



BCLibraries
COOPERATIVE

Annual General Meeting, 1000 PST Friday, June 15, 2012

Suite 850, 605 Robson Street, Vancouver, BC

Teleconference Dial-in Phone Numbers - *Dial in participants are encouraged to phone in 5-10 minutes prior to the meeting.*

604-681-8564 Vancouver

Toll Free Dial In Number: 1-855-353-9183

Participant Pass Code: 59154 #

AGENDA as of 29.05.12

1. Call To Order
2. Approval of agenda
3. Approval for filing: minutes of the 2011 Annual General Meeting
4. Waiver of Auditor
5. Approval for filing:
 - i. Chair's Report, Licensing BFG Chair's Report, Sitka BFG Chair's Report
 - ii. FY11/12 administrative report
 - iii. FY11/12 financial report and FY12/13 working budget
6. Verbal report: 2012 nominees address to membership (if desired)
7. Declaration of appointment of nominees
8. Recommended housekeeping changes to the Service Management Agreement:
 - i. At the 01.10.2010 Members Council meeting, the membership determined that participation in a Base Service as a pre-condition for voting on operational matters no longer reflected their wishes.
 - **Update for information:** this determination has been honoured since late 2010 and Cooperative staff, working with the incoming Governance sub committee, will revise the SMA accordingly this year, for approval by the membership.
 - ii. Further to item (i), the Board, in consultation with and on advice from the Governance Sub-Committee, has determined that the Approval Change Processes laid out in Appendix D of the SMA are unnecessarily and unintentionally onerous, particularly given the size and geographic composition of the membership. The Cooperative currently counts 94 organizations as members, of which nearly 70 would need to approve any change to the SMA.

• **Motion:** Henceforth, substantive changes to the body of the SMA and its appendices shall require a successful motion of the Board of Directors, plus, in accordance with Section 6.11 of the Cooperative's Rules of Incorporation, a simple majority vote of a quorum of the members.

9. New Business

10. Adjournment (1200 PST)

11. Lunch

12. Reconvene at 1300 PST at Vancouver Public Library if registered for the ebook Summit



DRAFT Minutes

BC Libraries Cooperative
Third Annual General Meeting

Wednesday, May 18, 2011 – 1300 Pacific time

BC Libraries Cooperative Board Room, 605 Robson Street,
Vancouver, BC and by Teleconference

BCLibraries
COOPERATIVE

In Attendance:

In Person:

Edel Toner-Rogala, Burnaby Public Library
Ben Hyman, BC Libraries Cooperative
Tara Robertson, Emily Carr University
Gayle Blayney, Emily Carr University
Lauren Stara, Whistler Public Library
Greg Buss, Richmond Public Library
Brian Owen, Simon Fraser University
Mellissa Lowenberg, Thompson-Nicola Regional Library
Michael Burris, Public Library InterLINK
Julie Spurrell, New Westminster Public Library

Via Teleconference:

Beth Barlow, Surrey Public Library
Betty Weaver, Lillooet Public Library
Bridgette Peter-Chernoff, Salt Spring Island Library
Katherine Anderson, Island Link Library Federation
Colleen Swift, Cariboo Regional District Public Library
Dan Phillips, Greater Victoria Public Library
Denise St. Arnaud, Prince Rupert Public Library
Elaine Wiebe, Burns Lake Public Library
Heather Buzzell, Grand Forks District Library
Helen Prosser, Sechelt Public Library
Joanne Richardson, Kootenay Library Federation
Judy Foucher, Greenwood Public Library
Nola Newman, Fort Nelson Public Library
Margo Schiller, Terrace Public Library
Maureen Painter, Squamish Public Library
Rhian Piprell, Coquitlam Public Library
Sabina Iseli-Otto, Nakusp Public Library
Shannon Ellis, Pemberton & District Public Library
Sharon Herbert, BC Libraries Cooperative
Susan Fleming, College of the Rockies
Toni McKilligan, Houston Public Library

Tracey Therrien, Smithers Public Library
Virginia Charron, Kitimat Public Library
Wanda Davis, Mackenzie Public Library
Wendy Cinnamon, Valemont Public Library

1. Call to Order

The Chair, Edel Toner-Rogala, called the meeting to order at 1:18 p.m. and welcomed participants to the 2011 BC Libraries Cooperative Annual General Meeting.

