

BC Libraries Cooperative
November 12, 2009
Board Room, Bob Prittie Metrotown Branch, Burnaby Public Library
Minutes

Attendees:

Edel Toner-Rogala (Chair), Greg Buss, Shannon Ellis, Kevin Kierans, Lauren Stara,
Ben Hyman (PLSB)

Regrets:

Rhian Piprell, Debbie Schachter, Jacqueline van Dyk

A. Welcome and Introductions

The meeting was called to order at 2:05 p.m.

C. Consent Calendar

i. Minutes

The Minutes of the September 16, 2009 meeting of the Board were accepted as distributed.

ii. BFG Report – Sitka (Lauren Stara)

Lauren provided an update. Much has happened since the Board's Last meeting.

Lauren reported on the mentoring program set up by the Cataloguing Working Group. There are 5 volunteer mentors, all Cataloguing Working Group members, and they have each been assigned to work with one or more Federations. Most Sitka sites had at least one staff member who completed the Cataloguing Survey, and many of these people indicated interest in working with a mentor. The mentors are now in the process of contacting the individuals who expressed interest, as well as the main Sitka contact from other Sitka libraries in their Federation.

Lauren then reported on the success of the cataloguing webinars. Webinars were conducted on November 10 and 12 by Sharon Herbert (Sitka Project Manager), Shannon Dineen (Lead Sitka Trainer) and Lauren. All Sitka libraries were encouraged to watch one of the sessions, and attendance was very good. Cataloguing policy and procedures were covered in great detail, and as was the bibliographic merge that will take place in the coming week and the importance of changing workflows accordingly.

iii. Communications Subcommittee (Shannon Ellis)

Shannon reported that the Communications Subcommittee expects to have a draft Terms of Reference and a draft Communications Plan ready for the Board's review at the next Board meeting.

iv. Operations Update (Ben Hyman)

Reference was made to Stephen Abrams' position paper, "Integrated Library Systems Platforms on Open Source" and it was agreed that it would be appropriate for the BC Libraries Board of Directors to respond to this document. It was suggested that as the communications committee will be updating the "talking points" document, possibly as material for "big library day", they could also include comments

in rebuttal to the Abrams' position. Edel also agreed to undertake the writing of a letter with help from Ben.

Ben highlighted the following:

- The "Big Merge" of existing bibliographic records in Sitka's Evergreen database will commence November 17th and last a few days.
- Testing release 1.6; intending implementation asap, and before TNRD goes up on Sitka.
- Sitka team and TNRD narrowing in on a launch date – Dec 14th tentatively, depending on TNRD's production of final migration scripts.
- A handful of service and contract renewals will be renegotiated in January.
- The Sitka team is finalizing the Q1 2010 implementation schedule.
- Planning underway for Q1 2010 Sitka enhanced reporting and complete offsite backup environments.
- Hazelton broadband upgrade scheduled for the weekend of November 13th.

D. Major Discussion Items

i. Fee Structure (Greg Buss and Ben Hyman)

There was further discussion regarding the fee structure proposal presented at the last Board meeting. The changes requested at the September meeting had been made and a final draft had been circulated in early October. The Board made two other amendments: One Time Implementation Fee was changed to First Year's Fee and Recurring Fee was changed to Maintenance Fee. The Board reaffirmed its commitment to flexibility in how payment could be made.

Moved by Greg Buss:

That the Board adopt the fee structure as amended as the fee structure for Sitka for 2010, effective January 1, 2010.

Seconded by Shannon Ellis. Carried.

The Board discussed 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.

Board members agreed to contact library directors of the "Big 16" before the next meeting to learn more about their concerns about Sitka, their plans for their automation futures and "deal breakers", if any. This information will then be used to structure a session which would be meaningful and productive for both directors and their IT staff.

ii. Service Management Agreement (Kevin Keirans)

The Board worked through a number of questions and potential changes to the Service Management Agreement.

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

While the Board believes this is a natural fit, the Cooperative has to have the capacity to take on an additional function. There was agreement that we are not there yet.

Next meeting: December 9, 2009

Adjournment: 4:35 p.m.