

Spring Meeting, March 17-18, 2011
Harbour Centre and Delta Vancouver Suites Hotel
Vancouver, B.C.

MINUTES

PRESENT: G. Ashoughian (Northern B.C.), D. Breyfogle (Manitoba for K. Adams), L. Burridge (Brandon), R. Croft (Royal Roads), J. Duffy (Winnipeg), C. Eckman (Simon Fraser), T. Goshulak (Trinity Western), T. Hickerson (Calgary), K. Isaac (Fraser Valley), T. Janewski (King's), N. Levesque (Thompson Rivers), C. MacDonald (Kwantlen), A. Nussbaumer (Lethbridge), I. Parent (British Columbia), M. Romaniuk (Alberta), S. Schafer (Athabasca) – Chair, W. Sgrazzutti (Regina), C. Shepstone (Mount Royal), A. Slade (COPPUL) – Secretary, M. Swanson (Victoria), V. Williamson (Saskatchewan).

REGRETS: K. Adams (Manitoba), B. Foley (Vancouver Island), D. Mirau (Concordia).

1. Call to Order and Introductions

The meeting was called to order at 9:00 a.m. on March 17. Donna Breyfogle (Manitoba) was welcomed to the meeting.

2. Approval of the Agenda

Approved by consensus.

3. Approval of the Minutes of September 16-17, 2010

Approved by consensus.

4. Incorporation and Financial Matters

4.1. COPPUL budget 2010/11 update

A. Slade provided an update on the 2010/11 budget, noting that the projected net position as of March 31st is better than expected but the bank interest is significantly lower than last year.

4.2. Operating expenses

Received for information. No changes were reported.

This has been a re-occurring agenda item for the spring meetings. Since the document is the basis for the annual COPPUL membership fees, the Executive Director has traditionally put out a call on the list for directors to verify their institution's operating expenses prior to the spring meeting.

The Executive has learned that the same information is available from CAUBO in its report "Financial Information of Universities and Colleges" published annually. Directors were asked if they are content to let the Executive Director

verify the operating expenses in the latest CAUBO report. They agreed with the understanding that the Executive Director will notify the director concerned if a member institution's operating expenses have changed to the extent that they put the institution in a different tier for the annual COPPUL membership fee.

4.3. COPPUL budget 2011/12

A. Slade reviewed some of the differences between the 2010/11 budget and the proposed 2011/12 budget. It was noted that transition costs for replacing the Executive Director have been built into the budget.

MOTION: That the 2011/21 budget be approved as submitted.

MOVED: K. Isaac

SECONDED: A. Nussbaumer

CARRIED

5. Business Arising

5.1. Recruitment for the Executive Director's position

S. Schafer provided an updated timeline for replacing the Executive Director.

5.2. CRKN Board representation

K. Isaac's term as CRKN Board representative will expire in October 2011, and a new representative needs to be selected.

It has been the observation of a number of CRKN Board representatives, from COPPUL and from other organizations, that a two-year term is too short. CRKN is a complex organization, and the learning curve for a new Board member is steep.

MOTION: That the COPPUL representative to the CRKN Board will normally be appointed for a three-year term.

MOVED: K. Isaac

SECONDED: L. Burrige

CARRIED

MOTION: That the COPPUL representative to the CRKN Board will be a library director appointed by the Directors upon recommendation of the Executive, and will normally be a member of the Executive at the time of appointment.

MOVED: K. Isaac

SECONDED: M. Swanson

CARRIED

The Chair indicated that A. Nussbaumer, Vice-Chair/Chair-Elect, is willing to serve as the next COPPUL representative to the CRKN Board.

MOTION: That Alison Nussbaumer be appointed as next the COPPUL representative to the CRKN Board.

MOVED: K. Isaac

SECONDED: L. Burrige

CARRIED

ACTION: A. Slade to notify CRKN that A. Nussbaumer will assume the role of COPPUL representative to the CRKN Board after the next Board meeting scheduled for October 4-5.

5.3. CRKN NRT representation

Joy Kirchner (UBC) has informed CRKN that she will be stepping down from the NRT on April 1, 2011, due to new job responsibilities. She is one of two COPPUL representatives on the NRT. COPPUL needs to appoint a replacement.

Joy will be stepping down one year into her two-year term. Due to the steep learning curve, it was recommended that Joy's replacement have an initial three-year term and then the position would move back to a two-year term on April 1, 2014, to be on the normal appointment cycle. This was agreed by consensus.

The Chair indicated that Lisa Petrachenko (UVic) is willing to serve a three-year term to replace Joy Kirchner on the CRKN NRT.

