

**COPPUL Board of Directors Meeting  
September 20, 2012  
University of Regina**

**MINUTES**

**PRESENT:** K.Adams (Manitoba), K.Ar buckle (Alberta), J.Bengtson (Victoria), G.Bird (COPPUL & Secretary), M.Burton (British Columbia), L.Copeland (Northern B.C.), R.Croft (Royal Roads), E.Fairey (Simon Fraser), B.Foley/ D.McFarland (Vancouver Island), T.Goshulak (Trinity Western), T.Hickerson (Calgary), C. Hoepfner (Winnipeg), C.Hurst (Brandon), K.Isaac (Fraser Valley), T.Janewski (King's), K.Ladd (Saskatchewan), B.Mathenia (Lethbridge), J.Matthews (Thompson Rivers), D.Mirau (Concordia), T.Mundle (Kwantlen), S.Schafer (Athabasca & Chair), W.Sgrazzutti (Regina), C.Shepstone (Mount Royal).

**GUESTS:** Micheal Shires (Regina) for item 5; Kathy Scardellato (OCUL) for item 8.

Welcome from U Regina Provost, Dr. Thomas Chase.

**1 Call to Order and Approval of Agenda**

The meeting was called to order at 9:00am on Sept 20. New members, virtual attendees by videoconference, and proxy holders were welcomed to the meeting. The Chair pointed out that as this was the first time a COPPUL Board meeting had offered an option for virtual attendance all participants are encouraged to send feedback about the experience.

The agenda was approved by consensus.

**2 Approval of the Minutes of March 22-23 and June 18, 2012**

No changes. Both sets were approved by consensus.

**3 COPPUL Strategic Framework**

S.Schafer reminded the group of the process that had led to the Strategic Framework document, including surveys of and meetings with directors, a facilitated retreat in Calgary in March 2012, and input from a small Strategic Planning Working Group, as well as the Executive Committee. Further feedback on a draft was incorporated after the June 18 teleconference Board meeting.

**MOTION:** That the Strategic Framework 2012 – 2015 proposed in attachment 3 be approved.

MOVED: K.Isaac

SECONDED: B.Mathenia

**CARRIED**

**4 Scholarly Communication Working Group terms of reference (C.Shepstone)**

C.Shepstone stated that the proposed Terms of Reference followed closely from the outlined plans for activities for this group for the coming year, as approved at the June teleconference meeting.

**MOTION:** That the Terms of Reference for the Scholarly Communication Working Group presented in attachment 4 be approved.

MOVED: C.Shepstone

SECONDED: K.Isaac

**CARRIED**

### **5 Collections Committee report and meeting proposal (M.Shires)**

M.Shires introduced himself as the new Chair of the COPPUL Collections committee. He expressed enthusiasm for working in this role within COPPUL, and mentioned that members of the group had been polled for agenda items and a preferred location for the proposed in-person meeting of the Committee.

**MOTION:** That the proposal for a meeting of the Collections Committee in Vancouver in March 2013 as detailed in M.Shires' report (attachment 5), be approved.

MOVED: W.Sgrazzutti

SECONDED: K.Isaac

**CARRIED**

Action: G.Bird and M.Shires will work together to plan this meeting and convey the date, agenda and logistical details to the Collections Committee.

### **6 Application for full membership from Grant MacEwan University**

S.Schafer referred to the letter of application from Grant MacEwan University, indicating they have been an affiliate member for several years, that they participate in a number of COPPUL licenses, and are eager to become full members once they receive AUCC accreditation. As outlined in their letter of application, they understand they will be invoiced for a full year's membership fees upon acceptance, even though this year's membership will only last from inception (likely late October), until March 31, 2013. There was discussion about the lack of detail in the application letter, which G.Bird noted could be provided at the time they notify COPPUL of the results of their accreditation process.

**MOTION:** That Grant MacEwan University be approved for full membership in COPPUL, once two conditions are met: AUCC accreditation is received, and a more detailed letter be supplied to COPPUL outlining the resources and capacity of the university Library, and its support for the aims and purposes of COPPUL.

MOVED: K.Adams

SECONDED: B.Mathenia

**CARRIED** (*unanimous*)

Action: G.Bird will convey this result to Grant MacEwan University.

### **7 Incubating R&D in COPPUL (G.Bird)**

G.Bird reminded directors of the language in the new strategic plan about research and development and said she was seeking more detail about how to operationalize this item. Results of a survey of directors on research needs within COPPPUL were distributed as a basis for discussion (attachment 7). K.Ladd indicated that USask is very interested in evidence-based library and information practice, will be hosting a conference on this topic in July 2013, and is creating a campus Centre focusing on this area. They are also very supportive of any initiatives relating to staff development.

