COPPUL
Council of Prairie and
Pacific University Libraries

Fall Meeting, September 22-23, 2011
Queen Elizabeth Suite, Delta Edmonton Centre Suite Hotel
Edmonton, Alberta

MINUTES

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

REGRETS: T. Hickerson (Calgary) – Friday only, I. Parent (British Columbia), M. Romaniuk (Alberta), T. Goshulak (Trinity Western) – Friday only, C. Shepstone (Mount Royal) – Friday only.

GUESTS: Gwen Bird (Simon Fraser), Mary Westell (Calgary) – Thursday PM only, Carolynne Presser (Canadiana) – Friday AM only.

1. Call to Order and Introductions

The meeting was called to order at 9:00 AM on September 22. New members and proxy holders were welcomed to the meeting.

2. Approval of the Agenda

Approved by consensus.

3. Approval of the Minutes of March 17-18, 2011

Approved by consensus.

4. Incorporation and Financial Matters

4.1. Motion to appoint a new Executive Director

MOTION: That the Board of Directors of the Council of Prairie and Pacific University Libraries accept the resignation of Alexander (Sandy) Slade as Executive Director, effective October 16, 2011.

MOVED: B. Foley
SECONDED: C. MacDonald
CARRIED

MOTION: That the Board of Directors of the Council of Prairie and Pacific University Libraries appoint Gwen Bird, Simon Fraser University, as Executive Director effective October 17, 2011.

MOVED: K. Isaac
SECONDED: A. Nussbaumer
CARRIED

4.2. Motion to accept the resignation of past directors

MOTION: That the Board of Directors of the Council of Prairie and Pacific University Libraries accept the resignation of the following Director:

Effective May 31, 2011:

Ms. Linda Burridge
University Librarian
Brandon University
Brandon, Manitoba R7A 6A9

MOVED: K. Isaac
SECONDED: D. Mirau
CARRIED

4.3. Motion to accept the appointment of new directors

MOTION: That the Board of Directors of the Council of Prairie and Pacific University Libraries accept the appointment of the following Director:

Effective June 1, 2011:

Mr. Chris Hurst
Acting University Librarian
Brandon University
Brandon, Manitoba R7A 6A9

MOVED: C. Shepstone
SECONDED: B. Foley
CARRIED

4.4. COPPUL financial statements 2010/11

MOTION: That the financial statements for 2010/11 be approved.

MOVED: D. Mirau
SECONDED: M. Swanson
CARRIED

4.5. Motion to reappoint the accountants for 20011/12

MOTION: That the Board of Directors of the Council of Prairie and Pacific University Libraries reappoint the firm of Crawford Paterson Campbell & McNeill, Chartered Accountants, to prepare the financial statements for 2011/12, provided that a full audit is not required under the Canada Not-for-profit Corporations Act.

MOVED: W. Sgrazzutti
SECONDED: K. Isaac
CARRIED

4.6. Budget update

Received for information. A. Slade reviewed the current and proposed financial commitments in relation to the projected net position for 2011/12 and suggested that caution be exercised in approving funding for future initiatives.

5. Business Arising

5.1. Strategic planning session and spring and fall meetings

A. Slade indicated that a strategic planning session is being scheduled for March 21-22, with the spring 2012 meeting to follow immediately afterwards on March 22-23. The location will be the Hotel Alma in Calgary.

Saskatoon was suggested as the location of the fall 2012 meeting. Regina was suggested as an alternative location.

The issue of virtual meetings was raised. It was agreed to discuss this item in the context of the strategic planning session.

MOTION: That:
1. the spring 2012 meeting and strategic planning session be held in Calgary;
2. the new Executive Director investigate options for the fall 2012 meeting, including an in-person meeting in Regina, a virtual meeting, or a hybrid in-person/virtual meeting;
3. a recommendation for the fall 2012 meeting be brought to the spring 2012 meeting.

MOVED: V. Williams
SECONDED: A. Nussbaumer
CARRIED

ACTION: G. Bird, in consultation with the Executive Committee, to investigate options for the fall 2012 meeting and bring a recommendation to the spring 2012 meeting.

