

BC Libraries Cooperative
January 20, 2009
Board Room, Bob Prittie Metrotown Branch, Burnaby Public Library
Minutes

Attendees:

Edel Toner-Rogala (Chair), Rhian Piprell, Debbie Schachter, Greg Buss, Shannon Ellis, Kevin Kierans, Lauren Stara; Jacqueline van Dyk (PLSB), Ben Hyman (PLSB)

By telephone: Allan Carlson (PLSB)

A. Welcome and Introductions

The meeting was called to order at 2:00 p.m.

C. Consent Calendar

i. Minutes

The Minutes of the December 9, 2009 meeting of the Board were approved as distributed.

ii. Operations Update (Ben Hyman)

As outlined in his submitted report, Ben informed the Board that the Sitka group is doing planning for 2010 and completing the signing file for existing libraries.

Ben and Kevin then reported on the TNRD installation, including concerns about performance issues and functionality concerns that need to be addressed prior to the Big 16 meeting. Sitka staff is working hard on fixes and are very responsive, but there are ongoing concerns typical of large ILS migrations about the problems still awaiting resolution. Ben explained that the release 1.6 was very late in 2009. The decision was made to go ahead with the TNRD migration to the new release, due to the new functionality provided. The new release brought with it the need for unexpected bug fixes, in addition to the difficulties that can be expected in any migration from one system to another. The Sitka Team and TNRD will be doing a "lessons learned" after the completion of the project, with the intention of improving any future migrations.

Next migration will occur at the end of the first quarter, and Ben will soon confirm the schedule for 2010 and the quarterly targets projected out to 2011.

iii. BFG Report – Sitka (Lauren Stara)

Lauren reported that the group met in December to do a post-mortem on the merge and the upgrade. The Circulation Working Group is working on developing an online form to allow people to designate holds and pickup, ILL procedures, and a fines policy relating to accepting payment of fines at different Sitka sites (i.e. this will not be allowed).

The Cataloguing Working Group has been working on authorities, serials, cataloguing and mentoring program. They plan to invite 3 new members to the cataloguing group, potentially UBC, Coquitlam Public Library and Greater Victoria Public Library.

iv. Board/Sub-committees/Working Groups – Clarification (Edel Toner-Rogala)

Edel clarified Board member requirements on sub-committees and working groups by referring to the July 2009 minutes of the Board. As per those minutes Board members sit on business function groups but not required on a working group. Board subcommittees, such as Communications, do require a board member. Working Groups need to identify a term and approve the members through the BFG.

v. Service Management Agreement (Edel Toner-Rogala)

Kevin moved to accept the changes to the Service Management Agreement as routed, seconded by Shannon and carried.

D. Major Discussion Items

i. “Big Libraries” event (Edel Toner-Rogala/Shannon Ellis/Kevin Kierans)

Space has been reserved at VPL for March 4th for the event. Shannon and Edel have been planning the event based on the purpose developed by the Board in 2009. Chief librarian and technical staff are expected to attend. The Board and Sitka Team members can meet after the event to recap.

Some discussion as to what it will take for the big libraries to participate, with suggestions for how to organize the event.

Edel will amend the invitation and route it to the Board for review, and will redraft the agenda based on discussion and input. Board members will follow-up the invitation with a telephone call to the library directors with whom they had previously spoken, to confirm their attendance. Edel will send out a list reminding Board members with whom they spoke.

ii. Communications Plan (Shannon Ellis)

Shannon reported on the redrafted Communications Plan and that the Communications Subcommittee plans to develop a newsletter.

Lauren moved to adopt the terms of reference and accept the Communications Plan as presented, seconded by Shannon, carried.

The Board wishes to convey their appreciation to the Communications Subcommittee for their work developing this plan.

iii. Roll-out of New Fee Structure (Jacqueline van Dyk)

Jacqueline stated that there was good communication at year end about the changes coming but that the Board must ensure that the “hardship clause” is evident for libraries facing increase in fees. Ben reported that for new sites for 2010 and 2011, libraries are waiting to see the new fee structure and the

fees may impact the schedule, as some libraries won't be able to afford the fees this year. The communication plans are important for directors to be able to communicate effectively with their boards as to the benefits versus the costs.

Edel recommends sending libraries an invoice and covering letter explaining the benefits. We will publish the fee schedule on the website after the invoices are distributed. The Sitka Team will send a draft to Edel in a few weeks for review.

Edel and Greg will open a bank account. Debbie will speak with a couple of financial institutions to determine the documentation required.

iv. AGM (Edel Toner-Rogala/Allan Carlson)

The AGM is being planned for BCLA in Penticton, with teleconference option offered, as well. Allan reviewed some of the timelines required prior to the AGM as follows:

- 60 days prior to the AGM – financial statements and other reports are required
- Nominations committee will need to be ready to identify candidates for Board positions
- Nominations chair and committee must be members of the Cooperative who will not be running for election, and should be comprised of at least 3 people.
- Half of the existing board will be 2 year term while the other half will be 1 year

Allan will develop an email, for review by Edel, for distributing information to all members and to ask for volunteers.

v. Update on Transitions Plan (Ben Hyman)

Ben reviewed the timelines and milestones indicating slippage and accomplishments. Ben and Allan are still working as intermediaries between the Co-op and PLSB and Sitka team, as there is no staff yet. There is concern about being able to sustain this current model without a BC Libraries Cooperative staff member.

Ben stated that there is a need to identify the position requirements and potentially it will be an operation manager rather than an executive director type of position. Ben will clarify the skill sets and specifics of the role. There is also a need for space, including meeting space for the Sitka team. A subcommittee of the Board will need to look into requirements in April and to deal with the space sooner than that, possibly.

vi. Expense Claims (Kevin Kierans)

Kevin suggests linking our expense reimbursements to what the government does. Allan will send the government information the Board.

E. Emerging Items

i. Bibliocommons – Strategy and Trajectory (Jacqueline van Dyk/Allan Carlson)

Allan stated that BC libraries can now look at Bibliocommons for implementation in B.C. Rhiann volunteered to be a Board contact for Allan on Bibliocommons. PLSB will continue to communicate with Bibliocommons on behalf of the province.

ii. Content Enhancement – Costs/Chargebacks (Ben Hyman)

The contract has rolled over for another year and currently content enhancement is considered part of the Sitka base benefits. There is potential for content enhancement to other systems, not just Evergreen sites. This can be offered to all Co-op members and offers potential revenue stream to Sitka for non-Evergreen libraries. The future Co-op staff member could look into this as one of their areas of responsibility.

F. Adjournment

Adjournment: 5:30 p.m.

i. Date for the Next Meeting

Next meeting will be March 2 **at 11am** at Burnaby Public Library, Metrotown.

Forward agenda:

- Discussion of format and agenda of march 4th event
- Communication strategy discussion
- AGM – date/window for AGM