



CPSLD

Council of Post Secondary Library Directors BC

May 8-9, 2013 – University of British Columbia - Vancouver

Present:

BCIT	David Pepper
Camosun	Sybil Harrison
Capilano	Grace Makarewicz
College of the Rockies	Shahida Rashid (telephone)
Douglas	Debbie Schachter
Emily Carr	James Rout
Fraser Valley	Patti Wilson
Justice Institute	April Haddad
Kwantlen	Todd Mundle
Langara	Patricia Cia
Nicola Valley	Linda Epps
Northern Lights	Janet Beavers
Northwest	Melanie Wilke
Okanagan	Ross Tyner
Quest	Venessa Wallsten
Royal Roads	Rosie Croft
Selkirk	Gregg Currie
Simon Fraser	Chuck Eckman
Thompson Rivers	Kathy Gaynor
Trinity Western	Ted Goshulak
UBC	Simon Neame
UVIC	Neil Campbell
Vancouver Island U	Bob Foley (telephone)
VCC	Tim Atkinson

Regrets:

New Caledonia	Kathy Plett
North Island	Mary Anne Guenther
UNBC	

1.0 Approval of the Agenda

2.0 Approval of Minutes of November 1-2, 2012

3.0 Treasurer's Report – Venessa Wallsten (report distributed).
Venessa distributed a current report dated May 4, 2013. Our current balance is \$1,809.25. The decision was made to bill members for membership fees for the 2013/14 fiscal year.

4.0 Business arising from the Minutes of November 1-2, 2012

4.1 MEC Transition – Todd Mundle
Transition committee will meet June 12. Committee members are: Mary Anne Guenther, Anita Cocchia, Heather Morrison, Susan Weber, John Potter-Smith, and Todd Mundle.
To date our media technicians have reported little impact from the MEC changes.

4.2 Website Update – Ross Tyner
Ross agreed to take over site maintenance duties from Sybil. Since there are still 2 websites, it is necessary to eliminate the older one. Memlink (previous host) must transfer control over CPSLD domain name, as we currently don't own it. Issue of payment for 2011- 2012 website hosting needs to be resolved. We are uncertain whether or not we have a contract with Memlink. Venessa will check the payment history with this vendor.
David agreed to contact Memlink to resolve the issue. A written record that severs the relationship with Memlink will be required.

Currently our photos are hosted on a Flickr free account. We should either should either pay \$25@yearfor professional Flickr account, or look for another option.
Notice of motion was put forward that we will vote on upgrading or changing our photo account at the October meeting.

5.0 New Business, Reports and Updates

5.1 CPSLD Statistics Review – Chair, Tim Atkinson (no report)
Last meeting, a notice of motion to include printing in CPSLD operational expenses after 2011-12 printing was moved by Bob Foley and seconded by Kim Isaac. The printing cost is under \$100 and VCC would continue to print.

The motion was carried.
Tim will follow up on the definition of online training which requires clarification.

5.2 e-HLBC – Grace Makarewicz (no report)

The consortia has successfully been transferred to SFU, after the dissolution of BC Academic Health Council. Transition team was thanked – Shannon Long, Anita Cocchia, Leigh Anne Palmer, and BJ Gdanski. Next steps are to revise consortial and management committee's terms of reference.

5.3 CILS – Patricia Cia

Patricia's report noted that heaviest users of the service during 2012-013 were BCIT, Kwantlen, and Douglas. Other report highlights included a successful digital delivery pilot. To decrease cost, rather than reimbursing for textbooks, CILS now rebind texts and returns them to the student. CILS is in the midst of a re-branding process and is looking for name alternatives. CILS librarian Stephen Blaeser was awarded a one year leave of excellence to go to Europe.

5.4 Administration Service Delivery Transformation Report and Copyright proposals – Ross Tyner

Draft proposals for shared services were distributed for discussion only and should not be distributed further.

To mitigate risk of copyright related law suits, two related services are proposed: a permissions clearance service, and a shared copyright knowledge base. Subscribers would have access to a copyright lawyer on retainer if there was not an existing answer in the knowledge base.

There would be a low barrier to entering into a service agreement with UBC. Services would be entirely on an opt-in basis, and cost recovery only. UBC is ready to pilot the services, so interested parties should contact Allan Bell to discuss a service agreement. During the pilot period a fee would not be charged.

There is no upper limit on the number of pilot members, but two are a minimum to start.