As so many of the survey responses referenced assessment, the group agreed that a full-day workshop on best practices in assessment would be valuable. G.Bird will work with the ROI Task Group to set an agenda and organize this, tentatively planned for Thursday March 14 in Vancouver, the day before the next Board meeting. An alternative might be a series of web-based sessions on this topic. There is also a useful model OCU has employed for such workshops, "Directors plus one." The March 2010 session in

Calgary on shared print archiving was an example of this, including directors and collections librarians spending a full day on a focused topic to advance practice within COPPUL.

J.Bengtson reminded the group that, having just approved a Strategic Framework, COPPUL can use this document as a signpost for R&D discussions over the next 3 years. All agreed it will be useful to link R&D activity to topics outlined in the Strategic Framework.

Action: G.Bird and ROI Task Group to plan for a one-day workshop on best practices in assessment for Directors or “Directors plus one” from each COPPUL library.

### **8 Scholar’s Portal Trusted Digital Repository status** (guest: Kathy Scardellato, OCUL)

At COPPUL’s invitation, K.Scardellato presented on the process of Trusted Digital Repository certification that Scholar’s Portal (SP) is undertaking. Her slides will be posted to the COPPUL website.

Issues include the definition of the primary user community inherent in the purpose statement of SP (21 OCUL member institutions). Setting up a business relationship with COPPUL would trigger a change for OCUL, and there would likely be costs involved, e.g. in extending software licenses, additional staff resources, etc. K.Scardellato also noted that SP was designed as an access portal for OCUL, as well as a preservation repository. It does not currently have a business strategy act as a dark archive to other user communities. Discussion followed, including the question of whether COPPUL is interested in only the preservation function of SP, or the access function as well. It was noted that COPPUL licenses do not currently include language to allow use of SP (or any other repository) as a provider of post-cancellation access, nor to permit migration of owned content for preservation purposes.

Issues raised in this discussion should be shared with both the Collections Committee and the Digital Preservation Working Group. K.Ar buckle mentioned that UAlberta is also seeking TDR status, and may possibly become a mirror site for SP. COPPUL should keep a watching brief on the discussions between OCUL and CRKN on this topic, and perhaps revisit once those talks have progressed.

Action: G.Bird/D.Braun to incorporate appropriate language into COPPUL licenses to permit “full level rights” as described by OCUL.

### **Action:**

## **Annual General Meeting**

### **9 Resignation & appointment of new directors**

Correction noted for the spelling of Cathy Macdonald’s name (should be Cathy).

**MOTION:** That the resignation of six directors listed in attachment 9 be approved.

MOVED: B.Mathenia

SECONDED: J.Matthews

**CARRIED**

**MOTION:** That the appointment of six new directors listed in attachment 9 be approved.

MOVED: J.Matthews

SECONDED: K.Isaac

**CARRIED**

### **10 Financial statements**

G.Bird reminded the group that the financial statements of COPPUL undergo a Review Engagement,

rather than a full audit. A decision will be required when filing under the new Canada Corporations Act, as to whether COPPUL continues with this level of review or if a full audit is required. In response to a question whether COPPUL's financial statements had ever had a full audit, G.Bird indicated they have not. J.Bengtson mentioned that some not-for-profit groups choose to have an audit occasionally but not every year, to minimize expenses while ensuring the highest level of scrutiny. This may be an option for COPPUL in the future.

**MOTION:** That the Financial Statements presented in attachment 10 be accepted.

MOVED: W.Sgrazutti

SECONDED: K.Isaac

**CARRIED**

### **11 Appointment of auditors**

G.Bird noted that the proposed firm is very familiar with COPPUL's books and business practices, but that they are not able to conduct a full audit if COPPUL determines one will be required under the new NFP legislation. If this should happen, COPPUL will need to identify a new firm with the appropriate capacity and have its appointment approved by the Board.

**MOTION:** That the firm of Crawford, Patterson, Campbell and McNeill be reappointed to conduct a review engagement of COPPUL for the 2012/13 financial year.

MOVED: B.Mathenia

SECONDED:

**CARRIED**

### **12 By-law changes**

Proposed by-law changes were included in attachment 12, to accommodate the revised Executive Committee structure recommended during the strategic planning process. S.Schafer pointed out that fairly extensive work would be required in the coming year to draft a comprehensive set of new by-laws as part of conforming to the new Canada Not-for-profit Corporations Act. The group could choose to amend the current by-laws now and proceed with elections, or could choose to carry on with existing structure until new by-laws are tabled. The group agreed it was best to focus on the new by-laws, and to make the change only once.