G. Bird indicated she is in discussions with Dysart & Jones, Associates, about facilitation for the strategic planning session. It was suggested that a Strategic Planning Working Group be formed and comprised of the Executive Committee

members and volunteers. B. Foley, J. Duffy and G. Ashoughian volunteered to be part of the group.

ACTION: The Strategic Planning Working Group to assist G. Bird in preparing for the strategic planning session on March 21-22, 2012.

5.2. COPPUL Directory of Shared Expertise

A. Nussbaumer provided a preview of the recently re-developed Database of Shared Expertise. The purpose of the database is to identify staff at member institutions with expertise or extensive experience in specific areas of library work.

It is expected that the database will be available on October 11, 2011. A. Nussbaumer will send instructions and a covering email to the list when the database is ready for use.

ACTION: A. Nussbaumer to inform the Directors via the listserv when the Database of Shared Expertise becomes available.

5.3. Role of the CRKN NRT representatives

K. Isaac reported that the recently released CRKN Governance Review partly addresses the question raised at the last meeting about the role of COPPUL representatives to CRKN. Further clarification is need on how governance changes will affect the COPPUL representatives on the Negotiations Resource Team.

5.4. AUCC / Access Copyright issues

C. Shepstone led the discussion about OCUL's invitation to share its OUR (OCUL Usage Rights) Database with COPPUL members. The purpose of the database is to provide accurate usage rights information to library users at point of need.

OCUL has identified three options for sharing the database:
1. Each consortium could maintain a shared OUR Database on behalf of its members. This would probably be similar to the OCUL set-up. To get started, Scholars Portal staff would provide each consortium with the OUR Database containing CRKN license information.
2. Individual libraries could download and maintain their own instances of the OUR Database.
3. A consortium (or individual libraries) could arrange for OCUL to maintain a shared system on their behalf. OCUL would need to recover its costs for this service.

It was agreed by consensus that COPPUL is not prepared at this time to undertake the first and third options. However, interest was expressed in continuing to receive information from OCUL about the OUR Database.

The second option that involves individual libraries maintaining their own version of the OUR Database was of interest to some members. It was requested that OCUL provide information on how individual member institutions can receive more details and a cost structure for this option.

ACTION: A. Slade and S. Schafer to develop a response to OCUL about its invitation to share use of the OUR Database.

5.5. Role of library consortia in library education

Ernie Ingles spoke on library education at the University of Alberta School of Library and Information Studies and the possibility of collaborating with COPPUL to offer professional development opportunities across the four western provinces.

5.6. Future directions of library reference services

Kit Wilson (Alberta) was not able to attend the meeting but provided some handouts for discussion in place of her presentation. The members agreed they would prefer to have Kit lead the discussion and recommended that she be invited to attend a future meeting.

ACTION: The Executive Committee to discuss when would be an opportune time to invite Kit Wilson to attend a COPPUL meeting to lead a discussion on academic library reference services.

6. Reports and Updates

6.1. Last Copy Preservation Steering Committee report

G. Ashoughian presented the report prepared by Emily Stambaugh (California Digital Library) who acted as a consultant to the Last Copy Preservation Steering Committee. The report included recommendations for a business model, organizational model, a memorandum of understanding, and a costing structure to support a distributed regional print archiving program among COPPUL libraries.

In the discussion, there was general support for the collections analysis aspect of the report but some members felt that the overall structure recommended by E. Stambaugh was too elaborate for COPPUL's current needs.

It was proposed that COPPUL implement a phased approach to the recommendations in the report and that the Executive Director develop a proposal for parsing them into manageable pieces that are appropriate for the COPPUL environment, with specific steps to implement the selected pieces in an orderly manner. It was emphasized that this task should move ahead by email and not be postponed for discussion at the spring meeting.

Thanks were expressed to Emily Stambaugh for her excellent work on the report.

ACTION: G. Bird to develop a proposal for parsing the recommendations in E. Stambaugh's report into manageable pieces that are appropriate for the COPPUL environment, with specific steps to implement the selected pieces in an orderly manner, and move the project forward by email before the spring meeting.

