



Board Meeting

Tuesday, December 8, 2015

by teleconference

Minutes

Present: M.-J. Romaniuk (chair), D. McGugan, A. Waller (minutes)

Regrets: B. Braaksma

1. Policy on full COPPUL members and affiliate membership

This was discussed and approved by the board. The policy reads: COPPUL full members who choose to end their full membership will be ineligible for affiliate membership.

<p>Action: A. Waller will include it in the executive director report for the March 2016 directors meeting as a board decision.</p>
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2. Full COPPUL membership and Universities Canada members

After discussion, in line with the COPPUL bylaws, the board affirmed that all Universities Canada members in the COPPUL geographic area need to be full COPPUL members. The one exception to this is Canadian Mennonite University (CMU). CMU is a Universities Canada member but is only an affiliate COPPUL member. As the CMU affiliate membership precedes this discussion, it was decided that CMU could remain as an affiliate member though CMU would be encouraged to become a full member.

3. Strategic planning update

A schedule for constructing and rolling out the COPPUL strategic directions framework for 2016-2018 was put in place:

December 17 – A. Waller to send a draft version to board for comments

December 21 – Board to discuss at meeting

January 12 – A. Waller to send revised version to board

January 14 – Board to discuss at meeting

Late January – More work on the document, including at the January 25 meeting. Document can be sent to directors.

February 11 – Board to discuss at meeting. More work on the document. Document can be sent to directors again.

February 19– Deadline for material to be sent to A. Waller for inclusion in meeting package for spring directors meeting.

February 26 – Final board discussion at meeting. Document to go to the directors as part of the meeting package.

March 4 – Directors meeting in Victoria. Approval of new strategic directions.

4. SPAN monograph project update

The contract with OCLC has been negotiated and the contract signed by both parties. The next step is to finalize payment procedures with the participating libraries, which will allow a few payment options. COPPUL will pay OCLC on behalf of participants in four installments.

The role of the University of Saskatchewan in the project, as a full participant, has been confirmed.

Unfortunately, Mount Royal University has pulled out of the project. They had initially planned to participate but, on reflection, they realized that they did not have the ability to fully meet the project requirements at this time. This leaves 10 participants, which is more than adequate for the project to continue.

Work on the monograph project is well underway. A project committee has been formed with one representative from each participating library; a list for this group has been established. Participants are presently completing data questionnaires. The project is on schedule.

<p>Action: A. Waller will establish payment procedures for the libraries participating in the SPAN monograph project and with OCLC.</p>
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5. COPPUL representative on CRKN Content Strategy Committee (CSC)

COPPUL has two representatives on the CRKN CSC, both three-year terms. One term is up at the end of December 2015. The board discussed options for recommending a new representative to CRKN. It was decided that a call would be put to the COPPUL directors. The board will make the selection at the Dec. 21, 2015 board meeting, looking at criteria such as collections experience and size and location of library, among others.

Action: A. Waller will send an email to the COPPUL directors list, providing information about the position, and requesting that directors nominate themselves or an appropriate member of their staff, with supporting documentation.

6. Banking situation

COPPUL has had some problems with its bank, TD Canada Trust, over the last year. The most pressing issue at the moment is an inability to access money from one of the COPPUL mutual funds.

The board also discussed changing some elements of COPPUL's banking, including signing authorities and levels of responsibility.

Action: M.-J. Romaniuk will write a letter to TD Canada Trust to clarify signing authorities and deal with the access issue.

Action: A. Waller will investigate moving the COPPUL accounts to another bank.

7. COPPUL Licensing Manger position

There was a discussion of a revamped version of the COPPUL licensing position along with a draft job description. The position has more of an oversight role of COPPUL licensing than in earlier versions. The board discussed the position and provided a number of suggestions and advice. The position will go out early in the New Year, to be filled no later than March 31.

Action: A. Waller to post position early in 2016.

8. March 3-4, 2016 directors meeting update

The meetings for next March are coming together well. There be meeting with the Canadiana board for part of the day on Thursday, March 3 and the regular spring COPPUL directors meeting will take place on Friday, March 4.

Action: A. Waller will send a message with the basic details about the meetings, including hotel booking information to the COPPUL directors.

Action: A. Waller will work with R. Walker from Canadiana on the program for March 3.

9. Other business

No other business.

10. Next meetings

COPPUL board meetings have been scheduled for the next few months:

Thursday, January 14, 2 pm/3 pm CT

Thursday, February 11, 2 pm/3 pm CT

Friday, February 26, 2 pm MT/3 pm CT

Tuesday, March 29, 10 am MT/11 pm CT

In addition, one more meeting in December, for December 21, 2 pm MT/3 pm PT was scheduled.

Adjourned: 4:20 pm