

Minutes of the B.C. Libraries Cooperative
Board of Directors Meeting
PLSB – Vancouver Office
June 24, 2010

Attendees: Edel Toner-Rogala (Chair), Lauren Stara, Greg Buss, Shannon Ellis, Joanne Richards, Jacqueline van Dyk (PLSB), Ben Hyman (PLSB)

Attendees via conference call: Margo Schiller, Allan Carlson (PLSB)

Regrets: Kevin Kierans

A. Welcome and Introductions

The meeting was called to order at 11:40 am.

Edel welcomed everyone to the meeting

B. Announcements/Acknowledgements

Edel reported that a meeting has not yet been arranged between the BC Libraries Cooperative, BCLA and PLSB regarding provincial database licensing. She stressed that the Board wishes to ensure that any changes made are not at the expense of BCLA.

Edel asked if there were any other announcements. There were none.

C. Consent Calendar

- i. Approval of the minutes of the May 19, 2010 meeting
The minutes were approved as amended.
The first names of Board members will be used in the body of future minutes.
- ii. Approval of the minutes of the June 4, 2010 meeting
The minutes were approved as amended.
- iii. Correspondence
 - a. Edel circulated correspondence from Kimberly Partanen, Fort St. John Public Library regarding matters relating to Sitka, dated May 11, 2010 via email prior to the meeting.
There were no questions about the correspondence.
 - b. Edel circulated correspondence from herself as Chair, BC Libraries Cooperative Board of Directors in response to the letter from Kimberly Partanen, dated June 3, 2010.
There were no questions about the correspondence.
- iv. Operations Update (Ben Hyman)
Information contained in the following document was reviewed and discussed: "BC Libraries Cooperative Operational Report for the Period May 11, 2010-June 18, 2010"

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A response from the BC Libraries Cooperative is needed by the end of July to express interest in hosting the 2012 Evergreen International Conferences. In previous conferences, expenses incurred were offset by revenue. The conference is aimed at technical developers, administrators, and coordinators of service. As such, there would likely not be a lot of participation from the staff of libraries using Sitka's instance of Evergreen but the conference may appeal to technical staff and those interested in the development of Evergreen. The conference would most likely be held in early April of 2012. Ben will send out an information package to BC Libraries Cooperative Board members.

Sitka feature requests were discussed. Ben explained that the cost of feature development has not yet been determined. There are some funds set aside for this type of development and Sitka staff may be able to work with others in the Evergreen community to help reduce cost. The cost will be provided to both the BC Libraries Cooperative Board of Directors and to the Sitka Business Function Group (BFG). The results from the feature request survey are being compiled and they will also be shared with and discussed by both the Sitka BFG and the BC Libraries Cooperative Board of Directors prior to any implementation.

There was a discussion about gaps in training for staff using Sitka's instance of Evergreen. At the next Sitka BFG, Lauren will share the various support tools members can access to ensure their questions are answered.

There was a question about the leasing opportunity discussed at the previous meeting. The budget for the BC Libraries Cooperative needs to be addressed first.

v. BFG Report – Sitka

Information contained in the following document was reviewed and discussed: "Sitka Business Function Group Report to BCLC Board, June 24, 2010."

Lauren commented that the Circulation Working Group is currently in need of a Chair and would benefit from an InterLINK member. The Cataloguing Working Group will be looking for quotes for retrospective clean-up of the Sitka database which will then be presented to the BC Libraries Cooperative Board.

Financial support for cataloguing mentors to travel to Sitka sites for training purposes was discussed. Lauren will gather feedback from the members at the next Sitka BFG meeting to ascertain if the members feel this is necessary.

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Lauren reported that there are many libraries that do not participate in Sitka BFG meetings. She will ask the libraries that do attend if they have any ideas how to increase participation.

Ben will research alternatives to teleconferencing for meetings and also face-to-face meetings. He will present his findings to the Board at the next meeting.

- vi. Communications Committee – Update (Shannon Ellis)
Information contained in the following document was reviewed and discussed:
"Communications Sub-Committee update, June 24, 2010."
The newsletter will be available electronically in PDF format.
There is no logo at this point. Lauren will work on creating one.

Edel asked if there were any other questions for Shannon. There were none.

D. Discussion Items – Arising from the Minutes

- i. Report of the Finance/Budget Development Committee (Greg Buss)
The Finance Committee is making progress on the budget. The intent is to present the budget at the next meeting. The Committee is planning to send the draft budget to members for their feedback prior to Members' Council meeting in the fall.
Edel asked if there were any other questions. There were none.
- ii. Changes to Clause 23.2(h) of the Service Management Agreement dealing with non-competition {Minutes of March 3, 2010 and March 30, 2010}
Kevin and Allan have been working on alternate wording and they will present at a later date. Edel stressed that any changes to the Service Management Agreement need to protect the BC Libraries Cooperative. Allan confirmed that this is indeed what he and Kevin are hoping to achieve.
- iii. Dates for Strategic Planning and Next Town Hall meeting, and confirming the date for Members Council meeting (Edel)
The next Town Hall meeting will be held on September 14, 2010 from 12:00pm-1:00pm. The topic will be the draft budget. Members' Council meeting will be held on October 1, 2010. This will be a half day meeting. A half day session for larger libraries interested in Sitka could also be held on October 1, 2010. Lauren will also investigate holding an in-person Sitka BFG on October 1, 2010. Shannon will include the dates in the newsletter.
- iv. Session to look at the needs of larger libraries regarding Sitka (Shannon)
After discussion it was agreed that the Board will wait for the larger libraries to initiate a meeting about Sitka.

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E. Emerging Issues

There were none.

F. Adjournment

The meeting was adjourned at 1:40 pm.

The next meeting will be held on Thursday, July 22, 2010 at 11:00am at the PLSB Vancouver office.

G. In-Camera Session

Edel asked if there were any in-camera items. There were none.