

Minutes of the B.C. Libraries Cooperative  
Board of Directors Meeting  
PLSB – Vancouver Office  
May 19, 2010

Attendees: Edel Toner-Rogala (Chair), Rhian Piprell, Lauren Stara, Debbie Schachter, Kevin Kierans, Greg Buss, Shannon Ellis, Joanne Richards, Margo Schiller, Jacqueline van Dyk (PLSB)

Also Attending: Ben Hyman (PLSB), Allan Carlson (PLSB)

**A. Welcome and Introductions**

The meeting was called to order at 10:05 am.  
Board members and PLSB employees introduced themselves.

**B. Announcements/Acknowledgements**

Edel Toner-Rogala acknowledged the contributions of past Board members Debbie Schachter and Rhian Piprell. They were each presented with a gift to thank them for their work on the Board.

Debbie Schachter left the meeting at this time.

**C. Selection of Vice-Chair, Secretary and Treasurer**

Board members agreed by consensus on the selection below:

Kevin Kierans – Vice-Chair

Greg Buss – Treasurer

Margo Schiller – Secretary

**D. Creation of a Finance/Budget Development Committee, Signing Authorities and Reaffirming the Membership/Make-up of the Communications Committee**

It was agreed by consensus that the members of the Finance/Budget Development Committee would be Greg Buss (Chair), Edel Toner-Rogala (ex-officio member), Joanne Richards, Shannon Ellis and two members at large (to be determined). Tasks of the Committee include creating terms of reference, creating a budget and reviewing and revising the fee schedule. These tasks need to be completed prior to the Members' Council meeting in late September or early October.

Motion: That the B.C. Libraries Cooperative remove Debbie Schachter as signing authority and add Margo Schiller.

Moved by Joanne Richards, seconded by Lauren Stara.

***Carried.***

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It was agreed by consensus that the members of the Communications Committee would be Shannon Ellis (Chair) and Joanne Richards. Rhian Piprell volunteered to participate on the Committee as a member at large.

**E. Consent Calendar**

The Communications Committee Update was moved out of the Consent Calendar and added under Discussion Items Arising from the Minutes.

- i. Approval of the minutes of the March 30, 2010 meeting  
The minutes were approved as presented.
- ii. Operations Update (Ben Hyman)  
Information contained in the following document was reviewed and discussed: “BC Libraries Cooperative Operational Report for the Period March 29, 2010-May 11, 2009”  
Rhian Piprell left the meeting at this time.
- iii. BFG Report – Sitka  
Lauren Stara, Chair of the Sitka BFG, provided a verbal report. The Sitka BFG will be meeting monthly on the last Monday of each month. The last meeting on May 17, 2010 was not very well attended with only eight or nine attendees. There are new members on both the Cataloguing and Circulation Working Groups. The Circulation Working Group needs a new Chair and would benefit from the addition of an Interlink member. Members do not need to be operating Sitka to be on the Working Group. Topics of discussion included patron de-duping and the prevention of duplicate ILL records. A procedure regarding collecting fines was also approved. The Staff Client will soon show additional headings in the centre panel. Lauren asked whether the Board would consider supporting the Cataloguing mentoring program by reimbursing travel expenses for mentors.

Joanne Richards reported that the Kootenay Library Federation is investigating having one spokesperson attend BFG meetings to speak on behalf of all of the Kootenay Federation libraries. There was some concern about this. Edel Toner-Rogala was concerned that this would affect the perception of Board communication to its members. Allen cautioned against this idea as the BFG functions as an informal meeting of members and it relies on the resources, input and decision making from all libraries. The BFG is not the same as a User Group. Lauren volunteered to attend a meeting with the Kootenay Library Federation librarians if this would be helpful.

Lauren will also explore the possibility of some in-person BFG meetings and the use of other technology options for the meetings.

