



## **e-HLbc Steering Committee Meeting**

Date and Time: November 25, 2013 10:00 am – 12:30 pm

Location: SFU Harbour Centre, RM 2520, 515 West Hastings Street

### **e-HLbc Steering Committee Meeting Minutes**

#### **Participants**

##### ***In Person:***

Anne Allgaier (NHA)  
Tim Atkinson (VCC)  
Dawne Bohme (BINM)  
Ken Cooley (UVic)  
Megan Crouch (SFU)  
Alison Curtis (Langara)  
Ana Maria Ferrinho (BCIT)  
Ted Goshulak (TWU)  
April Haddad (JIBC, Vice-Chair)  
Shannon Long (VCHA)  
Karen MacDonell (CPSBC)  
Brenda Mathenia (TRU)

Todd Mundle (KPU)  
Michelle Purdon (FHA)  
Cathy Rayment (PHSA)  
Ruth Rochlin (IHA, Chair)  
Debbie Schachter (Douglas)  
Venessa Wallsten (QUC)

##### ***e-HLbc Administrative Centre***

Jennifer Bancroft (Recorder)  
Anita Cocchia (BC ELN)  
Leigh Anne Palmer

##### ***Via Teleconference:***

Jean Blackburn (VIU)  
Heather Compeau (UFV)  
Cliff Cornish (VIHA)  
Gregg Currie (Selkirk)  
Mary Anne Guenther (NIC)  
Sybil Harrison (Camosun)  
Antje Helmuth (MCFD)  
Teresa Lee (UBC)

Grace Makarewicz (CU)  
Deb Monkman (PABC)  
Kathy Plett (CNC)  
Shahida Rashid (CR)  
Rob Sutherland (YC)  
Dawna Turcotte (NLC)  
Ross Tyner (OC)  
Melanie Wilke (NWCC)

##### ***Regrets:***

Brent Armstrong (BCAK)  
Janet Campbell (BCASLPA)  
Rosie Croft (RRU)  
Gail diBernardo (PHC)  
Linda Epps (NVIT)

Susan Firbank (HEABC)  
Trina Fyfe (UNBC)  
Heather-Ann Laird (MofH)  
Lance Nordstrom (WorkSafe)  
Kristina Oldenburg (MTABC)

#### **1. Welcome (Ruth Rochlin)**



### **Attendance**

- Ruth Rochlin welcomed in-person and telephone participants. Attendance was taken.

### **Agenda**

- The agenda was approved.

### **Meeting Minutes**

- The June 13, 2013 Steering Committee Meeting minutes have been approved via email.

**ACTION: The e-HLbc Administrative Centre will post the final version of the meeting minutes on the e-HLbc website.**

## **2. Governance and Staff Updates (Ruth Rochlin)**

Ruth Rochlin introduced the new members on the Management Committee: Todd Mundle (Kwantlen Polytechnic University), Debbie Schachter (Douglas College), and Deb Monkman (Physiotherapy Association of BC). She also named the existing members of the Management Committee: Ruth Rochlin (Interior Health Authority, Chair), April Haddad (Justice Institute of BC, Vice-Chair), Shannon Long (Vancouver Coastal Health Authority) and Michelle Purdon (Fraser Health Authority).

Ruth welcomed Jennifer Bancroft (e-HLbc Administrative Centre) and Venessa Wallsten (Quest University Canada) to the Steering Committee.

## **3. e-HLbc Policy Updates (Jennifer Bancroft)**

### **Management Committee Terms of Reference**

- The Management Committee Terms of Reference have been endorsed via electronic vote.

### **Consortium Terms of Reference**

- The Consortium Terms of Reference have been endorsed via electronic vote.

### **Travel Policy**

- The e-HLbc Administrative Centre recommended updating the e-HLbc Travel Policy so that it is in line with Simon Fraser University's



Travel Policy and reimbursement procedures. The Steering Committee approved the recommended changes, and the Travel Policy was submitted into record.

#### **Financial Framework Policy**

- The e-HLbc Administrative Centre recommended updating the e-HLbc Financial Framework Policy in order to remove all mention of the BC Academic Health Council. The Steering Committee approved the recommended changes, and the Financial Framework Policy was submitted into record.

**ACTION: The e-HLbc Administrative Centre will finalize changes to the Travel Policy and Financial Framework Policy, and post both documents on the e-HLbc website.**

#### **4. Financial Report (Leigh Anne Palmer)**

The e-HLbc Administrative Centre presented the Expenditure Plan for 2013-2014.

Under Expenditures, the Core Suite and Boutique Licenses are cost recovery. This year, additional expenditure will be dedicated to Drupal migration and updating e-HLbc's communications and promotional materials.

Of the carryforward, \$40,000 is targeted to offset Core Suite resources and membership fees for full members in 2014-2015. Other carryforward will be used to offset operational costs and Core Suite resources / membership fees for the 2015-18 licensing period.

**ACTION: An expenditure summary for 2013-14 and an expenditure plan for 2014-15 will be presented to the Steering Committee at the Spring meeting.**

#### **5. e-HLbc Training Materials (Jennifer Bancroft & Shannon Long)**

The e-HLbc Administrative Centre created new training guides to help library administrators, librarians, and patrons administer, access, and use e-HLbc resources. The majority of the guides are vendor-supplied.

The e-HLbc Administrative Centre currently hosts training materials developed by librarians at member institutions, updates links to vendor-supplied materials, and arranges vendor-training sessions.

The Steering Committee discussed the benefits of sharing training materials developed by e-HLbc member librarians. Issues mentioned include user competencies and video tutorials. Some members expressed interest in identifying librarians willing to re-evaluate and re-organize e-HLbc's training pages on the website, and discuss other training opportunities.

**ACTION: On behalf of Shannon Long, the e-HLbc Administrative Centre will send out a call for interest regarding training.**

## **6. Progress Report Update (Jennifer Bancroft)**

Highlights from the e-HLbc Administrative Centre Progress Report were presented to the committee. Some projects include:

- e-HLbc Administrative Centre is preparing for the 2015 core suite renewal and is starting to gather head counts and FTEs to submit to vendors.
- The suggestion phase of the new product selection is complete. The e-HLbc Administrative Centre staff is reviewing the suggestions submitted to the e-Box, and will send out a ranking survey early next year for members to indicate their top resources.
- The e-HLbc Administrative Centre has been working with a local developer, Raised Eyebrow, to migrate the website to the Drupal 7 platform.

**ACTION: The e-HLbc Administrative Centre will send out a survey for feedback on the new e-Box.**

## **7. Next Meeting (Ruth Rochlin)**

**ACTION: The e-HLbc Administrative Centre will identify an optimal date and location for a May or June Steering Committee meeting.**