

**Minutes (DRAFT)**  
**Fall COPPUL Meetings | September 27, 2013**  
**Borger Boardroom (E1-270), Engineering Building**  
**University of Manitoba, Winnipeg**

**PRESENT:** K.Adams (Manitoba), G.Beasley (Alberta), J.Bengtson (Victoria), G.Bird (COPPUL & Secretary), R.Croft (Royal Roads), L.DeLong (Winnipeg), J.Duffy (MacEwan), C.Eckman (Simon Fraser), E.Fabbro (Athabasca), B.Foley (Vancouver Island & Chair), T.Hickerson (Calgary), C.Hurst (Brandon), B.Mathenia (Thompson Rivers), W.Merkley (Lethbridge), D.Mirau (Concordia), T.Mundle (Kwantlen), I.Parent (British Columbia), W.Sgrazzutti (Regina), C.Shepstone (Mount Royal), V.Williamson (Saskatchewan), A.Wilson (Northern B.C.), P.Wilson (Fraser Valley).

**REGRETS:** T.Goshulak (Trinity Western), T.Janewski (Kings).

## **COPPUL Board of Directors**

### **1 Call to order and approval of agenda**

B.Foley called the meeting to order at 9am, and expressed thanks to Karen Adams and the University of Manitoba Libraries for hosting.

Motion: to approve the agenda.

Moved: W.Sgrazzutti; Seconded: L.Delong

Carried

### **2 Approval of minutes from March 2013**

Motion: to approve minutes from March 2013.

Moved: E.Fabbro; Seconded: T.Mundle

Carried

### **3 By-law revisions**

B.Foley introduced the by-law revisions by outlining requirements under the new Canada Not for Profit Corporations Act—in order to maintain status as a not for profit corporation, COPPUL must file articles of continuance and by-laws conforming to the new Act by October 2014. COPPUL began this process with a discussion at the fall 2012 meeting. A by-law committee was struck to recommend principles for the by-law revisions, and these were approved by the Board in March 2013, with direction to draft by-laws to this effect for consideration in fall 2013. Legal counsel assisted with the drafting. B.Foley acknowledged the committee that worked on by-law principles last spring: V.Williamson, K.Adams, C.Shepstone, G.Bird, B.Foley.

B.Foley reviewed the significant changes for COPPUL's operations that will result if these by-laws are approved: the threshold for decision making used to be  $\frac{3}{4}$  of members present, and will change to a simple majority. Each member library used to have a seat on the Board—under the new structure there will be an elected Board of 3-5 directors. COPPUL meetings will still be held twice a year, but will now be members meetings. Board members have significant responsibility in the management of the organization.

Motion:

1. That the directors of the Corporation are authorized and directed to make an application under Section 297 of the NFP Act, to the Director appointed under the NFP Act, for a Certificate of Continuance of the Corporation;
2. That the Articles of Continuance (transition), which have been submitted to this meeting are hereby approved in all respects;
3. That the new general operating By-law, which has been submitted to this meeting is hereby approved in all respects and shall be effective on the date that the Corporation continues under the NFP Act, and the current general operating by-law of the Corporation (as amended) be repealed effective as of the date of continuance of the Corporation; and
4. That any one director or officer of the Corporation is authorized and directed on behalf of the Corporation to do all acts and things and to execute all further deeds, documents and other writings as the director or officer, in their sole discretion, may consider to be necessary, desirable or useful to carry out and give effect to the continuation of the Corporation and to this resolution.

Moved: V. Williamson; Seconded: B. Mathenia  
Carried

**4 Library and Archives Canada - Guest: Ms. Cecilia Muir** attended with Mijin Kim.

B. Foley introduced C. Muir, Chief Operating Officer at Library and Archives Canada. COPPUL invited Muir to provide an update about LAC and to discuss engagement between COPPUL and LAC. C. Muir expressed appreciation for the opportunity to meet with COPPUL. She provided an update on the process for appointment of a new Head of LAC, with an appointment expected in fall 2013. She affirmed that the legislative mandate of LAC has not changed, and that the fundamental activities of acquisitions, stewardship, and access are all still in place. Appointment of the new head will be a time of renewal at LAC, and a time to focus on getting fundamental business operations right. LAC is a research institution at heart and as such its mandate and role intersects with COPPUL and COPPUL's member libraries. LAC also has a role as national convenor; although it can no longer provide direct financial support, it can support cooperation and dialogue.

