

## **E-HLBC MANAGEMENT COMMITTEE MEETING MINUTES**

**Date:** Thursday, May 7, 2015 (1:00 pm – 3:00 pm)

**Location:** Room 2065 (Diamond Alumni Lounge), SFU Harbour Centre, 515 Hastings Street, Vancouver, BC

### **Participants:**

#### *In Person:*

April Haddad (JIBC, Chair)  
Karen MacDonell (CPSBC, Vice-Chair)  
Todd Mundle (KPU)  
Michelle Purdon (FHA)  
Ruth Rochlin (IHA)  
Debbie Schachter (Douglas)

*e-HLbc Administrative Centre*  
Jennifer Bancroft (e-HLbc, Recorder)  
Anita Cocchia (e-HLbc)

### **Agenda Items:**

#### **1. Welcome and Adoption of Agenda (April Haddad) 1:00 – 1:10pm**

Members were welcomed and reminded that the Fall Management Committee meeting minutes were approved via email, and posted to the e-HLbc website:

<http://ehlbc.ca/about-us/governance/management-committee-documents#minutes>

The agenda was tabled with one additional item added to New Business.

#### **2. Core Suite Renewal Update (April Haddad) 1:10 – 1:20pm**

The Core Suite for 2015 to 2018 was successfully renewed on April 1, 2015. All full members and affiliate members renewed their commitment to the Core Suite—full members for another three years and affiliate members for another year.

e-HLbc has continued access to CINAHL Full Text after the upgrade to CINAHL Complete. This is to smooth the transition from CINAHL Full Text to CINAHL Complete for e-HLbc's end users. The concern among some librarians is that durable URLs to articles in CINAHL Full Text will no longer be accessible in CINAHL Complete.

**ACTION:** The Administrative Centre will confirm with EBSCO that durable URLs are still accessible in CINAHL Complete, and communicate this to the membership.

### **3. Management Committee Election Nominations (April Haddad)**

**1:20 – 1:35pm**

The Health Representatives on the Management Committee will complete their term in office after the May 19<sup>th</sup> Steering Committee meeting.

The Affiliate Member position has been vacant since November 2014 when the Affiliate Representative, Deb Monkman, stepped down from her position as librarian at the Physiotherapy Association of BC.

In March 2015, the Management Committee put out a call for nominations for two Health Sector Representatives and one Affiliate Sector Representative. The Management Committee received the right number of nominations for the number of open positions.

Antje Helmuth (Ministry of Children and Family Development) and Cliff Cornish (Vancouver Island Health Authority) were nominated for the Health Representative positions, and Fiona Chiu (Physiotherapy Association of BC) was nominated for the Affiliate Representative position.

**MOTION:** To elect by acclamation Antje and Cliff to the positions of Health Sector representatives, and to elect by acclamation Fiona to the position of Affiliate Sector representative.

**MOVED:** K. MacDonell

**SECONDED:** R. Rochlin

**MOTION CARRIED**

**ACTION:** The Chair will send emails to Antje, Cliff, and Fiona formally inviting them to join the Management Committee.

### **4. Financial Framework Policy Revision (Anita Cocchia)**

**1:35 – 2:15pm**

The Financial Framework Policy was originally created when e-HLbc was hosted by the BC Academic Health Council (AHC). Simon Fraser University (SFU) became e-HLbc's host in 2013, and following this transition the policy underwent minor revisions. The policy is updated every three years to ensure that it continues to accurately represent the financial management of the consortium. The Administrative Centre prepared a revised policy for the Management Committee's review.

Changes to the policy include a more simplified and streamlined structure, clearer language, more detailed explanations of the purpose and use of revenue from affiliate members, and a new section about e-HLbc's use of its carryforward funds.

The Management Committee agreed that the revised Financial Framework Policy would be presented at the May 19<sup>th</sup> Steering Committee as an information item.

**ACTION:** The Administrative Centre will make several recommended changes to the policy and return it to the Management Committee for review.

**ACTION:** The finalized Financial Framework will be presented at the May 19<sup>th</sup> Steering Committee meeting.

## **5. Expenditure Plan & Expenditure Summary (Anita Cocchia) 2:15 – 2:30pm**

A. Cocchia presented the expenditure summary for 2014-2015 and the expenditure plan for 2015-2016.

The presentation of financial information was revised to clarify e-HLbc's sources of revenue. The new presentation separates e-HLbc's operations from its licensing initiatives.

