



## **Annual General Meeting 2014**

### **Draft Minutes**

19 September 2014, 9am- 3pm

room 7-218, MacEwan University, Edmonton AB

Present: G.Beasley (Alberta), J.Bengtson (Victoria & Chair), G.Bird (COPPUL & Secretary), J.Blackburn (Vancouver Island), B.Braaksma (Brandon), D.Breyfogle (Manitoba), E.Fabbro (Athabasca), E.Fairey (Simon Fraser), T.Goshulak (Trinity Western), T.Hickerson (Calgary), K.Isaac (Fraser Valley), T.Janewski (Kings), B.Mathenia (Thompson Rivers), D.McGugan (MacEwan), D.Mirau (Concordia), T.Mundle (Kwantlen), C.Nicol (Lethbridge), I.Parent (British Columbia), G.Prefontaine (Winnipeg), W.Sgrazzutti (Regina), C.Shepstone (Mt Royal), A.Waller (guest), V.Williamson (Saskatchewan) *until 11am*, A.Wilson (UNBC).

Regrets: R.Croft (Royal Roads)

#### **1. Welcome from Dr. John Corlett, Provost and VP Academic, MacEwan University**

#### **2. HathiTrust Consortial Partnership Options** (Guest: Mike Furlough, Executive Director, HathiTrust)

M.Furlough provided an overview of the development of HathiTrust, characterized as “a digital library at the network level” with distributed infrastructure. He discussed the governance, growth (currently a corpus of 11.4 million volumes of which 38% are public domain), research agenda, membership benefits and fee structures, and options for consortial partnership.

ACTION: The Board will discuss next steps for COPPUL partnerships with HathiTrust.
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#### **3. Approval of agenda**

*Moved: D.McGugan; Second: B.Braaksma*

*Carried*

#### **4. Approval of March 2014 Minutes**

No changes or edits.

*Moved: C.Shepstone; Second: K.Isaac.*

*Carried*

#### **5. Introduction of new Executive Director**

J.Bengtson introduced Andrew Waller as incoming Executive Director, summarizing his relevant experience and extensive previous involvement with COPPUL. Thanks to V.Williamson and K.Isaac who joined Board members to serve on search committee. T.Hickerson also spoke to A.Waller’s qualification for the position, excellent communication skills, expertise on Open Access, and professional integrity.

#### **6. COPPUL financial statements 2013/14**

G.Bird summarized the financial statements for the year ended 31 March 2014, and responded to questions.

*Motion: to approve the financial statements.*

*Moved: C.Shepstone; Second: G.Prefontaine.*

*Carried*

## **7. Motion to reappoint accountant for 2014/15**

*Motion: that the firm of Crawford Patterson Campbell and McNeill, Chartered Accountants, be appointed to conduct the financial review of COPPUL for the fiscal year ending 31 March 2015 and prepare the associated financial statements.*

*Moved: W.Sgrazzutti; Second: K.Isaac.*

*Carried*

## **8. Budget update 2014/15**

G.Bird presented a budget update including projections to year-end. Some unanticipated costs related to recruitment of the new ED will result in slight overexpenditure this year. However, as noted in the financial statements, COPPUL is in healthy financial shape with net assets that can cover this and still accommodate the recommended 6-12 months of wind-up operating costs.

A question was raised about the reSearcher costs that are funded from COPPUL's budget. The board was asked to review COPPUL's policy about what is funded centrally.

The True North Boot Camp surplus should be reflected on the revenue side of the budget, as well as expenditure. It will be transferred to the host group for next year before March 31, so will net out to zero by year end.

ACTION: The Board will review the history of COPPUL's funding of reSearcher, and will consider a policy about central funding for projects.

## **9. Election of new Board member, 1 year Director at Large**

J.Bengtson expressed thanks to C.Shepstone who has served in this position for the past year, and contributed substantially to COPPUL during by-law revisions, ED Search Committee, and other matters. Following a call to members over the summer, there was one nomination to fill this board vacancy. B.Braaksma was nominated by W.Sgrazzutti. There were no nominations from the floor. B.Braaksma was elected unanimously.