MOTION: That Lisa Petrachenko be appointed as the replacement for Joy Kirchner on the CRKN NRT.

MOVED: M. Swanson

SECONDED: K. Isaac

CARRIED

ACTION: A. Slade to notify L. Petrachenko about her appointment to the CRKN NRT and to notify CRKN about Lisa's appointment.

The role of the COPPUL representatives on the CRKN NRT was discussed in relation to communication with the consortium members.

ACTION: K. Isaac to raise with the CRKN Board the issue of the role of the COPPUL NRT representatives.

5.4. Additions to the Strategic Plan

S. Schafer and A. Slade reviewed the proposed new Strategic Plan action items that were identified at the fall 2010 meeting. It was pointed out that the item on reference services was being partly addressed by the round table discussion scheduled for later in the meeting.

For the action item pertaining to library schools, it was suggested that Ernie Ingles (Alberta) be invited to speak at the fall meeting on library education in relation to library consortia. It was also suggested that the Director of the UBC Library School be invited to speak at a future meeting in Vancouver

ACTION: M.J. Romaniuk to invite E. Ingles to speak at the fall meeting on library education as it relates to library consortia.

5.5. Access Copyright

Members discussed the Access Copyright interim tariff and future issues pertaining to copyright in Canada.

5.6. COPPUL Directory of Shared Expertise

A. Nussbaumer reported that the database for the Directory of Shared Expertise had crashed and needs to be rebuilt. She asked if any directors had a staff member with Drupal experience who could help rebuild the database.

J. Duffy indicated that a staff member at U. of Winnipeg might be able to help.

ACTION: A. Nussbaumer and J. Duffy to discuss the rebuilding of the database for the Directory of Shared Expertise.

6. New Business

6.1. COPPUL Outstanding Contribution Award nomination

The discussion regarding the award was conducted *in-camera*.

MOTION: That the 2011 COPPUL Outstanding Contribution Award be given to Mary Westell, University of Calgary.

MOVED: T. Hickerson

SECONDED: M. Swanson

CARRIED

ACTION: S. Schafer to call Mary Westell to congratulate her on winning the 2011 award and invite her to accept the award at the COPPUL dinner in Edmonton on September 22nd.

ACTION: A. Slade to prepare a press release about the award winner and send it to the Directors list for distribution to library staff.

ACTION: A. Slade to have a plaque and cheque made for presentation to the award winner.

6.2. Affiliate membership application from NAIT

MOTION: That the Northern Alberta Institute of Technology (NAIT) be accepted as an affiliate member of COPPUL, effective April 1, 2011.

MOVED: C. Shepstone

SECONDED: A. Nussbaumer

CARRIED

ACTION: A. Slade to inform NAIT that its application for affiliate membership has been approved and add the university to the website and the Collections listserv.

7. Reports and Updates

7.1. Last Copy Preservation Steering Committee report

G. Ashoughian provided an update on the work of the Last Copy Preservation Steering Committee. Three task groups have been established as follows:

- The Business Model Task Group charged to “develop a business model for last copy print preservation for COPPUL, including governance, financial and operating guidelines.”
- The Technical Services and Technology Task Group charged to “identify and develop relevant policies, standards and best practices for preservation of last copies of print materials, including approaches for access, holdings discovery, and exposure of retention commitments.”
- The Collection Priorities Task Group charged to “recommend a strategy for identifying collections for last copy preservation on an ongoing basis. Establish priorities for COPPUL last copy preservation.”

Terms of Reference for the Last Copy Preservation Steering Committee were sent to the Directors listserv in November. No concerns were expressed at the time.

MOTION: That the Terms of Reference of the Last Copy Preservation Steering Committee be approved.

MOVED: V. Williamson

SECONDED: K. Isaac

CARRIED

The Steering Committee has proposed two actions that require funding:

- Developing a GODOT-based search prototype for a registry for last copy holdings in COPPUL.
- Inviting Emily Stambaugh (California Digital Library) to extend her visit to Vancouver by one day on April 15th to provide consultative services to COPPUL regarding last copy preservation.

The Directors agreed it is within the mandate of the Steering Committee to allocate COPPUL funds for these activities.

ACTION: A. Slade to ask Simon Fraser U. to proceed with developing the prototype for the last copy preservation registry.

ACTION: G. Ashoughian to organize and confirm Emily Stambaugh's consultancy session with the Last Copy Preservation Steering Committee on April 15, 2011.

7.2. Collections Committee report

A. Slade provided a summary of the Collections Committee meeting held the previous day. The Minutes from that meeting will be distributed as a separate document.

