



Board Meeting, July 21, 2011
MINUTES

In attendance:

Ben Hyman (Managing Director)
Brian Owen (Director)
Edel Toner-Rogala (Chair)
Joanne Richards (Treasurer)
Julie Spurrell (Director)
Kevin Kierans (Vice Chair)
Lauren Stara (Secretary)
Scott Hargrove (Director)
Shannon Ellis (Director)

1. Call to Order

10:03 am

2. Consent Items

a. Minutes of the June 25, 2011 Board Meeting

Accepted with the addition of Julie Spurrell in the attendees and correction of Kevin's last name to Kierans.

b. Correspondence

Edel & Ben wrote the GLE Letter of Delivery for FY10/11 and forwarded it to Jacqueline Van Dyk.

3. Updates

a. Communications Subcommittee

Shannon reported that she and Ben met with Lepso (?) regarding development of letterhead, business cards, and marks for the BFGs.

b. Finance Subcommittee

Joanne sent a written report before the meeting. The group has implemented the Quickbooks software and standard income statements will be available soon. All financial transactions previously done by BCLA will now be recorded in QB. The next meeting (August 8) will tackle priorities as well as a cost analysis of converting contractors to employees. They will also develop a Terms of Reference based on the model done by the Communications SC. It was verified that the Treasurer

of the Board is the Chair of the Finance SC. The website will be changed to reflect this.

c. Personnel Subcommittee

They have begun drafting a Terms of Reference and plan to have a final draft for the September Board meeting. Additional issues include the conversion of contract staff to employees; the distributed work model, including WorkSafeBC implications and Ben's vision. They are obtaining copies of the current contracts. Ben's probationary review will be completed in November (6 month anniversary). Ben is hired by the Board; all other employees are Ben's responsibility.

d. Mission, Vision, Values Task Group

The first draft of a list of the Cooperative's values was sent out & feedback solicited. The group asked that responses be sent via email by Friday, July 29.

e. Governance Working Group/Subcommittee

It was agreed that this group should be a Subcommittee rather than a Working Group since it falls under the Board rather than a BFG. Kevin reported that notes from their July 18 meeting were sent out. The goals of the group include a Terms of Reference, a review of the SMA and the Guiding Principles for currency.

f. Licensing Business Function Group

Scott reported that the Bibliocommons funding model with proration was passed by the BFG. They discussed the move of Bibliocommons data to Amazon servers in the US; they did research to determine exactly what data is being moved across the border & sensitive personal information is not. There have been some questions about the security and privacy of data. They will develop a communication/FAQ & send it to the LBFG list. Edel requested that a Privacy Officer from a library (maybe from FVRL) review the Bibliocommons privacy issue. Michael deKoven led the development of a report on the Bibliocommons reporting module & it will be sent to Bibliocommons. A new Working Group for Ebooks is looking at the ebook server proposal & is developing a Terms of Reference. Bibliocommons invoices will go out as soon as approved minutes are posted on the website.

g. Sitka Business Function Group

Melissa submitted a written report; in addition, she & Ben have met since then to looking at communication strategies for the sites. Cariboo will be first test site for the Acquisitions module. The Acquisitions task group will begin to work when initial testing complete – late summer. The Cataloguing WG worked very hard to come up with a recommendation as

to how Overdrive records will be presented within Sitka, and the recommendation was accepted by the BFG. The issue is complicated because the Advantage programs has been adopted in some Sitka libraries, making some records relevant to only one library. Ben is also coordinating how the records come from Overdrive to the province. If we can work out the process for Overdrive, it can be applied to other downloadable materials as well.

h. Operations

Ben submitted a written summary of operational issues. There were no questions.

4. Items for Discussion:

a. Preliminary Findings – Reflections on the Planning Day

Edel gathered observations and thoughts from Jamie (facilitator) as well as the Directors. In general, people felt positive about the orientation session & the opportunity for new board members to get up to speed. There was collegiality and trust around the table. Jamie's contribution was valuable and appreciated.

Directors are concerned about money & reporting and there is work to be done in these areas; however, everyone is committed to the success of the coop & the development of Sitka as a fully functional ILS for a large market. In general, consensus was that it was best planning session the Board has had & Directors felt very positive coming out of it.

Edel has asked Jamie to participate again in the sessions on September 16th & 17th. Ben and Edel will meet with Jacqueline Van Dyk before then to address her concerns.

5. Emerging Issues

a. Evergreen International Conference 2013

Ben tabled a proposal for a joint Sitka & KCLS conference, with Vancouver as the location. The deadline for submission is much shorter than anticipated and it must be in by the end of this month if we decide to go forward. He reported that it is usually a break even event, taking place in April and with approx. 150 attendees. Ben spoke to the Sitka Team regarding the extra workload & enthusiasm was high with most of them. Consensus of the Board is for Ben to go forward with a soft proposal, venue TBD.

b. External Service Pilot

Ben spoke to a pilot project in the works for the Sitka team to provide external Evergreen services.

The board requested a session on nondisclosure agreements at a future meeting. Questions arose about negotiations with a NDA where staff cannot disclose information to the board members.

c. Sitka's 50th Site

Beaver Valley will be the 50th site on Sitka, and it will be a great opportunity for celebration and messaging to a wider audience than usual. Ben will work with the Communications SC. The launch will take place in late August/early September.

6. Date of Next Meeting

Sept 16 & 17, 10 am

Adjourned 11:27 am.