Electronic Health Library of BC

e-HLbc

E-HLBC STEERING COMMITTEE CHAIR'S AGENDA

Date: Tuesday, May 19, 2015 (1:00 pm – 3:00 pm)
Location: Room 2200 (RBC Dominion Securities Executive), SFU Harbour Centre, 515 Hastings Street, Vancouver, BC

Participants:

In Person:
Fiona Chiu (PABC)
Megan Crouch (SFU)
Gregg Currie (Selkirk)
Linda Epps (NVIT)
Ana Maria Ferrinho (BCIT)
Aleteia Greenwood (UBC)
Mary Anne Guenther (NIC)
April Haddad (JIBC, Chair)
Karen MacDonell (CPSBC, Vice-Chair)
Karen McDowell (PHC)
Todd Mundle (KPU)
Kristina Oldenburg (VCC/RMTABC)
Ruth Rochlin (IHA)
Debbie Schachter (Douglas)
Dawna Turcotte (NLC)
Ross Tyner (Okanagan)
George Villavicencio (CapU)
Venessa Wallsten (QUC)

e-HLbc Administrative Centre

Jennifer Bancroft (e-HLbc, Recorder)
Anita Cocchia (e-HLbc)

Teleconference:
Jean Blackburn (VIU)
Heather Compeau (UFV)
Cliff Cornish (VIHA)
Julie Creaser (NHA)
Alison Curtis (Langara)
Ted Goshulak (TWU)
Antje Helmuth (MoH/MCFD)
Shannon Long (VCHA)
Kathy Plett (CNC)
Michelle Purdon (FHA)
Rebecca Raworth (UVic)
Cathy Rayment (PHSA)

Regrets:
Dawne Bohme (BINM)
Janet Campbell (BCASLPA)
Michele Cook (NWCC)
Rosie Croft (RRU)
Susan Firbank (HEABC)
Trina Fyfe (UNBC)
Marci Gibson (WorkSafe)
Aline Goncalves (Yukon)
Sybil Harrison (Camosun)
Brenda Mathenia (TRU)
Holly McCluskey (BCAK)
Shahida Rashid (COTR)
Lauren White (YHSS)

Agenda Items:

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

A. Haddad welcomed participants and reminded everyone that the Fall Steering Committee meeting minutes were approved via email, and posted to the e-HLbc website: http://ehlbc.ca/about-us/governance/steering-committee-documents#minutes

Attendance was taken. Two new librarians participated at the meeting: Julie Creaser (NHA) and Fiona Chiu (PABC).

The agenda was adopted as tabled.

2. Management Committee Election Results (April Haddad)   1:20-1:35pm

A. Haddad summarized upcoming changes to the Management Committee membership.

Following the meeting, two Management Committee Health Sector representatives, R. Rochlin and M. Purdon, will complete their current two-year term in office. Michelle has sat on the committee since 2012 and Ruth since 2007.

Two new Health Sector representatives were elected by acclamation:

- Cliff Cornish, *Vancouver Island Health Authority*
- Antje Helmuth, *Ministry of Health/Ministry of Children and Family Development*

Also elected by acclamation was Fiona Chiu as the Affiliate Member representative on the committee. The position has been empty since Deb Monkman stepped down as Physiotherapy Association of BC librarian last November.

A. Haddad will also be stepping down from the position of Chair, but will remain on the committee for another year as Past Chair. K. MacDonell will be assuming the position of Chair. The new Vice-Chair, chosen from amongst the Post-Secondary Sector representatives on the Management Committee, will be determined at the next business meeting.

A. Haddad thanked the outgoing representatives and welcomed the new representatives to the committee. The new representatives will begin their term in office immediately following this meeting.

ACTION: The Management Committee will select a new Vice-Chair.

3. Financial Framework Policy Update (Anita Cocchia)   1:35 – 2:10pm

The Financial Framework Policy provides an overview of how e-HLbc manages its finances. The Management Committee reviewed the document in accordance with the three-year review schedule.

A. Cocchia summarized the changes the Management Committee made to the policy.

Background

The Financial Framework was first developed in 2011 when e-HLbc was part of the BC Academic Health Council (BC AHC). The purpose of the policy was to provide an operating framework for understanding e-HLbc's revenues and expenditures, and to offer guidelines to facilitate effective stewardship of funds. In 2013, the policy underwent minor revisions after e-HLbc was transferred to Simon Fraser University.

Current Changes

The current changes to the policy were intended to make the document more streamlined, transparent, accessible, and easier for e-HLbc's membership and stakeholders to understand.

An overview of the changes is available at:
http://ehlbc.ca/sites/default/files/FinancialFrameworkPolicy_RevisionsOverview2015.pdf

A question was raised about the language of the policy. It was suggested that a policy document ought to be general and employ generic language. Details such as the names of vendors should not be included in the document.

There was a discussion around currency stabilization and current practices.

ACTION: The Management Committee will review the Financial Framework to remove the specific references to vendors, and will post the final version of the policy to the e-HLbc website.