It was pointed out that the Steering Committee and the task groups have completed their mission as outlined in the Terms of Reference and a different

governance/project structure should be put in place to continue further evolution of this project.

MOTION: That the report from Emily Stambaugh be accepted and appreciation expressed to the Last Copy Preservation Steering Committee, including the component task groups, for its vision and work on behalf of COPPUL.

MOVED: T. Hickerson
SECONDED: V. Williamson
CARRIED

6.2. Digital Curation and Preservation Task Group report

M. Westell discussed the Directors' request that the Task Group update the list of digitization projects in the COPPUL provinces. Before proceeding further with this project, the Task Group suggested exploring areas of overlap with other COPPUL initiatives and possibly discussing this project at the workshop proposed for 2012.

M. Westell reported that Rhys Stevens (Lethbridge) is working on a list of digitization projects in the western provinces as part of his sabbatical research. Rhys has agreed to join the Task Group and share his results. Combined with the original list of projects, Rhys' work could form the basis of the updated inventory of COPPUL projects, with additional preservation information collected by the group.

The group recommended that a new listserv be established for COPPUL members to discuss broad issues related to digitization, including sharing of benchmarks, standards, resources, and to announce new projects. It was agreed that such a list would be useful.

ACTION: M. Westell to arrange for a new COPPUL listserv to be set up for discussion of digitization issues.

The proposal from the Task Group to hold a one-day Digital Preservation Workshop in 2012 was discussed. The workshop would be led and facilitated by members of the group and held on a member campus. The proposal requested funding support from COPPUL for a keynote speaker and catering services for the workshop.

MOTION: That COPPUL support the workshop proposed by the Digital Curation and Preservation Task Group.

MOVED: E. Ingles
SECONDED: R. Croft
CARRIED

The proposal suggested that the workshop be held in conjunction with the spring 2012 Directors meeting. It was pointed out that the timing is not ideal because a strategic planning session will be held immediately before the spring meeting. It was felt that four days of activities in one week may be too much.

ACTION: The Digital Curation and Preservation Task Group to recommend a date in 2012 for the Digital Preservation Workshop to be held as a stand-alone activity.

M. Westell indicated that it is time to seek a new Chair for the group since she has been interim Chair since 2009. It was suggested that, in the absence of volunteers to take on the role of Chair, a co-Chair be sought. The co-chair could come from the Task Group or from the LOCKSS Steering Committee, as these groups will be working together to plan the workshop.

ACTION: M. Westell to search for a volunteer from either the Digital Curation and Preservation Task Group or the LOCKSS Steering Committee to be co-Chair of the Task Group.

6.3. Scholarly Communication Task Group report

C. Shepstone reported that the Task Group has been looking for one or two COPPUL sponsored speakers that would be hosted at different COPPUL institutions and live webcast to others during the international Open Access Week to be held October 24-30, 2011. This event will also be archived for later viewing. The Task Group has requested funding to support this activity.

MOTION: That funding be approved to a maximum of $5,000 to support the Open Access Week activity proposed by the Scholarly Communication Task Group.

MOVED: C. Shepstone
SECONDED: B. Sgrazzutti
CARRIED

ACTION: The Scholarly Communication Task Group to proceed with planning for a COPPUL sponsored Open Access Week activity, including branding and promotion, and send the information to the Executive Director when available.

Draft Terms of Reference for the Scholarly Communication Task Group were presented in the group's report along with suggested activities for 2011-12. It was agreed that these matters should be considered in the context of COPPUL's strategic planning session scheduled for March 21-22, 2012.

ACTION: The Scholarly Communication Task Group to provide, for discussion at the strategic planning session, more details on the proposed scope of the group and the activities suggested in the group's report.

6.4. Collections Statistics Task Group update

N. Levesque indicated that the Task Group had not had an opportunity to begin work on investigating how members could make better use of statistics for enhancing teaching and learning. It was recommended that this task group be integrated with the Return on Investment Task Group since there is an overlap in scope.

