introductions

Nancy Levesque welcomed members present and those participating via phone.

2. Adoption of Agenda

The agenda was approved as circulated.

3. Approval of April 2008 Meeting Minutes

Minutes from April 21, 2008 meeting approved, contingent on date corrections.

- http://ehlbc.ca/uploads/minutes_sc_20080421_final.pdf

4. Management Committee Report

4.1 Management Committee Semiannual Report (Greg)

The Management Committee has been busy since the April 2008 meeting. For full details, see the Management Committee Report:

<http://ehlbc.ca/uploads/eHLbcManagementCommitteeReportNov18.doc>

Highlights include:

Administration

The Administrative Centre contract was renewed and a coordinator was hired.

Health Sector Cost Sharing

A new model for a cost sharing formula for the Health Authorities was accepted by the BCAHC Operating Committee on Sept 25th. The model mirrors that of a model already accepted by the Health Authorities for another project.

| Health Authority | Cost-Sharing % |
|------------------|----------------|
| FHA | 25% |
| NHA | 22% |
| VIHA | 6% |
| VCH incl. PHC | 15% |
| PHSA | 16% |
| IHA | 16% |

New Product Selection Forum

The e-box and ranking survey were a success.

Negotiation Advisory Team

Members of the Negotiation Advisory Team have been named; Joy Kirchner (UBC Library), Lisa Gysel (Interior Health), Karen MacDonnell (CPSBC), and Heather Compeau (UFV) join the Administrative Centre.

Business Case for Renewal

The Management Committee has reviewed a substantial draft. The final Case for Renewal will be distributed to the Steering Committee in the coming weeks.

Management Committee Nominations

The Management Committee is in the third year of its 3 year term. A call for nominations will be forthcoming.

Membership

Membership eligibility requirements were reviewed.

ACTION: The Administrative Centre will distribute the health sector cost sharing model on the e-HLbc website.

4.2 By-law Change (Bob)

The recommended by-law change was presented to the Steering Committee in October via listserv for review and discussion.

e-HLbc's current bylaws restrict membership to not-for-profit educational institutions that are members of the BC Academic Health Council. In light of increased interest in e-HLbc among private post-secondary institutions, as well as an expressed desire to include institutions that share e-HLbc's vision in the consortium, a change to e-HLbc by-laws was proposed and unanimously accepted. By-law 11, detailed in the e-HLbc Terms of Reference will now read:

“11. Other public health care organizations and educational institutions may access e-HLbc services for a fee providing that they share the Vision and Purpose of e-HLbc and can demonstrate suitable infrastructure to deliver and safeguard licensed resources. Affiliate members will not have representation on the steering committee and may be subject to alternative fee schedules for services.”

ACTION: Bob Foley will amend the by-law to reflect accepted changes.

ACTION: The Membership Committee will follow up with non-BCAHC post-secondary institutions that expressed an interest in joining e-HLbc as affiliate members.

5. Sub-Committee Reports

5.1 Marketing and Communications (Cathy)

The communications arm of the BC Academic Health Council is moving forward and working on e-HLbc promotion, in consultation with the Marketing and Communications Committee. Ongoing marketing and communications channels include

e-Wire Magazine

Three newsletters have been published to date. e-Wire includes, updates, news, and success stories demonstrating the value of e-HLbc resources to end-users.

- April 2008 http://ehlbc.ca/uploads/e-HLbc_News1_April08_forWeb.pdf
- June 2008 http://ehlbc.ca/uploads/e-HLbc_News1_June08_forWeb.pdf
- October 2008 http://ehlbc.ca/uploads/e-HLbc_Oct2008_Newsletter.pdf

Promotional materials

Factsheets, postcards, floor display, and other materials are available for distribution. To obtain promotional materials for an event, contact BC Academic Health Council.

Measuring the Value and Impact of Health Libraries Bibliography

This extensive bibliography, available on the e-HLbc website and compiled by Jo Anne Newyear-Ramirez, is an excellent resource for those interested in demonstrating the value of resources and services to administrators.

e-HLbc Website

The consortium website is also a continuing source for communications. It is updated frequently and equipped with RSS feed.

ACTION: Steering Committee members are asked to forward any success stories to e-HLbc for use in the newsletter.

5.2 Training (Ruth)

Training Terms of Reference

Training Subcommittee Terms of Reference were reviewed and revised.

Training Webpages

Maintaining currency on the training web pages is crucial.

- Subcommittee will rotate responsibility, one member will examine currency of materials and identify additional materials quarterly.
- The membership will be regularly canvassed for locally developed training materials that are suitable for sharing, and to promote the availability of training materials on the training web pages.

Training Needs Assessment

The 2008 Training Needs Assessment identified the following needs:

- Need for more advanced training materials and opportunities
- More administrative training
- Advocating training, not sales, from vendors
- Organize training around conferences to leverage time and expense

ACTION: The Training Subcommittee will follow up on partnering with the Health Libraries Association of BC during the HLABC Continuing Education day, June 2009. HLABC and e-HLbc membership will be canvassed for presenters.

ACTION: The Training Subcommittee will brainstorm ways to organize training before/after BCLA.