2. Auditors Report

Deferred

3. Reports and 2010 BC Libraries Cooperative AGM Minutes

- i Moved by the Chair** That the minutes of the 2010 BC Libraries Cooperative as amended be approved.
Carried
- ii Moved by the Chair** That the Administrative and Financial Reports be received and filed.
Carried

4. Elections

The Chair reported that there were six nominees for four positions: three as Directors on the Board of Directors and one for the Chair of the Sitka Business Function Group. Nominees were invited to address the membership at this time. Elections followed.

- i Moved by the Chair** That in accordance with the election results, Julie Spurrell, Scott Hargrove and Shannon Ellis are elected to three-year terms as Directors.
Carried
- ii Moved by the Chair** That Mellissa Lowenberg be declared elected by acclamation as Chair, Sitka Business Function Group.
Carried

5. Other Business

The chair reported that during the 2010 Members Council Meeting an order of business confirming Scott Hargrove as Chair of the Licensing Business Function Group was omitted.

- i Moved by the Chair** Those Scott Hargrove be confirmed as Chair of the Licensing Business Function Group retroactive to the 2010 Members Council Meeting, October 1, 2010.

Carried

Shannon Ellis presented the Cooperative's new logo choices to the membership and invited members to register their vote online.

- ii **Moved** by the Chair That the Cooperative adopt as its logo, the choice of the members as determine by the online voting to close in 24 hours.

Carried

The Chair thanked Lauren Stara, Margo Schiller and Greg Buss for their contributions to the Board and to the BC Libraries Cooperative.

4. Adjournment

There being no further business the Chair declared the meeting closed.

Carried



Licensing Business Function Group Annual General Meeting Report

Date: 15 June 2012

As I finish my term as the inaugural Chair of the Licensing Business Function Group (LBFG), I would like to express my appreciation to the Membership for allowing me to serve in this capacity. It has been an exciting time, with the adoption of digital collections and other licensed products growing at an unprecedented rate. In particular, the eBook popularity explosion has had a profound impact on library services, and I believe that the LBFG meetings have provided a powerful forum for our members to come to grips with this change. Certainly, there has been a lot of spirited discussion!

Since the inception of the LBFG, Cooperative members have benefitted from many new licensing service offerings. The major ones include:

BiblioCommons

One of the first service offerings of the Cooperative, BiblioCommons is currently implemented or nearly implemented in 23 BC libraries. Arguably the most popular Discovery Layer for integrated library system web-based catalogues, BiblioCommons is very popular with library customers, offering a modern, social networking supported interface to our collections. The Cooperative was able to negotiate a significant discount for our members, and has been a strong advocate with the company for improvements to the product.

Licensed Databases and Electronic Resources

With over 140 different products available to our membership at often steeply discounted rates, member libraries have an unprecedented number of options available to their patrons. More options are being added all the time, with new high-profile resources including Zinio, LibraryAnywhere and BiblioMobile coming imminently.

Enhanced Content

Jim Looney managed to accomplish the impossible in the past year, negotiating a provincial wide contract for web-based catalogue enhanced content. In the end, with preferences evenly split between two different vendors, he managed to negotiate a consortial agreement with each vendor, providing a choice to our members.

eBooks

Work is underway to help libraries deal with the challenges posed by eBooks. With the publishing, vendor and licensing environment in a near constant state of flux, I expect this to continue as a major focus for the Licensing BFG.

While I am stepping down as Chair, I expect to be a frequent participant in future meetings, and I would like to reiterate how much I have enjoyed serving in this capacity. Every meeting has been a reminder to me that our membership is composed of skilled, dedicated, caring professionals who are meeting the challenges of the increasingly digital world with enthusiasm and panache. It has been time and energy well spent, and I look forward to seeing how the LBFG develops under new leadership.

I would like to thank all the members who have contributed at Licensing BFG meetings, as well as those who have supported me coordinating and leading the BFG: my Vice Chair, Julie Spurrell; Allan Carlson from Libraries and Literacy; and both Edel Toner-Rogala and Ben Hyman from the Cooperative. Jim Looney and Tami Setala also deserve a tremendous amount of appreciation for their dedicated efforts to make the hopes and wishes of our membership a reality. Finally, thanks are also due to Toni McKilligan from Houston Public Library, the BFG's secretary for most of the year, and those who have taken minutes since she stepped down as Secretary.