4. Expenditure Summary & Expenditure Plan (Anita Cocchia)   2:10 – 2:40pm

A. Cocchia presented the 2014/15 Expenditure Summary and 2015/16 Expenditure Plan.

Background

This year's expenditure summary and plan were modified so as to separate the consortium's operations account from its licensing initiatives account. In previous years, the BCAHC managed e-HLbc's finances and presented licensing and operations in one expenditure plan. This sometimes led to difficulty in understanding how the consortium's funds were being used.

Operations

e-HLbc was asked to contribute $4,000 to work jointly with BC ELN to upgrade the shared billing system of the two consortia. The billing system was originally built for BC ELN, and does not have the capacity to handle e-HLbc's accounting revenue. Upgrading the billing system will ensure that e-HLbc's billing processes are more streamlined and efficient, making it easier to track invoicing costs. The new system will improve member institutions' experience with the invoicing process.

e-HLbc receives regular prepayments from its members. The prepayment cheques are deposited in the year they will be used. Prepayments from the Ministry of Health/Ministry of Children and Family Development must be electronically transferred to Simon Fraser University (SFU) and deposited in the current year's revenue account. These funds are part of the carryforward to be spent on the next fiscal year's membership fees.

Licensing Initiatives

In 2014/15, there was a credit paid to e-HLbc by a vendor after an institution cancelled a subscription before the end of the term. This was due to a system incompatibility and rarely occurs. The amount appears as revenue in the Expenditure Summary.

e-HLbc forward purchased US dollars when the exchange rate was favourable. The purchased US dollars will be used to pay for e-HLbc's Core Suite for 2015/16. This will reduce the impact of the exchange rate when member institutions are billed for the Core Suite.

The carryforward includes both 2014/15 Core Suite Subsidy and the prepayments from the Ministry. The estimated Core Suite Subsidy for the coming fiscal year is $110,000.

The Expenditure Summary and Plan are available at:
http://ehlbc.ca/sites/default/files/ehlbc%20Exp_Plan_15_16%20FINAL.pdf

5. Progress Report – October 2014 to May 2015 (Jennifer Bancroft)   2:40 – 2:50pm

J. Bancroft provided an overview of the Administrative Centre's activities since the last Steering Committee meeting in November.

Core Suite/Boutique License Renewals

- Core Suite renewed without any major problems on April 1, 2015. All e-HLbc members have been upgraded to CINAHL Complete.
- 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.

There was concern expressed that permalinks to articles in CINAHL Full Text would be broken in CINAHL Complete. Clarification about whether permalinks in CINAHL Full Text can be opened in CINAHL Complete was requested.

CHLA Update

- Administrative Centre staff are participating on the planning committee as Exhibitors & Sponsors chair for the Canadian Health Libraries Association (CHLA) Conference to be held in Vancouver from June 19-22, 2015.
- The focus has been on coordinating the registration and payment of exhibitors and sponsors and organizing the exhibitors and sponsors' floor plan and booth locations at the conference.

Recruitment

- Two organizations have expressed interest in joining e-HLbc as affiliate members: Alexander College and the First Nations Health Authority.
- Alexander College is an Associate Member of BC ELN. They are primarily interested in the Psychology products. The college librarian is speaking to his administration about the benefits of joining e-HLbc.
- The First Nations Health Authority (FNHA) approached e-HLbc several years ago, but had issues with funding and was not able to pursue membership at that time. They are now reconsidering, and have spoken with several e-HLbc librarians. It looks like we may be moving ahead soon with the FNHA.

Year in Review

- The Administrative Centre is working on the Year in Review for 2014, which is close to completion.
- The Year in Review is e-HLbc's annual report. It provides members and stakeholders with detailed information about e-HLbc's activities, products, and services.

A question was raised about the planned e-HLbc Licensing Activities Survey mentioned in the Progress Report.

A. Cocchia explained that this survey is being modeled on a BC ELN survey that gathered data about how consortial licensing activities impact students. The e-HLbc survey will gather data about the impact of e-HLbc's licensing activities on health services in BC and how health students use e-HLbc's licensed resources.

In the ensuing discussion, participants expressed interest in surveying faculty and nurses to better understand how they use e-HLbc resources and if they feel the resources improves delivery of patient care.

ACTION: The Administrative Centre will clarify with EBSCO whether permalinks to articles in CINAHL Full Text are accessible in CINAHL Complete.

ACTION: The Administrative Centre will finalize the draft Licensing Activities Survey to share with member institutions.

6. New Business (April Haddad)   2:50-2:55pm

UpToDate

C. Rayment provided an update on the success of the health authorities in licensing UpToDate through Health Shared Services BC (HSSBC).

My EBSCOhost folders

S. Long raised the problem of accessing and using My EBSCOhost folders. She and several other librarians have experienced difficulty opening their folders, and sorting the saved article citations. This is an issue EBSCO is aware of and working on.

7. Next Meeting (April Haddad)   2:55-3:00pm

Draft minutes from the meeting will be sent to Steering Committee representatives for approval via email. The next Steering Committee meeting will be scheduled for Spring 2015.