



**Board meeting 10:00AM Friday, March 16, 2012
Minutes**

In attendance:

Ben Hyman (Managing Director)

Brian Owen (Director)

Edel Toner-Rogala (Chair)

Jacqueline Van Dyk (LLB, ex-officio)

Joanne Richards (Director) via Skype

Julie Spurell (Director)

Scott Hargrove (Director)

Shannon Ellis (Secretary)

Sharon Herbert (Sitka Project Manager) 11:05am – 12:10pm

Tami Setala (Licensing and Business Development Manager) 11:05am – 12:10pm

1. Call to order at 10:20

2. Approval of agenda & minutes
 - i. Minutes of last meeting (13.02.12) accepted for filing.

3. Consent Agenda
 - i. Reports from Board Sub-Committees
 - Finance committee - met on March 13th. Ben and staff working through fee schedules. Discussed Municipal finance authority options. Reviewed planning for AGM. Reviewing cash flow in regards to licensing piece. Deferred audit to after the AGM, partially waiting for results of talks with MFA as they may pay for part of the audit if our business case is accepted.

 - Governance committee –met March 16th. Draft amendments to SMA reviewed, with focus on composition of board. Committee is offering feedback to staff at this point, defining and clarifying role of the board. SMA will come back with draft changes to governance committee's next meeting. The group discussed holding a town hall meeting to discuss changes to SMA with the membership before being put to a vote.

 - Personnel committee has not met since the last meeting.

 - Communications committee – Expecting delivery of new banners before the conference, working on the email newsletter template. The next newsletter will go out just prior to the AGM, its main purpose will be to drive traffic to the website for AGM information and materials.

ii. Reports from the Business Function Groups

- SBFG - site #60 will launch soon. For the remainder of 2012, 10 sites will join SITKA. Sharon will speak further to Sitka in the operational report.
- LBFG - Scott informed the group that the mobile PAC survey completed, with not a lot of interest from libraries due to a mixture of pricing and difference in needs. Discussion had around process of surveys and ways to find out libraries' interest and needs before work is put into finding pricing & info etc. Christina deCastell will be doing a full report around BCLA regarding e-books. 3 volunteers working on another ebook summit for early June. Next week's meeting cancelled

iii. Operational report

- Ben Hyman reported on the following:

- Municipal Finance Authority report - waiting on business case to be presented to them, they may pay for part of audit.
- No word on ICT grant application from federal government. Most of grant was around work we are currently doing..will have to see what affect this has on grant
- Nomination committee needs to get appointed soon
- Staffing plan continues, benefits coming in slowly. Employees were required to qualify for coverage for extended benefits and life insurance. Employees are through this and happy for benefits with thanks to the board.
- Working towards website, sample things to look at coming, framework selected, firm chosen, will eventually have the ability to share docs etc between groups, single sign on environment...access to all your information, possibly looking to add in electronic pay options. Collaboration rooms for groups being looked at as well.
- Looking to hire part time admin assistant, may look to partner organizations for shared opportunities here.
- Jim transferring information gladly, with us officially until the 31st.
- Sample communication regarding Overdrive change was reviewed in light of the loss of large libraries to consortium.
- Coop has acquired a toll free number – 1.855.383.5761 new number, 1001 is Ben's extension. Testing VOIP technology for this line.
- BCNET on going conversation scheduling review details
- Evergreen 2013 conference update: ACCESS 2011 planning committee on board for planning. They want the scope and will do the work, WOSK center and Delta Suites confirmed. 2013 website launching week before 2012 conference.
- Digitization coalition - Ben attended 3rd meeting, and BCLC will be hosting the redesign of the West Beyond West portal..not content, just front end
- Benefits survey out and back, great response rate, Ben will report once the survey has been analyzed.
- work on trade show for BCLA conference

Sharon Herbert and Tami Setala join meeting at 11:05 for operational reports

Welcome and introduction to Tami, round the table introductions.