Respectfully submitted,

Scott Hargrove
Outgoing Chair, Licensing Business Function Group
BC Libraries Cooperative



Sitka Business Function Group

Report from the Chair Date: 16 May 2012

I have attended the Sitka Business Function Group meetings since their inception in 2009. Lauren Stara from the Whistler Public Library was the inaugural chair and laid the foundations for today's SBFG. I was pleased to follow in Lauren's footsteps and serve the Sitka members during the past year, now I look forward to a new Chair stepping forward with exciting ideas for the Group's direction.

In the past few years, I've witnessed the SBFG transition from a grassroots group to a more formal decision making body. Initially, there were significantly fewer members so we did roll call, voted and made decisions then and there. Today, we are challenged to make quorum due to the sheer number of Sitka members so we now use online voting tools to encourage broader voting participation across multiple time zones. We also use email to record attendance to save time during the calls. These types of small improvements indicate a formalization of Sitka that wasn't necessary during the project's infancy. I expect that the roll out of the new web site uniting all of the BCLC initiatives will demonstrate a similar kind of evolution.

The content of the Sitka Business Function Group calls has also been shifting. The meetings include a more formal reporting out of BCLC Board, Licensing Business Function Group, working groups, and the Sitka Team to Sitka members. The meeting offers an opportunity to provide background on historical decisions, policies, or procedures but also frame what will be happening in the future. The SBFG represents an important opportunity for Sitka Sites to ask questions, clarify, or gauge interest of other Sites about an issue. I believe the SBFG fills an important place in the communication stream to and between Sitka members.

My intent as Chair was to create an environment in which Sitka Sites could speak freely regarding all the great things and the things yet to be great about Evergreen. Generally speaking, most would agree that no software is perfect so identifying challenges and possible solutions is an important part of the improvement process. I hope I created that environment for our members. I also hope that for those members who contacted me directly that I've been responsive and able to assist you.

While we are challenged with great geographic distances, we are united by our common enthusiasm to better serve our patrons and our willingness to work together to achieve this goal.

Respectfully submitted by Melissa Lowenberg Outgoing Chair, Sitka Business Function Group



Administrative Report: Annual General Meeting 2012

This report covers the period May 04, 2011 to May 24, 2012.

Statutorily-required AGM:

The BC Libraries Cooperative is incorporated under the BC [Cooperative Association Act](#) and must hold an annual general meeting each year within four months of the end of its fiscal year. The business at each annual general meeting is determined by the association's [Rules](#). The BC Libraries Cooperative covers the following business at each of these statutorily-required meetings, per Section 6.02 of its rules:

At each annual general meeting the following business must be considered:

- (a) administrative report of the Directors;
- (b) financial statement;
- (c) auditor's report (if any);
- (d) appointment or waiver of appointment of an auditor.

These Annual General Meetings deal primarily with administrative matters as noted in the Rules, including elections as required.

The May 18, 2011 Annual General Meeting was held at the Cooperative's offices in Vancouver and by teleconference, and was attended by 33 member organization delegates. Minutes from this meeting are expected to be approved at the June 15, 2012 AGM.

Elections for Directors were held. Three delegates were elected to three year terms:

- Julie Spurrell, New Westminster Public Library
- Scott Hargrove, Fraser Valley Regional Library
- Shannon Ellis, Pemberton Public Library

Melissa Lowenberg, Thompson-Nicola Regional District Library System, was elected Chair of the Sitka Business Function Group by acclamation, and for a one year term. In addition, Scott Hargrove, Fraser Valley Regional Library was returned as Chair of the Licensing Business Function Group, also for a one year term.

The Cooperative acknowledges the contributions and hard work of Lauren Stara, Whistler Public Library, Margo Schiller, Terrace Public Library and Greg Buss, Richmond Public Library. Lauren, Margo and Greg contributed a great deal to shaping the direction and focus of the current Board and the Business Function Groups.

In addition to elections, the following business was conducted at the third AGM: acceptance and filing of the 2010 AGM minutes, the 2010 Administrative Report and Financial Statement, the conduct of elections and waiver of the auditor's report. Before adjourning, the Membership's selection of a new Cooperative logo was announced.