It would be useful to have a variety of members by size and type of institution.

Bob Foley reminded us that in 2015 Access /Copyright contracts are due so the project needs to get underway.

Bob Foley noted that our Finance Officers think that a shared copyright service might eliminate need for local copyright officer.

However, ACCC's view is that we also need the resources in-house.

A discussion followed as to whether these services would be private or provincial.

The Deloitte report apparently assumes that all of us would participate

Bob noted that VIU is going forward with an ARES license.

Sybil let us know that the possibility of a provincial ARES license will be brought to the ELN steering committee.

5.5 COPPUL – Bob Foley

Bob Foley reported on the March 13-15 Vancouver meeting.

Discussions included assessment of collections, ROI task group and its Terms of Reference (TOR), how to digitize IR material, websites, e-resources, and licenses.

Other topics discussed included alumni demands, perpetual access task group, pan Canadian heritage network, and a shared print network

The group is also planning a consortial purchase for Archive It, a digital curation workshop.

5.6 Contract Responsibility – Grace Makarewicz

Grace raised the question of how contracts for content licenses are handled in our respective institutions. At Capilano, content licenses must be sent to the Director of Contracts (Finance) for approval.

Camosun – have a form if there is an indemnity clause.

Otherwise the library simply notifies Finance that there is no indemnity clause and does not send the license to them.

NVIT – all licenses must go through VP Admin.

VCC was audited 2 years ago, which resulted in need for library to send all licenses need to VP Finance.

TRU – library must send to legal dept., which slows things down.

Northwest – all licenses must be sent to legal dept.

Another discussion followed about the necessity of splitting invoices that straddle 2 fiscal years.

A wider conversation followed on various financial issues, including our requirement to issue RFT's and accounting standards.

We are not clear regarding what do new accounting rules really say and how much is driven by institution and how much by Ministry.

Ross noted that in Washington state, libraries issue RFP's for databases.

VCC is required to create monthly financial forecasts of operating expenses and salaries.

Other members are required to report budget variances regularly. We decided that Sybil and Debbie will ask their CFO's if either would be willing to give workshop for us on the new accounting practices.

5.7 ILL charges –Todd Mundle

With reduction of media costs, it may be time to discuss ILL costs as pricing was last examined in 2005 by a BCELN task group. As the number of interlibrary loans decreases, costs are also shrinking.

There are different prices charged by various consortia, which can be confusing.

Todd will make a recommendation to ELN to reconstitute a committee to look at costs. The cost impact for ELN is 35 cents @ item if secured via Outlook.

Several members have stopped using ARIEL (VIU, Capilano, and ECUAD).

ECUAD is using a direct document delivery service.

The student or instructor receives an email containing instructions how to access the document. Cost is \$100 a year.

Motion: Ross moved that CPSLD recommends that ELN Steering Committee review ELN processing and pricing.

Seconded by Debbie.

5.8 BC ELN –Sybil Harrison & Anita Cocchia

Administrative Services Transformation Report – an email was sent out outlining the proposals contained in the report.

Various library projects were proposed, such as: Shared scholarly initiatives, shared digitization, collection hosting and discovery tools.

A shared ILS was suggested but not a significant opportunity.

There was strong interest in a shared repository initiative.

Staff changes ELN – Heather leaving for a faculty position at University of Ottawa. Gordon Coleman has accepted a 10 month temporary position at SFU.

Reece has moved to PEI.

ELN will be hiring a new librarian.

5.9 Ministry of Advanced Education Report – not available due to election

5.10 **ROUNDTABLE** – ALL (time permitting)

This item is not minuted

6.0 **Other Business**

7.0 Next Newsletter due date: May 31, 2013 – *send to Kathy Plett*

8.0 Future meeting dates/places/topics

8.1 Fall 2013

Okanagan College Oct 17-18- or 24-25.

Prefer earlier date in Okanagan Kelowna. Oct. 3-4 first choice.

8.2 PD Suggestions:

Finance VP speaker - let Grace know if your VP is willing to deliver a session.

Serving on the CPSLD executive is currently a 4 year commitment (2 years as Secretary and 2 years as President.

We need a new incoming secretary and asked for expressions of interest.

The new executive: Ross Tyner, followed by Debbie Schachter.

We will review by-laws and consider change to 2 year commitment (one year as Sec. & 1 year as Pres.)