C. Muir provided updates on several programs at LAC:

- Acquisitions, digitization, preservation, public access, web archiving
- Records management for the government of Canada
- Pan Canadian Documentary Heritage Network
- Trusted Digital Repository process at LAC
- Last copy initiative
- Lender of last resort and digital on-demand reproduction service
- Development of new National Union Catalogue

Members of the group raised questions about articulation between COPPUL SPAN and LAC, internship programs between LAC and COPPUL libraries, communications with the library community, LAC membership in ARL, and legal deposit.

C.Muir agreed to supply follow up material to COPPUL pertaining to AMICUS and the National Union Catalogue, ILL service at LAC (Lender of last resort), and Sources for Locations for ILL/DocDel.

### **5 Institutional Repositories in western Canada (C.Eckman)**

C.Eckman reported on a stakeholder meeting on Open Access that he and several other university librarians attended earlier in the year, convened by NSERC. In order for the tri-councils to harmonize open access policies, they need to be assured that all researchers have access to repositories for the deposit of their research outputs. CARL is working on the establishment of a network of IRs across Canada that would make deposit possible for all researchers, including those not affiliated with universities, or affiliated with institutions that do not have an IR. Librarians have an important role to play if we do not want commercial interests to move into this arena, and do not want OA mandates to be impeded by lack of IRs or barriers for non-affiliated researchers.

Several institutions have offered to accept material into their IR for funded researchers who otherwise would not have access to an IR. COPPUL institutions on this list are: Manitoba, Victoria, Calgary, UBC, Regina, SFU, Alberta. This deposit may be subject to local policies. University of Toronto, and possibly other institutions outside western Canada, have also offered open service to all in Canada.

Motion: that COPPUL endorse CARL's efforts to establish a network of IRs in Canada, ensuring all funded researchers have access to an IR.

Moved: K.Adams; Seconded: C.Hurst

Carried

**ACTION:** G.Bird will convey COPPUL's endorsement to CARL and offer follow-up support as needed.

**ACTION:** C.Shepstone will convey this discussion to the Scholarly Communication Working Group and enlist their assistance in communicating about IR availability to all researchers in western Canada, including distributing information about how deposit is available at potential host IRs.

In BC the shared services report suggested a shared IR as one possible area for development. I.Parent mentioned that BC libraries are focusing on a copyright service centre as the first area for potential shared development.

### **6 Canadian Research Data Management Network (J.Bengtson)**

J.Bengtson reported that the CARL board endorsed proposal on development of a national research data management network, and the role of libraries in this critical area. A meeting is planned for early December with four desired outcomes:

- A shared understanding of current initiatives and gaps in the Canadian research data management landscape;
- Defined objectives of a Canadian Research Data Management Network;
- Key principles to guide development of a detailed service model and business plan for the Network
- A project charter and working group terms of reference.

J. Bengtson will attend the meeting representing COPPUL and will report back on results.

### **7 Proposal for hosted Archivemtica service (I.Parent)**

I.Parent introduced the proposal from the DPWG. It follows from the March 2013 workshop on Digital Preservation. Questions were raised about how costs would be shared, staff workload at participating libraries, and how this program articulates with other digital preservation programs such as the COPPUL PLN.

Motion: to approve the proposal in principle.

Moved: C.Shepstone; Seconded: K.Adams

Carried

ACTION: G.Bird will work with DPWG to clarify questions raised in the discussion, present a cost-sharing model, and poll members for participation commitments.

### **8 Science boot camp proposal (K.Adams)**

K.Adams introduced the proposal to support a science boot camp for librarians, to be held at UManitoba in May 2014. The goal is to give science librarians an orientation to the language of science. The organizing group requests \$3000 support, COPPUL's name and assistance with promotion and registration. Directors noted that the proposal supports COPPUL's strategic directions, and has come up from a group of staff at member libraries working together.

Motion: to approve the request.

Moved: K.Adams; Seconded: W.Sgrazzutti

Carried.

ACTION: G.Bird will convey the response to the planning group, and work with them to support the event.

## **Reports**

### **9 Scholarly Communication Working Group (C.Shepstone)**

C.Shepstone presented the report from the Working Group, noting sponsorship for OA Week talks has been awarded to UBC and Athabasca University for 2013. AU and UBC expressed thanks to COPPUL for this support.

The SCWG recommends a slight change in policy for the OA Week funding. Because some institutions do not have costs associated with webcasting, they would like to open up the terms of the award.

Motion: to modify the terms of the OA Week sponsorship to include support for any speaker costs, provided the talk will be webcast and archived.

Moved: C.Shepstone; Seconded: W.Sgrazzutti.

