BC Libraries Cooperative
September 16, 2009
Board Room, Bob Prittie Metrotown Branch, Burnaby Public Library
Minutes

Attendees:
        In Person:
        Edel Toner-Rogala (Chair), Greg Buss, Rhian Piprell, Debbie Schachter, Recording Secretary

        By Teleconference:
        Lauren Stara, Shannon Ellis, Ben Hyman (PLSB), Jacqueline van Dyk (PLSB); Allan Carlson (PLSB)

Regrets:
        Kevin Kierans

A.   Welcome and Introductions

The meeting was opened at 2:05 p.m. with brief introductions

B.   Announcements

Ben announced that Castlegar Public was the 24th library to go live with Sitka with TNRD following in about six weeks. Version 1.6 of the software has also recently been launched and includes acquisitions, serials and media reserves. TNRD will bring with it telephony when that library system goes live.

C.   Consent Calendar

i. Minutes
The Minutes of the August 26, 2009 meeting of the Board were accepted as distributed.

ii. BFG Report – Sitka (Lauren Stara)
It was agreed by consensus that this report be lifted from the consent agenda and discussed under Major Discussion Items.

D. Major Discussion Items

i. Draft Framework for BFGs and Board Processes for Policy Development (Greg Buss)
Greg reviewed a draft document that outlined the role of the Cooperative Board vis-à-vis Business Function Groups. While it is intended that the BFGs have significant autonomy and authority to plan, develop and manage their specific area, it is recommended that the Board maintain oversight responsibilities in the following areas: financial, ensuring consultation, dealing with liability issues, ensuring consistency, managing opportunities.

The Board agreed by consensus to adopt the draft as a statement of guiding principles.

ii. Fee Structure (Greg Buss and Ben Hyman)

Greg and Ben provided a fee structure proposal and projections of revenue and expenses for 2010 and 2011, with anticipated surpluses to help build the Cooperative's capacity. The staffing complement is estimated to be 10.2 FTEs, and the expenses include staff travel. The staffing component may be reduced over time, after the number of migrations are reduced (after Sitka is in maintenance mode), but it is helpful to consider the amount based on current contract expenses.

Ben walked the Committee through the revised revenues and expenses based on proposed fee structure. The question of whether libraries would be able to pre-pay lump sums for implementation and maintenance costs to avoid an annual fee (for administrative purposes) was considered. This would be acceptable and would also provide interest as an additional revenue stream.

A call for interest will go out for the 2nd quarter of 2010, and to inquire regarding library plans for migration in 2011, 2012 to help us to model beyond the next year.

The Board agreed that the fee structure presented giving us a premise upon which to work. We will revise our principles to reflect that the new tiered fee structure model has a level based on complexity of libraries. We need to communicate appropriately with respect to fee structure levels (i.e. larger libraries have greater complexity and requirements are greater, whereas smaller libraries have less complex needs and most likely will not ever implement some of the modules).

Action: Ben, with the input of Greg and Debbie, to project out to 2013/2014 as the point when all libraries are on, and it is the recurring model by then with only recurring fees and no PLSB funding (project past everyone coming on board by 2013/2014).

Greg suggested the need for a workshop with the larger libraries to determine what functionality these libraries need, to ensure buy-in and appropriate development of Sitka. Ben is talking with Michael Burris about an InterLINK workshop, so may be able to combine the two.

Edel and Ben will discuss the timing of this workshop or "think tank" with a focus on issues, such as unique aspects of particular types of libraries' services and how these will be maintained (how will this affect my brand"?).

ii. BFG Report – Sitka (Lauren Stara)

Lauren reported on the policy documents. The catalogue document was approved by the working group without any additional changes. The OneCard Policy had questions about privacy, specifically wording changed in the patron option to "opt out" related to the need to retain only 1 record per person in Sitka.

 "Sitka Consortial Libraries Privacy Policy", title changed, and accepted by the Business Function Group and forwarded now to the Board for approval.

Moved by Lauren:
The Sitka Cataloguing Policy, Sitka BCOneCard Policy, and Sitka (shared library database) Privacy Policy be approved by the Board.
Seconded by Shannon. Carried.

Ben reported the next steps for the database merge planning, now that the policies are approved, are as follows:

> Step 1: algorithm developed & tested
> Step 2: schedule deployment
> Step 3: Develop training materials
> Step 4: Develop Communication Plan
> Step 5: Merge the data

Ben will provide an update at the next Board meeting.

iii Adding a new Business Function – Coordinating the Consortial Buying of Databases for BC Public Libraries

Jacqueline described an opportunity for BC Libraries Cooperative to take on the administrative functions of managing the consortial database negotiations and acquisitions, currently being administered by BCLA. Funding for the core databases is now gone but funding for a contracted negotiator and some accounting support is available. This work would be to continue negotiating on behalf of libraries that would like to opt in to corsortial database negotiations.

The Board expressed concern about the timing of taking on this new function. There is a need to structure a new business function group and for the administrative activities with respect to banking, etc.

Some updating of information around the databases will be coming from PLSB; Jacqueline will discuss this change further with BCLA, as well.

There appeared to be agreed that while the Board believes this is a natural fit and an opportunity to develop a new business function, the Cooperative has to have the capacity to take on an additional function and we need to ensure healthy relations moving forward. For this to occur, there needs to be careful planning and, when we are finally ready, a transparency in the process of transitioning the database administration function from BCLA to a BFG.

Forward agenda: Consortial buying of databases

Next meeting: within the last 2 weeks of October or November 6, prior to Interlink meeting.

Adjournment: 4:25 p.m.