

BC Libraries Cooperative
July 6, 2009
Burnaby Public Library Board Room
Minutes

Attendees: Edel Toner-Rogala, Chair
Lauren Stara, Greg Buss, Kevin Kiearns, Shannon Ellis, Rhian Piprell,
Jacqueline van Dyke (PLSB), Ben Hyman (PLSB)
Debbie Schachter, Recording Secretary

No regrets

A. Welcome and Introductions

The meeting was opened at 10:05 a.m. with brief introductions

B. Announcements

There were none

C. Major Discussion Items

a. Agreement on a Vice-Chair, Secretary and Treasurer

- Kevin Kiearns is acclaimed Vice-Chair of the Cooperative Board
- Greg Buss is acclaimed Treasurer
- Debbie Schachter is acclaimed Secretary

b. Agreement on use of a Consent Calendar

Edel provided background to the use of a consent agenda and reminded that Board that consent agendas work best when everyone is diligent about reading the materials prior to Board Meetings.

The use of a Consent Agenda was approved by the Board.

c. Report from the Sitka Business Function Group

Lauren reported that there have only been informal discussions with the interim board, and there is a plan to have a conference call with the 19 members soon. Issues for their

next meeting include catalogue merge issues, circulation policies and a need for a new privacy policy (i.e. when Interlink policies and Evergreen are in conflict).

Ben Hyman provided background for the need for policies to enable some of the technical functions of Sitka.

The Business Function Group is very close to completing a cataloguing policy document which will be used as a training manual for new libraries coming on board, plus providing information on how those on Sitka will catalogue. The Cataloguing Working Group's activity will drop off after the merge work and then the circulation work will begin ramping up.

There is a need to develop guidelines for business function groups, and to determine the role of the Board with respect to policy development and consultation with members and future members.

Action: Greg will develop a draft framework or guidelines for business function groups and Board processes for policy development to be distributed to the Board prior to the next meeting.

Discussion of the role of Board vis a vis Working Groups:

- Have policies and drafts come to the Board for review prior to posting to the website/distribution for feedback from Business Function Groups
- Communicate key message that being part of the cooperative allows member organizations to invest resources to gain own functionality beyond what others need

d. Appointment of Sub-Committees/Timelines for Reporting Back:

Communications Sub-Committee:

- The sub-committee's role is to generate communications about Sitka and BCLC to member organizations and potential organizations
- Respond to communication from elsewhere in world
- Other activities that need to be done are communications to new/potential sites, plus existing sites, and the need to communicate call for interest for 2010.

The Communications Sub-committee is currently composed of Rue Ramirez, Gordon Coleman, Daniel Phillips, and Jacqueline ex-officio. Recommend that the sub-committee reports to the Board and need for a Board liaison to the sub-committee. There is a need to clarify the committee's mandate and rejuvenate the sub-committee with additional members, while retaining an academic representative.

The board discussed a proposed structure whereby business functions would manage their working groups and have one representative from each business function sit on the Board (currently this is the case); develop as practice to ensure business functions are

represented directly on the Board. More business functions will come online in future, so we need to create mechanisms for managing this representation.

Other Committees

Finance Committee:

Greg is the only member on Finance Committee at this time

Call for interest in 2010: there are specific criteria for libraries to come on board; the expressions of interest should go to the Business Function Group first then to the Board for prioritization of the list of libraries. The Board will work with Ben to determine how prioritization and scheduling has been developed in the past.

Note: BCLA has been managing the funds for the project teams, plus holding the contracts. The Finance Committee should look into taking this over; there are currently 9 contractors and negotiations have been a large part of the work that Ben has been doing to date.

No other sub-committees, aside from Finance and Communications, at this time.

One Time Implementation Fee

Ben Hyman presented an overview of the history of the project to date and information on the interim fee structure, including the one-time implementation fee and the recurring fee. The interim fee structure was based on the population served and requires further discussion and refinement before moving forward.

The Partnership Grant from PLSB has been used to balance the budget to date. Fees are the other revenue. Some small libraries have been banking their Equity Technology Grants to fund their inclusion in the project, but this is a source of funds that is currently uncertain as the government is reviewing all ministry budgets.

PLSB has developed some scenarios for one-time and recurring fees, based on various revenue, population, circulation, and collection factors. Discussion of the perceived value of the levels proposed for the various librarians and concern of the potential jump in fees based on population. The project should have a mix of library types for 2010, so it is important to have set a standardized fee structure soon.

There is a clear need for more information on the actual costs of implementation. Ben and Greg will review and assess the actual expenses and review these against the funding scenarios proposed, to look for a balance between implementation and recurring fees in a formula that the Board can explain to the community.

For 2010, the aim is to bring two libraries up on Sitka per month or a total of approximately 20 libraries to be up by year end. There are several libraries that were scheduled for 2009 which will need to be rescheduled for 2010.

It was agreed that libraries that had signed up to go online in 2009, but which will not be migrated this year, will have their fees grandparented for 2010 implementation.

Moved by Lauren:

“To grandparent the one-time implementation fee for all 2009 scheduled libraries: College of the Rockies, Alert Bay Public Library, Gibsons Public Library, Sechelt Public Library, Thompson-Nicola Regional District Library, Castlegar Public Library, Cariboo Regional District Library.”

Seconded by Rhian. Kevin abstaining. Carried.

Kevin absented himself for the discussion on the proposed TNRL fee and vote.

Moved by Greg:

“That TNRL be offered a \$25,000 implementation fee based on their status as a pilot for the large 16 libraries and for their work on telephony for Sitka.”

Seconded by Lauren. Kevin abstaining. Carried.

e. Strategic plan

- Tabled to next meeting

f. Calendar

- Meet to discuss fee structure on July 28 at 11 a.m. Burnaby Board Room
- Following meeting will be held August 26 at 1 p.m. in Burnaby.

g. Other

- Debbie will ask Allan whether the Board requires Directors and Officers Liability Insurance, and report back at the next meeting.
- Forward Agenda: Edel will invite the Communications Committee to come an upcoming meeting to discuss the potential changing role for this committee.

D. Adjourned 2:30 p.m.