Carried

#### **10 CARL (G. Beasley)**

G.Beasley, CARL President, reported on initiatives not discussed earlier in the meeting. CARL has completed its continuance process under the Canada not For Profit Corporations Act. CARL is engaged in a project to connect libraries with the Canadian scholarly journal community. They will convene a meeting Oct 30 On ways to reformulate the sustainability of Canadian scholarly journals, especially in an open access environment. The CARL fall meeting will be held Nov 5-7.

#### **11 CRKN (C.Shepstone)**

C.Shepstone, CRKN Board member, reported that the CRKN AGM will be held in Toronto, October 2-4. Dr. Elizabeth Cannon from University of Calgary has been appointed Board Chair. The AGM will include sessions on strategic planning, the work of the Cost Sharing Advisory Group, the Banding Task Group, and more.

#### **12 ARL (T.Hickerson)**

T.Hickerson, ARL Board member, reported on the multi-year initiative around transforming research libraries. ARL is now focusing on staffing this year; last year focused on collections. ARL's Special Collections subcommittee is offering a series of digital archives workshops, not restricted to ARL library staff. In or near our region, one will be held at UAlberta and one in Minneapolis. ARL also continues work on advancing scholarly communication—they have been active in developing the SHARE program in response to Executive orders from US President's office—important to Canadian libraries because what happens in the US will drive policy and potentially impact Canadian libraries. ARL is also participating in a partnership with CARL, COAR, and LIBER to look at competencies for 21<sup>st</sup> century academic librarians. The report from this effort is expected in summer 2014.

#### **13 Executive Director (G.Bird)**

G.Bird presented her report and highlighted the plans for a consortial patron driven acquisitions project for e-books, and the new license for Archive-It.

Motion: To accept Executive Director's report.

Moved: L.Delong; Seconded: A.Wilson.

Carried

The group thanked G.Bird for her work on all fronts.

#### **14 Action Items (G.Bird)**

G.Bird presented the Action Items. There were no questions.

Motion: To accept the Action Items report.

Moved: L.Delong; Seconded: A.Wilson

Carried

### **15 Follow up from ROI Workshop Sept 26 (B.Foley)**

B.Foley reminded the group that holding “directors plus one” workshops supports the staff development goals in COPPUL’s strategic framework. The group was positive about the ROI workshop, both from their own point of view and for the development of the invited staff who attended. Considerable time went into planning the program on the part of ROI Task Group members. Such workshops are valuable when there is a worthwhile topic to explore.

The ROI Task Group is seeking guidance about its role in the future. The TG suggested some possible roles, which were discussed by the group. Expanding the network to connect with assessment officers at more COPPUL sites seems logical. Working on an ROI statement for COPPUL membership would be useful, in collaboration with the COPPUL office.

The COPPUL statistics collected and compiled by CARL were discussed. Although flawed, these are still useful because they provide longitudinal comparison for libraries that have been contributing for years. Libraries in BC and Alberta also participate in provincial statistical surveys (CPSLD and AAAL respectively). How do their metrics compare to CARL’s and each other’s? The ROI TG could be asked to consider COPPUL statistics in light of this environment (although explicitly *not* to develop another statistical survey).

ACTION: G.Bird to follow up with non-responding libraries to encourage participation in COPPUL statistics survey.
---

Motion: To express appreciation for work done by members of the ROI Task Group.

Moved: E.Fabbro; Seconded: R.Croft.

Carried

### **16 Future meetings: 6-7 March, 2014, Victoria | September 2014 - location tbd**

March 2014 at the University of Victoria. March 6 will be Directors Plus One, considering the expanding research roles of librarians.

As part of Friday’s agenda, Rick Lugg from Sustainable Collections Services will attend to present on data driven analysis in shared print monograph projects, and to facilitate a discussion about possible future directions for COPPUL SPAN.

Fall 2014—dates and location to be determined. Possibly an Alberta location.

---

## **Annual General Meeting (Members)**

---

**PRESENT:** : K.Adams (Manitoba), G.Beasley (Alberta), J.Bengtson (Victoria), G.Bird (COPPUL & Secretary), R.Croft (Royal Roads), L.DeLong (Winnipeg), J.Duffy (MacEwan), C.Eckman (Simon Fraser), E.Fabbro (Athabasca), B.Foley (Vancouver Island & Chair), T.Hickerson (Calgary), C.Hurst (Brandon), B.Mathenia (Thompson Rivers), W.Merkley (Lethbridge), D.Mirau (Concordia), T.Mundle (Kwantlen), I.Parent (British Columbia), W.Sgrazzutti (Regina), C.Shepstone (Mount Royal), A.Wilson (Northern B.C.), P.Wilson (Fraser Valley).