ACTION: N. Levesque to ask the other members of the Collections Statistics Task Group if they would be willing to join the Return on Investment Task Group and pursue the topic of statistics in a broader context.

6.5. Return on Investment Task Group report

C. Eckman reported that the Task Group had considered what role COPPUL could play in the area of return on investment (ROI) and identified two initiatives that could be undertaken in the coming year:

1. Develop and implement a survey to be distributed to COPPUL members between the Fall 2011 and Spring 2012 meetings. The survey would include questions designed to improve awareness of the range of approaches within COPPUL to demonstrating the value of library programs and institutional return on investment.

2. Plan for a presentation at the Spring 2012 COPPUL meeting focused on one to two speakers who could speak to use of the LibPAS tool (see http://www.countingopinions.com/products/libpas.php). The speakers would be asked to address the rationale for selection of the LibPAS tool as well as the status of its implementation. Include on the Spring 2012 COPPUL meeting agenda a formal follow-up discussion regarding survey responses and feedback on the LibPAS presentation(s). Consider inviting a university administrator to speak to the group and/or participate in this discussion.

It was agreed by consensus that the survey is a good idea and the Task Group should proceed with it.

It was also agreed that the second recommendation should be tied in with the strategic planning session being held in March 2012. The Task Group was asked to postpone planning for this activity until the Executive Committee could consider how to link it to the strategic planning process.

ACTION: The Executive Committee to discuss the recommendation by the Return on Investment Task Group regarding speakers on the use of the LibPAS tool, and to decide on how this recommendation can be integrated into the strategic planning process.

6.6. reSearcher Review Task Group report

C. Eckman introduced the report from the reSearcher Review Task Group which contained four options for paying maintenance fees to Simon Fraser University for reSearcher use:

1. **Status Quo**. No change to the current arrangement, with COPPUL paying an annual fee on behalf of all members.
2. **Single Billing Model**. Only COPPUL members using the software would pay, but each would receive a 10% consortium discount. Payments would be collected by COPPUL.
3. **Independent Subscription Model**. No COPPUL involvement. All members would work directly with SFU, with no consortium discount.

4. **Hybrid Model**. COPPUL would become a *reSearcher* sponsor ($15,000), maintaining its historic relationship with the project. Members using the software would receive a substantial consortium discount (50%). Payments would be collected by COPPUL.

The Task Group recommended that COPPUL adopt the fourth option, the Hybrid Model.

MOTION: That COPPUL support the Hybrid Model for payment of reSearcher maintenance fees.

MOVED: N. Levesque
SECONDED: C. MacDonald
CARRIED (C. Eckman abstained)

ACTION: G. Bird to clarify the process to be used for recovering a share of reSearcher maintenance fees from the COPPUL members that use the product.

6.7. reSearcher update

Received for information.

6.8. LOCKSS Steering Committee update

Received for information.

6.9. ACCOLEDS update

Received for information. Thanks were expressed for ACCOLEDS' support to COPPUL members.

6.10. CRKN update

K. Isaac reported that the governance review is currently the main focus of attention at CRKN. COPPUL members are encouraged to read the Final Report of the Governance Committee (available on the CRKN website) before the AGM on October 4-5.

Further news about recent CRKN activities can be found in the September 2011 Newsbrief (available on the CRKN website at http://www.crkn.ca/home).

6.11. CARL update

K. Adams indicated that the two main areas of focus in CARL at present are copyright and the application to CFI to preserve research data.

6.12. Canadiana update

C. Presser provided an update on Canadiana activities which include encouraging small libraries to digitize relevant collections and supporting non-libraries with limited or no resources to digitize materials. C. Presser encouraged members to contact her if they know of groups with interesting collections of Canadian materials that could be added to Canadian.org.

7. Additional Business

There was no additional business.

8. Actions and Activities

8.1. Review of the Actions document

Received for information.

8.2. Report of the Executive Director

Received for information.

8.3. Farewell presentation on COPPUL milestones

Received for information.

9. Adjournment

The meeting was adjourned at 4:22 PM on September 22th and at 10:48 AM on September 23th.