## **10. Shared Print Archive Network**

### **a) Update and Phase 3 Overview**

W.Sgrazzutti presented an overview of the completion of SPAN Phase 2 and expressed thanks to Ken Ladd (Saskatchewan) and Sharon Marshall (Alberta) who transitioned off the Management Committee during the past year, and are now replaced by Wendy Merkle (Lethbridge) and Denise Koufogiannakis (Alberta). He also outlined plans for Phase 3, including more journal backfiles, selected government documents, and the proposed monograph project.

### **b) Proposal for Shared Print Monographs project**

W.Sgrazzutti highlighted points from the proposal, and invited questions and discussion. Several libraries expressed interest in participating, and some said the cost was prohibitive for them. Many questions arose, including: How will archive holders be determined? Do libraries volunteer, or are they assigned by algorithm or by circulation history, or subject area? Is location/proximity taken into account? Will archive copies circulate?

ACTION: G.Bird will seek answers to these questions and incorporate into a revised proposal for distribution. In consultation with A.Waller and the SPAN Management Committee, the Board will determine an appropriate response deadline.

## **11. Digital Preservation Working Group (Guest: Mark Jordan, DPWG co-chair)**

### **a) Report**

M.Jordan presented highlights from the DPWG report, including launch of the Archivematica service over past year. DPWG has been trying to expand PLN since its inception in 2007, and moving to a view of PLN as one of an

array of digital preservation services. The group sees a need to move from collaborative activities to shared services, with Archivemata as a first example of a truly shared service.

#### **b) Proposal for expanded Distributed Digital Preservation Network**

J.Bengtson reminded members that the proposal comes to the directors for discussion at this point, to find out if there is support in principle for an expanded role for COPPUL in this area. M.Jordan summarized the proposal, emphasizing that digital preservation includes more than just storage. To be useful to all members, it must include policy, tools, support, and an array of services to meet diverse needs. A number of libraries expressed support; others stated that a regional solution is not the appropriate scale for their needs. Smaller libraries may need basic support to get up to the point where they can avail themselves of any of these services.

ACTION: G.Bird and DPWG will re-work the proposal based on the discussion and send out to libraries with a call for commitment in Fall 2014.

#### **12. Archivemata Pilot Project (Guest: Mark Jordan, chair COPPUL Archivemata sub-committee)**

M.Jordan summarized the report on this service after the pilot year. Six members are operational, a productive partnership has been established with Artefactual, and UBC is providing storage infrastructure for the project.

ACTION: COPPUL office will send out a call for new participants with fee structure and an opportunity for new commitment.

#### **13. Workforce Survey**

V.Williamson presented about how workforce demographic data has been collected and used at USaskatchewan. USask Libraries have used the results to: provide information to university administration; for internal succession planning; to inform their staff training program; to change minimum requirements for new positions; to design appropriate on-boarding for new employees; to inform recruitment strategies. They are also able to compare local data to larger surveys like 8Rs. The proposed COPPUL survey would capture similar information about the workforce across all of COPPUL. USaskatchewan offers to administer the survey, compile and analyze results and bring a report back to COPPUL. This could inform a collaborative training and development program for COPPUL, and could inform future topics for Directors Plus One meetings.

There were suggestions that the open-ended questions at the end of the survey could be expanded. Members also agreed the results could inform the next COPPUL strategic plan by providing baseline demographic data about the workforce. There may also be room to add a question about recruitment challenges. A revised survey can be distributed in Fall 2014. Members will need a month to respond.

ACTION: ED will work with V.Williamson to revise the survey according to member feedback, and plan to run it in Fall 2014, with a report for the Spring 2015 meeting.