BC Corporate Registry Annual Report:

Following the third annual general meeting of the BC Libraries Cooperative, the Cooperative filed its obligatory annual report along with a notice of change of Directors with the Corporate Registry, Ministry of Finance. The Cooperative remains in good standing. The report lists the current Board of Directors as:

- Edel Toner-Rogala (Chair), Chief Librarian, Burnaby Public Library
- Shannon Ellis, Library Director, Pemberton Public Library
- Joanne Richards, Director, Kootenay Library Federation
- Julie Spurrell, Director, New Westminster Public Library
- Scott Hargrove, Director of Information Technology & Support Services, Fraser Valley Regional Library
- Brian Owen, Associate University Library, Systems and Technical Services, Simon Fraser University
- Kevin Kierans, Director, Thompson Nicola Regional District Library*
- Lauren Stara, Director, Whistler Public Library*

*resigned during term

Registered and Records offices are now listed as:

BC Libraries Cooperative 2009
Suite 850 – 605 Robson Street
Vancouver, BC V6B 5J3

Meetings of the Board of Directors:

The Board of Directors met nine times during the period covered by this report. Additionally, the Board's sub committees met at least monthly. Meeting dates and minutes of Board of Directors meetings are posted to the [Cooperative's web site](#). Minutes are added as they are approved.

Highlights from the Board's minutes:

This past year, the Board developed the Cooperative's Mission, Vision and Values statements and developed four strategic directions to frame the organization's activities. These were presented, along with an operational report and Business Function Group reports at a well attended [Members Council](#) on December 09, 2011. This was a year of transition for the Cooperative, during which full administrative responsibility for activities was achieved. With staff in place, the Board's focus shifted to an emphasis on governance and oversight.

The Board's Governance sub committee began a thorough review of the Co-op's [foundational documents](#) and developed a strategy to refine them in 2012 that will reflect both new growth opportunities for the Co-op and the availability of staff to lead the work.

The Board's Finance Sub Committee introduced new protocols and controls for day to day business, and worked through the initial development of fee schedules for new and diversified services.

The Board's Personnel Sub Committee oversaw the development of a staffing plan for the Co-op, reflective of the organization's maturation and transition.

The Board's Communications Sub-Committee lead the continued development of the Co-op's new visual identity, manifesting ultimately in a new website expected to launch in early June, and all new print materials, made initially available at the BC Library Conference.

The Sitka Business Function Group met regularly by teleconference; the Chair's report is filed separately, and operational reports are provided to Sitka members regularly. Sitka continues to grow as a consortia, as does the broader [Evergreen International Community](#). With [60 member libraries](#) at the time of writing, serving 120 communities in two provinces, we've clearly demonstrated that Evergreen can scale successfully for Sitka. Perhaps more importantly, the membership has begun to focus, as has the Cataloguing and Acquisitions ad hoc committees, and the Circulation Working Group, on best practice consortial work flows and policies.

The Co-op and King County Library System were awarded host role for the [Evergreen International Conference in Vancouver, April 10-13, 2013](#).

The Licensing Business Function Group met regularly by teleconference; the Chair's report is filed separately, and operational reports are provided to Licensing members regularly. The diversity of products now licensed by the Cooperative for its members is growing monthly, and now includes mobile applications, social discovery layers and more. Notably, the Cooperative hired its first Licensing and Business Development Manager, Tami Setala this year, and bid adieu to Jim Looney as Licensing Coordinator Contractor.

As always, the Board of Directors invites questions and comments from members and non members. You may contact Board members directly or through the [Cooperative website](#).

BC Libraries Cooperative Annual General Meeting, 2012
Cooperative ACTUAL FY11/12 & WORKING FY12/13 Budgets

Income	FY10/11 Budget	FY11/12 Actual	FY12/13 Working
Shared Administration			
Income From All Other Sources, including Provincial Grants	\$864,450	\$651,856	\$1,203,361
Business Function Groups			
Licensing Income From All Sources	\$0	\$2,103,007	\$2,228,140
Sitka Income From All Sources *	\$176,050	\$306,317	\$232,667
Total Income	\$1,040,500	\$3,061,180	\$3,664,168

*SBFG FY11/12 income included prepayments from a number of FY12/13 sites

Expenditure	FY10/11 Budget	FY11/12 Actual	FY12/13 Working
Shared Administration			
Administration Expenses	\$36,000	\$84,236	\$105,000
Operational Expenses	\$897,000	\$1,022,717	\$1,306,168
Licensing Business Function Group			
Product Expenditure	\$0	\$1,876,586	\$2,160,000
Sitka Business Function Group			
3rd Party Products, Custom Development, Retrospective Cataloguing & Maintenance	\$107,500	\$77,641	\$93,000
Total Expenditure	\$1,040,500	\$3,061,180	\$3,664,168