5.3 Evaluation (Nancy)

End-user survey analysis

The 2008 End User Survey was a great success. The Evaluation Committee thanked members for promoting the survey and thanked the Administrative Centre, in particular Jo Anne Newyear-Ramirez and Niki Baumann for assisting in the creation and analysis of the survey.

Analysis highlights:

- Users are positive about the project
- High ratings were given for accessibility and ease of use
- Users want more full text
- ¾ users have never taken any training session
- e-HLbc is impacting practice and patient care

ACTION: Evaluation Committee, assisted by the Administrative Centre, will move forward on other evaluation projects, including assessing member satisfaction, as outlined in the evaluation planning template.

5.4 New Members (Lea and Bob)

New members

When the licenses for the core suite of resources is renewed, a number of new affiliate members, including the BC Coroners' Service, the Downs Syndrome Foundation, WorkSafeBC, and Yukon Health and Social Services, will join e-

HLbc. A number of additional health organizations, such as the Association of Midwives and the Pharmacists Association, have expressed interest as well.

ACTION: The Membership Committee will review the current costing tier structure for affiliate members, keeping in mind changes in licensing fees and potential new members.

ACTION: e-HLbc will seek a three-year commitment from established affiliate members to coincide with the e-HLbc's core suite renewal.

6. Administration Centre Reports

6.1 Semiannual Update (Leigh Anne)

Resource Updates

- Abstracting and indexing has grown from 8,000 to an estimated **11,000** in three years (35% increase).
- Access to full text journals has also grown from 1,500 to more than **1,800** titles (20% increase).

Statistical Highlights

In 2008, members have ...

- Accessed resources **1,944,274** times
- Performed **7,432,542** searches
- Retrieved **2,380,957** full text articles

Statistical Summary

Use of e-HLbc resources is growing. There has been a steady increase in sessions and full text viewed over the past 2.5 years. Costs per transaction are detailed below:

| | Apr 2006 – Oct 2008 | Cost per Transaction |
|-------------------------|----------------------------|-----------------------------|
| Total Sessions | 8,228,949 | \$0.43 |
| Total Searches | 23,814,307 | \$0.15 |
| Full Text Viewed | 10,152,888 | \$0.35 |

* Total costs from April 2006 –October 2008 = \$3,550,391.62

See the Administrative Centre's Semi Annual Update for details:

<http://ehlbca.ca/uploads/eHLbcsemiannualreview.pdf>

6.2 Core Renewals Negotiations Update (Anita)

The Administrative Centre is in midst of negotiations. e-HLbc attempted to receive early renewal costs from vendors but publishers were unwilling to give them before October. Vendors submitted their preliminary prices in late September. Those prices were the departure point for negotiations.

EBSCO Negotiations

Creative management of the package means e-*HLbc* will enjoy more full text and a stable 4% increase between 2009 and 2012.

APA Negotiations

Negotiations were successful and e-*HLbc* will see additional consortial discounting from APA.

OVID Negotiations

Negotiations are ongoing. It is not likely that e-*HLbc* will see a significant change in pricing.

ACTION: Once finalized, prices will be forwarded to the contractor developing the Case for Renewal.

6.3 E-box and New Product Selection Report (Leigh Anne)

Members suggested 32 resources for consortial licensing via the e-Box 100% of members responded to the call to rank those resources via the New Product Ranking Survey.

Based on priorities articulate in the ranking survey, on the wide variety of needs within our multi-sectoral environment, and on the realities of the consortial licensing environment, a number of the following 11 resources will be offered for boutique licensing in Spring 2009:

1. Blackwell Synergy Journal Collection
2. Elsevier ScienceDirect College Ed. Health & Life Science Journals
3. EMBASE
4. e-therapeutics+
5. JAMA and the Archives journals
6. MD Consult
7. New England Journal of Medicine
8. Nursing Consult
9. Nursing Reference Center
10. STAT!Ref
11. UpToDate

7. Case for Renewal Update (BJ & Leigh Anne)

The Case for Renewal is near completion. Similar to the original Business Case, the Case for Renewal will offer a clear statement of our shared mission and the benefits of consortium participation. In addition, the Case for Renewal will offer a history of e-*HLbc* – detailing the consortium’s past, present, and future.

ACTION: The Case for Renewal will be circulated to the Steering Committee for review and timely approval.

ACTION: Greg Rowell and Nancy Levesque will work with BJ to draft a proposal requesting sustained funding to submit to Ministry representatives.

8. Financial Report (BJ)

e-*HLbc* is in good financial standing. Member fees are paid and up to date. Expenses, in addition to licensing and service fees, include teleconferencing, marketing materials, and Business Case development. Revenue is deferred and used as a contingency fund and to pay for any unplanned administrative costs (for example, the business case development).

9. Management Committee Membership

Management Committee members serve for the full length of the licensing contract (3 years). In Spring 2009, e-*HLbc* will hold elections for 5 Management Committee seats:

- 2 Health Sector Representatives
- 3 Post-Secondary Sector Representatives

To enable interested members outside of Vancouver to participate more fully, e-*HLbc* may assist with costs for travel to and from Vancouver.

ACTION: In early Spring 2008, e-*HLbc* will confirm Steering Committee members with institutions, call for Management Committee nominations, and hold elections.

10. Other Business

No further business was raised.

11. Date of Next Meeting

Spring 2009