The Committee's draft Terms of Reference were presented for approval. Concern was raised about selected sections of the Terms of Reference and there was extensive discussion of point #5.

MOTION: That the Terms of Reference of the Collections Committee be approved.

MOVED: L. Burrige

SECONDED: T. Goshulak

WITHDRAWN

It was agreed to modify three sections of the document, changing the wording of the Membership statement and point #5, moving the revised #5 to be the first point, and renumbering the following points.

MOTION: That the Terms of Reference of the Collections Committee be approved with the proposed changes.

MOVED: T. Janewski

SECONDED: K. Isaac

CARRIED

The revised Terms of Reference for the Collections Committee are appended to these Minutes as Appendix 1.

The formation of two task groups was suggested – one on the use of statistics and assessment to raise the library's profile and show value to the institution, and the other on scholarly communication, especially in relation to authors' rights and licensing language.

It was agreed to strike a task group for each item but with a different emphasis for the one on scholarly communication.

The task group on scholarly communication will be comprised of representatives from Mount Royal, UBC, U. Alberta, U. Calgary, U. Lethbridge, U. Victoria and U. Winnipeg. Its initial charge will be to determine whether there may be a role for COPPUL in this area, especially in relation to members collaborating on activities such as an open access day/week at member campuses and shared webcasts of speakers.

ACTION: A. Slade to finalize the membership of a scholarly communication task group and help select a Chair.

ACTION: The Scholarly Communication Task Group to explore whether there may be a role for COPPUL in this area and to report at the fall meeting.

The task group on statistics will be led by N. Levesque with assistance from library staff members at U. of Manitoba and U. of Victoria. Its initial charge is to conduct a scan of what is happening elsewhere in this area and to report at the fall meeting on whether there may be a role for COPPUL.

ACTION: N. Levesque, with assistance from other members, to investigate whether there may be a role for COPPUL in the area of collective statistics and to report at the fall meeting.

7.3. Digital Curation and Preservation Task Group report

The report from the Digital Curation and Preservation Task Group contained a recommendation that COPPUL sponsor a workshop on digital preservation to share information about strategies and initiatives at member institutions. The LOCKSS Steering Committee has supported this recommendation.

In the discussion, it was agreed to support the workshop in principle and to ask the Task Group to develop a concrete proposal for consideration at the fall meeting. The proposal should include a date, location, draft agenda and the funding required. It was also agreed that the workshop should be opened up to libraries from all sectors in the four western provinces and that non-COPPUL libraries be included on a cost-recovery basis.

MOTION: That the workshop on digital preservation be approved in principle subject to submission of a concrete proposal at the fall meeting.

MOVED: V. Williamson

SECONDED: C. MacDonald

CARRIED

ACTION: The Digital Curation and Preservation Task Group to submit a proposal for a workshop on digital preservation for consideration at the fall meeting.

Members expressed an interest in seeing an updated list of digitization projects in the western provinces. The original list was prepared by C. Hixson in 2009 as part of the mandate of the first Digital Curation and Preservation Group. It was requested that the current group continue the task of periodically updating the list.

ACTION: The Digital Curation and Preservation Task Group to update the list of digitization projects in the four western provinces and submit it for review at the fall meeting.

7.4. LOCKSS Steering Committee report

The report from the COPPUL PLN Steering Committee was received for information. Discussion focused on the international PLN meeting to be held in Vancouver on October 24-25. It was suggested that COPPUL raise its profile in this event by sponsoring a reception for the attendees.

MOTION: That COPPUL approve a maximum of \$1,500 to hold a reception on October 24 for the attendees at the PLN meeting in Vancouver.

MOVED: T. Hickerson

SECONDED: K. Isaac

CARRIED

ACTION: A. Slade, in consultation with Mark Jordan (SFU), to organize a reception for the PLN meeting in Vancouver on October 24th.

7.5. reSearcher report

The report on reSearcher developments was received for information. There was discussion of COPPUL's role in reSearcher and the need for annual maintenance fees. It was agreed to form a task group to review the role of reSearcher in COPPUL. The task group will be comprised of C. Eckman (Simon Fraser), M. Swanson (Victoria), K. Isaac (Fraser Valley), N. Levesque (Thompson Rivers) and A. Slade (ex-officio).

ACTION: The reSearcher Review Task Group to prepare a discussion paper on the role of reSearcher in COPPUL for presentation at the fall meeting.