#### **14. RefWorks Hosting Update**

J.Bengtson reminded members that COPPUL administers a consortial license for RefWorks, and for several years has also brokered hosting on Scholar's Portal for those seeking a Canadian hosting arrangement. Over the summer OCUL announced they would not continue to host beyond August 2015. G.Bird provided an update from OCUL and ProQuest and summarized plans of member libraries to migrate to US server in spring/summer 2015.

UBC has a task group looking at options, including considering the feasibility of hosting locally, and is expected to report out by December 2014. Some other libraries are considering implementing a click-through license for users to consent to having data stored on US servers. Others are looking into the possibility of randomizing personal information of users and hosting on US servers but still meet address local privacy regulations. All members would appreciate hearing from others when/if decisions are made about other options.

### **15. Debrief “Plus One” workshop**

Response to the Sept 18 workshop on Indigenous Initiatives was generally positive. Several possible action items were discussed including a COPPUL-sponsored internship. A task group could shape a proposal on this for the Board. There was also interest in COPPUL support for digitization of oral histories, along lines of UBC’s Indigitization program. The development of best practices documents—for digitization projects, community partnerships, and service models for Indigenous students and researchers—was also of interest. It was noted that this topic is an excellent fit with COPPUL’s regional structure, as the organization crosses provincial lines in same way Aboriginal communities do. A possible future meeting topic could be COPPUL members with partners from First Nations communities.

ACTION: COPPUL Board will consider next steps and will bring a proposal for initiative(s) in this area to the Spring 2015 meeting for consideration by members.

### **16. Reports**

#### **a) Collections committee (G.Bird for M.Shires)**

Received with thanks. The proposal for a meeting in Spring 2015 was approved.

ACTION: G.Bird will convey to M.Shires that the Collections Committee meeting was approved to take place in Vancouver on Wednesday March 4, 2015.

#### **b) ROI Task Group**

Received with thanks. The group is seeking a director to join, to act as a liaison between the Task Group and the directors table.

ACTION: Any directors interested in joining this group are asked to let the COPPUL ED know.

#### **c) Scholarly Communication Working Group (A.Waller, Chair SCWG)**

Revisions to the Terms of Reference were approved.

#### **d) True North Science Boot Camp (G.Bird for L.Jacobs)**

Organizers expressed thanks to COPPUL for supporting inaugural event. The surplus funds (\$4600) will be transferred to the planners of the 2015 event before March 31, 2015.

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

AGM will be held October 6-8 in Calgary. Carole Moore will be receiving CRKN Distinguished Service Award.

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

G.Beasley expressed thanks to COPPUL members and their staff who contribute to the CARL mission. Susan Haigh has been appointed as ED starting Oct 22. The Fall general meeting will be held Nov 5-6 in Quebec City. Project ARC (research data management initiative) is developing well, with more information available on the CARL website. The goal is to enable data management planning at national level. CARL has also formed a working group to look at the sustainability of Canadian academic journals in an Open Access environment. The Canadian Ministers of Education of Canada (CMEC) has approached CARL for a consultation on copyright.

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

Strategic thinking and design process has been underway for 14 months. The outcome will go to membership at next meeting October 6-8. Some of the report is about a vision for ARL, and some is more of a vision of research libraries. SPARC has left ARL; although they still share many of the same goals, SPARC will no longer formally report to ARL as it has since its formation.

## **h) Executive Director**

G.Bird expressed thanks for the support from all members during her tenure at COPPUL over the past three years.

## **i) Action Items**

Received with thanks.

## **17. Future meetings**

5-6 March 2015, Vancouver.

Will coincide with 100<sup>th</sup> anniversary of UBC.

Members expressed a desire to continue with Directors Plus One workshops. Possible suggested topics:

- Advancement/Fund development
- Joint meeting with COPPUL Collections Committee
- Joint meeting with VPs Academic or VPs Research
- Flexible Learning/Online Learning
- Library Space Planning

Fall 2015: Saskatoon. Exact dates to be determined. Will include strategic planning session.

**Meeting adjourned: 2:35 pm**

*Thanks from all COPPUL members to MacEwan University for gracious hosting and superb local arrangements.*