**MOTION:** That COPPUL transition under its current Executive Committee structure for one more year, pending development of a comprehensive set of new by-laws expected in September 2013.

MOVED: T.Hickerson

SECONDED: B.Foley

**CARRIED**

### **13 Election of officers**

S.Schafer indicated that J.Bengtson had agreed to be nominated as Vice Chair/Incoming Chair, and called for additional nominations. There being none, J.Bengtson was acclaimed to office.

S.Schafer indicated the B.Foley had agreed to be nominated as Chair for a period of one year, to fill the vacancy created by A.Nussbaumer's departure. The Chair called for additional nominations. There being none, B.Foley was acclaimed to office.

The COPPUL Executive Committee for 2012/13 will consist of B.Foley (Chair), J.Bengtson (Vice-Chair), S.Schafer (Past Chair), and G.Bird (ED).

#### **14 Budget update**

G.Bird provided an update on the budget for 2012-13, current to August 31. She indicated all items are within budget, and there will be an additional \$11000 in revenue this year if GMU is accepted for full membership. Revenue for SPAN is tracked separately and managed by the SPAN Management Committee. There were no questions.

#### **15 CARL update**

T.Hickerson reported on an active year for CARL. Some highlights: The organization moved its office to downtown Ottawa in a space adjacent to AUCC offices, and added one more FTE staff position. Strategic planning is underway under the guidance of incoming President G.Beasley. CARL was actively involved in lobbying during the debates on Bill C-11, and is engaged in an ongoing dialogue with Library and Archives Canada about changes there. D.Caron will attend their fall Board and membership meetings. Active committees on scholarly communications, public policy, and research libraries continue their ongoing efforts.

#### **16 CRKN update**

There was no CRKN board member present at the meeting, with an election pending for a seat that will be filled by a COPPUL director. Directors discussed the CRKN negotiations with the American Chemical Society renewal, including the implications of having CRKN walk away from the table. A discussion followed about options for libraries if this happens, including canceling bundled subscriptions and subscribing selectively to fewer titles. Questions arose about ACS's role in accrediting chemistry programs, and what the journal requirements are.

Action: G.Bird to send reference to accreditation documentation for chemistry programs to the group.

#### **17 ROI Task Group Report**

Received for information. No questions.

#### **18 reSearcher report**

Received for information. No questions.

#### **19 Shared Print Archive Network**

Received for information. Members expressed enthusiasm for the project and were pleased with the implementation to date. G.Bird indicated that participating libraries would be invoiced for their first year membership fees in October.

#### **20 Canada not-for-profit act compliance**

G.Bird reported that she had attended a one-day workshop from the Canadian Society for Association Executives outlining the requirements of non-profit groups to comply with the new legislation. COPPUL is required to file Articles of continuance and revised by-laws by October 2014 in order to maintain its status as a not-for-profit corporation. The group suggested having a small group of interested directors work on this with the goal of bringing documents for approval to the September 2013 meeting. It was noted that a legal opinion may be required to review documents drafted by the group.

Action: G.Bird will consult with new Executive Committee to populate a small group to work on compliance with the new Canada Not-for-profit Act.

#### **21 Executive Director's Report**

Received for information. No questions.

## **22 Actions Document**

Received for information. In response to a question about whether "In Process" items would be carried forward into future documents, G.Bird responded that they would.

## **23 Future meetings**

Next in person Board meeting: **March 15, 2013** in Vancouver (one-day meeting)

The Collections Committee will meet Wednesday March 13, and the proposed Assessment Workshop will be scheduled for Thursday March 14, with the COPPUL dinner the evening of Thursday March 14.

The University of Manitoba offered to host the Fall 2013 meeting in September 2013. G.Bird will work with UManitoba to confirm a date and to make arrangements. A one-day meeting on a Friday was preferred by the group.

## **24 New Business**

Members participated in a roundtable on copyright, with each director indicating whether their university was operating under the Access Copyright license or had opted out.

Action: G.Bird to send out list of which universities were signed on to AC license, and which opted out.
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The meeting was adjourned at 3:25pm.

Tours of the University of Regina library were attended by many Directors on Friday.

*Thanks to Bill Sgrazzutti and the University of Regina staff for gracious hosting, excellent technical support, and assistance with meeting arrangements.*