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- iv. Motion regarding Reimbursement of Director Expenses  
Motion: To adopt reimbursement rates as outlined by the Provincial Government and as distributed to the members prior to the meeting in the document “BC Libraries Cooperative Travel Expense Summary for Board and other Members on approved Coop business”.  
Moved by Kevin Kierans, seconded by Joanne Richards.  
**Carried.**

**F. Discussion Items – Arising from the Minutes**

- i. Communications Committee – Update  
Shannon discussed the Cooperative newsletter and reported that it is set to launch in four to six weeks.  
The newsletter will be about four to six pages and it will be issued twice a year. Shannon will pursue adding some active content to the newsletter including polls and having a contest for the name of the newsletter. Shannon is also looking at including more active content on the Cooperative web site.
- ii. Addressing the Space Requirement issue – opportunity to enter into an agreement to sub-lease at 605 Robson Street {Minutes of January 20, 2010}  
The Board discussed the need for a physical location and space for the Cooperative. The Finance/Budget Committee will consider provisions for physical space in the budget.
- iii. Changes to Clause 23.2(h) of the Service Management Agreement dealing with non-competition {Minutes of March 3, 2010 and March 30, 2010}  
Tabled to the next meeting.
- iv. Sitka Fees and Addressing Members Concerns {Minutes of March 30}  
Motion: To withdraw the fee structure that was adopted at the November 12, 2009 meeting; to propose a new fee structure to the members at the Members’ Council meeting which would be implemented in January 2011; to proceed to invoice libraries for 2010 fees at the 2009 rate or the 2010 rate (which has since been withdrawn), whichever is lower; and, to present a budget and fee structure at Members Council for approval by the members.  
Moved by Greg Buss, seconded by Shannon Ellis.  
Edel Toner-Rogala asked if there was any further discussion.  
There was none.  
**Carried.**
- v. Moving Forward with the Establishment of the Licensing BFG {Minutes of March 30}  
An intern Licensing BFG will be struck to work on Bibliocommons licensing. Edel Toner-Rogala recommended Scott Hardgrove as a Chair. Margo Schiller volunteered to be the Board liaison on the BFG.

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**G. Planning to Plan**

- i. Selecting dates for Board meetings, setting a day aside for budget/strategic planning, scheduling the next Town Hall meeting, setting a Date for Members Council. Can we use Skype as a meeting tool?

The Board scheduled the following meetings:

Board Meetings at PLSB Vancouver Office:

Thursday, June 24, 2010 at 11:00am

Thursday, July 22, 2010 at 11:00am

Thursday, September 8, 2010 at 11:00am

Members' Council meeting is tentatively set for September 29, 2010 or October 1, 2010.

Dates for Strategic Planning and the next Town Hall meeting were tabled to the next meeting. Skype will be explored as a meeting tool for future meetings.

Joanne Richards left the meeting at this time.

**H. Discussion Items**

- i. What materials should be reserved for "members view only" versus public consumption? What about posting of agendas? Are Board meetings open to members? What should we be doing about items which would normally be dealt with in "Closed Session"?

There was consensus that information posted on the web site should be publicly available. Specific items that are confidential in nature should be labeled as such and password protected for member access only.

Board meeting agendas and minutes should remain publicly available and members are welcome to attend Board meetings to observe.

The Board will also include an in-camera session at the end of each Board meeting as required.

- ii. Re-framing/re-branding of event in the fall designed to give larger libraries more information regarding Evergreen

There was consensus that a new term is needed to describe the larger libraries. The event needs to focus on issues and concerns relevant to larger libraries including governance, functionality, implementation and cost. The Communications Committee was tasked with coming up with a new term.

There was a question about transferring provincial licensing of databases to the Cooperative. This still needs to be discussed by the Cooperative, BCLA and PLSB. Edel Toner-Rogala and Greg Buss will arrange a meeting with BCLA and PLSB.

Edel Toner-Rogala asked if there was any further business.

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There was none.

**I. Adjournment**

The meeting was adjourned at 2:10 pm.