Sharon Herbert provided an update on SITKA operations:

- Dedup of catalogue in process script finishing up by end of March. Team conferencing with contractor to test and implement the script. Talk about advantages of scheduling authority records around this
- cataloguing ad hoc committee has met and agreed on terms of reference. This committee is limited to SITKA members, with capacity to pulling expertise from outside the membership as required.
- permission levels being looked at, possible delivery of simple survey around workflows in library
- Acquisitions phase 2 pilots underway. Emily Carr about to do their first year rollover. College of Rockies about to embark on their acquisitions usage. Terms of reference provided for Acquisitions committee. Timing being tracked on hours required to implement an acquisitions library. Edel inquired around reason for significant time around this. Looking at this, all have had a previous use of acquisitions. The team is possibly developing a decision matrix to determine if using acquisitions is worth investigating or whether a library could use existing functionality to manage acquisitions.
- looking at how many sites can be accepted at the beginning of the year
- server side upgrade completed includes overdrive records implementation, meta records hold placement possible & limiting due date by patrons card expiry date. Sitka ideas developed, questions around training survey for feedback on the use. Narrowing down the 30 ideas in the sandbox
- preparing for next major upgrade, participating in Evergreen community wide processing Very tentatively looking at June for release.

1. Motion: To approve the terms of reference for the Cataloguing ad hoc committee and the Acquisitions ad hoc committee as presented. Moved by Julie, second by Scott. Carried.

- Edel requested an update on the FulFillment module on behalf of Interlink due to their interest in direct patron request. It was reported that it is developing on track with initial schedule. Developed to first level of scope of work. Potential to sponsor further development. Wire frame, not built out. does not include all ILS, most notably Horizon connector is missing. Several people are meeting around resource sharing and this is to be discussed there. There would be a cost associated with further development of this module.

Tami Setala provided an update around Licensing

- Overdrive contract presented as it has changed with the large libraries being removed from the consortium. Jim negotiated Advantage program to be accessed for free. Free download station software will be available for small libraries remaining in consortium, with unlimited licenses for download stations. Should make a huge difference for small libraries.
- Coop will handle member's advantage accounts
- Coop re-grouping with libraries included, reforming selection committee etc to adapt.
- Table discussion around Overdrive and the affect of larger libraries being excluded from consortium
- time required to see how this plays out
- Authentication process for Overdrive will be being enforced -you must use your own library card from city in which you live to access the collection.Discussion around resource sharing - never intended to include electronic resources. Authentication will be dependent on your postal code.

There will be consistency between larger libraries and those in consortia as to authentication. This is an opportunity to pull back and correct perception of how the authentication for electronic resources needs to work by library rather than just card possession.

- Mobile PAC implementation underway. Vendors talking to libraries...
- Timing in budget cycle may have affected uptake on product. we should be educating about the product along with the ask...why should we be doing or looking at this type of thing. some discussion around apps vs. mobile websites
- Zinio - digital magazines online, Jim has been looking at this in negotiations. Inquires around shared collection opportunities. Magazines are not downloadable, you can print. Excitement around this opportunity from all the table. would drive access to our websites, excellent side opportunities to being able to offer this.

Edel requested the licensing group look at lynda.com for consortial purchasing - tutorials on line for all types of things took a look at this resource.

4. Lunch

Breaking at 12:10, 1/2 hour break

Thanks to Sharon and Tami for coming

Reconvene from lunch at 12:40

5. Items for Discussion

- i. Board nominations.
 - Nomination Committee needs to be convened. Nomination committee members cannot run for a position, should be 3 people. Need to provide committee with criteria and information for nominees. One approach might be to look at past board members as one member, perhaps Margo. Deadline for appointing committee is April 11 with main duties being receiving nomination applications and keeping things in order. Names to be given to Ben for consideration. Margo, June, Greg, Heather
 - 4 positions to recruit for on the board, including position of Chair, notably heavy turn over of board this year.
 - Needs to be a mechanism for chair to phase out, rather than just leave - as in past chair designation of some kind. Discussion around the procedure of the Chair position coming from Members Council, but not being a current member of the board. Further discussion required on how to manage succession within the Board.
- ii. AGM planning timelines
 - SMA changes need approval of 66% of membership.
 - Need to get out word that we need attendance in significant numbers in order to effect the changes required.
 - Chair reports to begin, May 11 is deadline for the background work

Motion: To adjourn the regular business meeting at 1:17 and move to an in-camera meeting.
Second by Scott Carried.

In Camera meeting adjourned at 2:21.

Motion: To adjourn regular business meeting at 2:21. Moved by Brian, second by Scott. Meeting adjourned. Next meeting will be April 16, 2012, 9 am via teleconference.