### **1 Financial statement March 31, 2013**

G.Bird presented the financial statement from March 31. There were no questions from the group.

Motion: to accept the financial statement.

Moved: E.Fabbro; Seconded: R.Croft

Carried

### **2 Appointment of auditors**

Motion: to reappoint the firm of Crawford Paterson Campbell & McNeill, Chartered Accountants, to prepare the financial statements for 2013/14.

Moved: W.Sgrazzutti; Seconded: B.Mathenia

Carried

### **3 By law revisions & continuance matters**

B.Foley advised that the Corporation was incorporated under Part II of the Canada Corporations Act by Letters Patent dated May 24, 2000 and the directors consider it to be in the best interests of the Corporation that it be continued under the Canada Not-for-profit Corporations Act (the "NFP Act") pursuant to Section 297 of the NFP Act.

Motion:

1. That the directors of the Corporation are authorized and directed to make an application under Section 297 of the NFP Act, to the Director appointed under the NFP Act, for a Certificate of Continuance of the Corporation ;
2. That the Articles of Continuance (transition), which have been submitted to this meeting, are hereby approved in all respects;
3. That the new general operating By-law, which has been submitted to this meeting, is hereby approved in all respects and shall be effective on the date that the Corporation continues under the NFP Act, and the current general operating by-law of the Corporation (as amended) be repealed effective as of the date of continuance of the Corporation; and
4. That any one director or officer of the Corporation is authorized and directed on behalf of the Corporation to do all acts and things and to execute all further deeds, documents and other writings as the director or officer, in their sole discretion, may consider to be necessary,

desirable or useful to carry out and give effect to the continuation of the Corporation and to this resolution.

Moved: C.Shepstone; T.Mundle

Carried

ACTION: G.Bird to file articles of continuance and revised by-laws with Industry Canada, and notify group when accepted and new structure is officially in place.

#### **4 Resignation of directors and appointment of new directors**

Motion: that the resignation of the six directors listed in attachment AGM4 be approved.

Moved: B.Mathenia; Seconded W.Sgrazutti

Carried

Motion: that the appointments of the six directors listed in attachment AGM4 be approved.

Moved: B.Foley; W.Sgrazutti

Carried

#### **5 Election of new board members**

B.Foley reminded the group that once the articles of continuance and new by-laws are filed with Industry Canada, there will be a new board structure. COPPUL will continue functioning under the old structure until then, but will proceed with elections for the new board.

J.Bengtson has been serving as vice-chair. According to both old and new by-laws, this position transitions to Chair. J.Bengtson agrees to stand for election to the board.

Nominated by C.Shepstone, Seconded by K.Adams.

Elected

B.Foley called for nominations for the one-year director.

C.Shepstone was nominated and agreed to stand.

Nominated by T.Hickerson; Seconded by W.Sgrazutti.

Elected

B.Foley called for nominations for the two-year appointment (normally to serve as vice-chair for two years, and to transition to Chair for two years).

W.Sgrazutti was nominated and agreed to stand.

Nominated by V.Williamson (in absentia, conveyed by Chair), Seconded by I.Parent.

Elected

#### **6 Budget update 2013/14**

G.Bird presented the budget update for 2013/14, noting that the organization is on track for a balanced budget, as forecast.

Motion: to receive the budget update  
Moved: C.Shepstone; Seconded: T.Hickerson  
Carried

## **7. New Business**

B.Foley reported that the Royal Society of Canada has convened an expert panel on the future of libraries and archives, and they are requesting response to a set of framing questions, appearances before panel hearings, and written submissions. The group discussed the pros and cons of submitting to the panel, deciding it was important for COPPUL to address questions about how libraries are evolving, the role of consortia in the academic library landscape, and the role of Library and Archives Canada. G.Bird mentioned she had attended a panel hearing at UBC and received a formal request for a submission from the panel.

Motion: that COPPUL prepare a written submission to the RSC Expert Panel.  
Moved: I.Parent; Seconded: C.Shepstone  
Carried

ACTION: G.Bird to work with board members to prepare a submission for the panel.
--

G.Bird and the group thanked B.Foley for his service as Chair over the past year.

Motion to Adjourn  
Moved: W.Sgrazzutti; Seconded B.Mathenia  
Carried

Adjourned: 2pm

**Next meeting: University of Victoria, March 6-7, 2014**