

Minutes of the B.C. Libraries Cooperative  
Board of Directors Meeting  
Teleconference  
February 28, 2011

Attendees: Greg Buss, Shannon Ellis, Joanne Richards, Edel Toner-Rogala (Chair), Margo Schiller, Allan Carlson (PLSB), Kevin Kierans, Brian Owen, Jacqueline van Dyk (PLSB), Scott Hargrove (Chair of the Licensing BFG)

Regrets: Lauren Stara

**A. Welcome**

The meeting was called to order at 10:20 am.

**B. Announcements**

Jacqueline advised the Board that the Yukon Public Libraries has joined the Cooperative as a member.

**C. Consent Calendar**

- i. Approval of the minutes: January 17, 2011  
The minutes of the January 17, 2011 meeting were adopted as amended. The change was a clarification PLSB is looking after all operating expenses for Sitka until April 1, 2011.
- ii. Sitka BFG Report  
Shannon give a brief update as Lauren was away.
- iii. Licensing BFG Report (LBFG) – (Scott)  
Scott provided the Board with an update on the activities of the BFG. He will follow-up with a written report.  
The LBFG presented five recommendations to the Board regarding Bibliocommons fees:
  1. Recommend no substantive changes to the fee structure at this time.
  2. Recommend that fees be rounded to the nearest dollar value.
  3. Recommend that full details of fee schedule be posted to secure portion of Coop website.
  4. Recommend that a clear statement about two-year price guarantee be posted with fees.
  5. Recommend that BiblioCommons be asked to provide current and future (projected) pricing for libraries.

**Motion:** That the BC Libraries Cooperative adopt the five recommendations of the Licensing BFG as presented.

Moved by Greg, seconded by Kevin.

Carried.

Scott left the meeting at this time.

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- iii. Communications Committee – Update (Shannon)  
A draft newsletter should be ready in a couple of days. Work has also begun on a BC Libraries Cooperative logo and the first drafts should be ready this week. Ideally, the new logo will be launched in the upcoming newsletter.

**D. Items for Discussion**

- i. SWOT Analysis, Business Plan and Budget 2011/2012 (Greg)  
The SWOT Analysis was completed and all Board members received a copy via email. There is still much work to be done on the Business Plan. Once the 2011/2012 budget is approved, work on the Business Plan can proceed. The budget will be presented during a Members' Council meeting and does not have to be ready for the AGM. Financial statements, however, are required for the AGM. The AGM will tentatively be held in May 2011.
- ii. Bookkeeping/Financial Reporting Services – Update (Greg)  
Consensus that the BC Libraries Cooperative needs to hire a bookkeeper in order to put together the financial statements required for the AGM. Greg, Allan and Joanne will plan to visit some potential companies in early March.
- iii. Preparing for the Handover from BCLA on April 1 (Edel)  
Service contracts are in place with BCLA which expire at the end of December 2011. A mechanism needs to be in place with BCLA to ensure these contracts are upheld. BCLA is swamped with conference planning and will be available to discuss this after the conference in April.
- iv. Booth at BCLA (Edel)  
The BC Libraries Cooperative will have a booth at the BCLA Conference in April. The hope is that a combination of Sitka, Bibliocommons and Board representatives will volunteer to staff the booth.

**E. Emerging Issues**

- i. Sitka and the Larger Library System – follow-up (Edel)  
Edel will follow-up with the libraries. Specifically, she will inform them that the discussion notes were posted, identify key next steps that were identified, and provide an update on what has happened since the session.
- ii. Communicating with the Membership regarding Manitoba Spruce – see email from member (Edel)  
Edel will draft a response to the member and ask for feedback from board members.

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The list of BC Libraries Cooperative members will be posted on the web site and new members will be listed in each newsletter.

The next newsletter will provide some information for members about the role of the Board in decision making. Specifically, what types of decisions the Board brings to the membership for their approval and what types of decisions are made directly by the Board on behalf of the membership.

- iii. Setting a Date for the Next Board Meeting and for the AGM (Edel)  
The next meeting is scheduled for Wednesday, March 9<sup>th</sup> at 11:00am via teleconference.
- iv. Fee Schedule for Academic Libraries (Brian)  
Tabled.

**F. Adjournment**

**Motion:** To adjourn and move in camera.

Moved by Kevin, seconded by Brian.

Carried.