The Management Committee agree to contribute funds (estimated \$4,000) to upgrade the BC ELN / e-HLbc shared invoicing system. The current invoicing system is not robust enough to handle both BC ELN and e-HLbc's licensing revenue that amounts to approximately to \$6 million dollars each year. A programmer will be jointly hired to analyze the invoicing system and update the program's coding. The main benefit is that e-HLbc will see a reduction in risk with a new invoicing system.

**ACTION:** The Administrative Centre will check the calculations and return a revised expenditure summary and expenditure plan for the Management Committee to review.

**ACTION:** The finalized expenditure summary and expenditure plan will be presented at the May 19<sup>th</sup> Steering Committee meeting.

## **6. Affiliate Member Recruitment Drive (Jennifer Bancroft) 2:30 – 2:40pm**

The Administrative Centre is preparing to undertake a recruitment drive to increase e-HLbc's number of affiliate members. The purpose of recruitment is to expand access to e-HLbc's licensed health resources in the province, and to reduce the shared licensing cost of current full members.

The approach to recruitment is outlined in the New Affiliate Member Recruitment Drive: [http://ehlbc.ca/sites/default/files/eHLbc\\_RecruitmentPlan\\_2015.pdf](http://ehlbc.ca/sites/default/files/eHLbc_RecruitmentPlan_2015.pdf)

The Management Committee discussed potential health organizations to target, and pointed out that some health professionals, such as pharmacists, coroners, and social workers, may already have access to e-HLbc licensed resources if employed by the

health authorities, the Ministry of Children and Family Development, or the Ministry of Health.

R. Rochlin reported that the First Nations Health Authority (FNHA) has contacted her and expressed an interest in joining e-HLbc. She will be meeting with the FNHA to provide more information about e-HLbc, and learn more about the organizational structure and needs of the FNHA.

**ACTION:** Members of the Management Committee will contact the Administrative Centre with any suggestions of how to prioritize the list of potential new affiliate members.

## **7. Administrative Centre Update (Jennifer Bancroft)**

**2:40 – 2:50pm**

J. Bancroft highlighted the main activities of the Administrative Centre since the Fall Management Committee. These include:

### **Boutique License Renewals**

- e-HLbc renewed its AgeLine, Alexander Street Press Video Online, DSM-5 and PsychiatryOnline, DynaMed, e-CPS and e-Therapeutics, Health Source and Alt HealthWatch subscriptions.
- On July 1, 2015 e-HLbc will renew its EBSCO Discovery Service (EDS) and SPORTDiscuss Index and Full Text subscriptions.

### **CHLA Update**

- Administrative Centre staff participated on the planning committee for the Canadian Health Libraries Association (CHLA) Conference that will be held in Vancouver from June 19-22, 2015.
- The rationale for involvement on the conference planning committee is to maintain and develop new relationships with member of the health community and with health product vendors.
- Administrative Centre staff are responsible for the conference's sponsors and exhibitors, and have been coordinating their registration and payment, as well as organizing the sponsors and exhibitors' floor plan and booth locations.

### **Year in Review**

- The Administrative Centre is working on the Year in Review for 2014, e-HLbc's annual report.

- The Year in Review provides members and stakeholders with detailed information about e-HLbc's activities, products, and services.

**ACTION:** The Administrative Centre will finalize the Progress Report to present at the May 19<sup>th</sup> Steering Committee meeting.

#### **8. New Business (April Haddad)**

**2:50 – 2:55pm**

R. Rochlin discussed the importance of Mosby's Skills, a collection of evidence-based skills and procedures, for nurses at the Interior Health Authority. All nurses at Interior Health are required to follow the standards in Mosby's Skills and would like to see nursing students in the province also learn the standards.

Mosby's Skills, formerly called Mosby's Nursing Skills, was one of three products that were highly ranked by all e-HLbc sectors in the new product selection ranking survey.

**ACTION:** The Administrative Centre will contact Elsevier to request consortial pricing for Mosby's Skills.

#### **9. Next Meeting (April Haddad)**

**2:55 – 3:00pm**

The next Management Committee meeting will be scheduled in October 2015.