7.6. CARL update

T. Hickerson provided briefing notes on recent CARL activities.

- The CARL office is moving to shared space with AUCC
- CARL is focusing on three areas at present:
 - scholarly communication
 - emphasis is on data management
 - a national research data initiative is being proposed and CFI funding is being sought (M. Swanson is chair of the application committee)
 - as part of the research data initiative, a recent meeting was held with researchers, facilitated by D. deBruijn (CRKN)
 - there is also a last print copy initiative in CARL but it does not have an implementation component
 - public policy
 - the focus is on Access Copyright and Bill C-32
 - research libraries
 - the focus is on skills for the future.

7.7. CRKN update

K. Isaac summarized some of the highlights from the last CRKN Board meeting. Further information can be found in the latest CRKN Newsbrief available on the CRKN website - <http://www.crkn.ca/communications/newsletter>.

8. Round Tables

8.1. Roundtable on return on investment in the library

Various themes emerged from this discussion, including a focus on research needs and outcomes, key performance measures, assessment, and contributions to the institution's strategic plan.

It was agreed that a task group of directors should be formed to explore this area and determine if there is a role for COPPUL. The task group will be comprised of C. Eckman (Simon Fraser), T. Hickerson (Calgary), J. Duffy (Winnipeg), N. Levesque (Thompson Rivers), G. Ashoughian (Northern B.C.) and W. Sgrazzutti (Regina). C. Eckman agreed to start the group.

ACTION: C. Eckman and the task group on return on investment in the library to discuss whether there is a role for COPPUL in this area and to report at the fall meeting.

8.2. Roundtable on the future of reference services

Themes that arose in this discussion included the single service point model, blended reference services, use of paraprofessionals, and integration with teaching, learning and research.

It was suggested that Kit Wilson (Alberta) be invited to speak on blended reference services at the fall meeting. It was also suggested that her presentation be recorded or converted to a webcast and be made available to staff at member institutions.

ACTION: S. Schafer to invite Kit Wilson to speak on blended reference services at the fall meeting and discuss with her the possibility of capturing the presentation for future broadcast to staff at member institutions.

9. Actions and Activities

9.1. Review of the Actions document

A. Slade reviewed the summary of actions items to date. There were no actions from previous meetings requiring immediate follow-up.

9.2. Report of the Executive Director

The report was received for information.

10. Additional Business

10.1. Virtual meetings

T. Janewski raised the issue of whether COPPUL could hold virtual meetings and asked if one meeting could be held this way as a pilot project. In the discussion, there was consensus that it would not work for the entire board to have a virtual meeting but it may be possible to offer a teleconferencing option for directors not able to attend a meeting in person.

ACTION: The Executive Committee to discuss the issue of virtual meetings and bring a recommendation to the fall meeting.

11. Future Meetings

The fall 2011 meeting will be held September 22-23 (Thursday-Friday) in Edmonton.

It was suggested that a strategic planning session be held in conjunction with the spring 2012 meeting since there will be a new Executive Director by that time.

ACTION: The Executive Committee to discuss holding a strategic planning session in in conjunction with the spring 2012 meeting and to make the necessary arrangements in consultation with the directors.

12. Adjournment

The meeting adjourned at 4:33 PM on March 17 and at 11:38 AM on March 18.

APPENDIX 1

COPPUL Collections Committee Terms of Reference *as approved by the COPPUL Directors March 17, 2011*

Membership

Representation from each member library as appointed by the library director. Affiliate members do not have representation on the Collections Committee.

Chair

Selected by the group and approved by the Directors for a two-year term, renewable.

Terms of Reference

1. In support of COPPUL's strategic plan, to generate ideas and recommend innovative initiatives for the enhancement of collections at the consortium and institutional levels.
2. To advise the Directors on COPPUL Collections matters and to undertake projects assigned by the Directors from time to time.
3. To serve as a forum for sharing information about collection management issues and best practices for licensing electronic resources at both the consortium and institutional levels.
4. To investigate and assess information resources that can be acquired collectively for the benefit of member institutions.
5. To recommend and maintain policies and model documents for joint acquisitions. To develop strategies for negotiation with publishers and vendors, and provide other input to the Executive Director to inform licensing and renewal discussions between COPPUL staff and vendors.
6. To communicate and coordinate with other COPPUL committees and task groups as needed to carry out the above.

Reporting

The Chair provides a written report to the Directors at least once a year to report on activities and request approval of plans and resources as required.

Meetings

In person meetings are held on a regular basis as determined by the Directors, normally in conjunction with a Directors' meeting. Most activity is conducted on a group listserv, and by teleconference, email, blogs and wikis as needed.

