

BC ELN Steering Committee Business Meeting Minutes

Friday November 27, 2020

2:00pm – 3:00pm

Virtual Meeting

In Attendance:

Jonathan Bengtson, University of Victoria

Gwen Bird, Simon Fraser University

Rosie Croft, Royal Roads University, *Small Universities*

Ali de Haan, Acsenda School of Management, *Associate Members*

Natalie Gick, Simon Fraser University, Host Site Officer

Brenda Mathenia, College of the Rockies, *Rural Colleges*

Julie Mitchell, University of British Columbia

Todd Mundle, Kwantlen Polytechnic University (Past-Chair)

Susan Parker, University of British Columbia (Chair)

Trish Rosseel, Douglas College, *Urban Colleges*

Debbie Schachter, Capilano University, *Teaching Universities & Technical Institutions*

Ministry of Advanced Education and Skills Training (AEST):

Andrei Bondoreff, AEST

Randall Gerlach, AEST (Alternate)

BC ELN Staff:

Anita Cocchia

Leah Hopton (Zoom moderator)

Cristen Polley (Recorder)

Myfanwy (Vaughn) Postgate

Regrets:

Helen Akulova, Ministry of Advanced Education and Skills Training

Introductions

S. Parker welcomed attendees.

1. Adoption of Agenda

S. Parker added an item to New Business on behalf of R. Croft. The agenda was adopted as amended.

2. All Partner Meeting Debrief

Committee members shared feedback on the morning's All Partner Meeting. Members agreed that the meeting was well-run and the content was timely. In response to feedback from G. Bird, the BC ELN Office will explore new approaches to communicating the value of virtual learning

support services during the pandemic.

In response to a question about providing 24/7 AskAway service from J. Bengtson, A. Cocchia noted that the AskAway Advisory Committee could look into offering extended hours but that usage and costs would need to be considered.

Outcomes of the Power of Collaboration Session will be shared with Dr. Katherine Skinner, facilitator for Common Suite discussions in February 2021. They will also inform upcoming strategic planning and be used in future communications.

3. Vice-Chair Selection

S. Parker outlined the Vice-Chair role. The Vice-Chair serves for one year and continues to represent their constituency during that time. They are a member of the Executive Committee, together with the Chair. At the end of the Chair's term, the Vice-Chair becomes the new Chair. At that time, the Vice-Chair constituency group elects a new representative.

B. Mathenia was elected to the Vice-Chair position by acclamation.

4. Illume Benefits and Responsibilities

A. Cocchia presented the Illume Benefits and Responsibilities document:

- At the 2019 All Partner Meeting, libraries agreed to eliminate ILL transaction fees for non-returnable items between BC ELN partner libraries on the understanding that certain conditions were met, one of which was to develop formalized expectations for the Illume service
- The Benefits and Responsibilities set expectations for participation in the Illume service regardless of which software institutions use (SHAREit, Relais, or VDX)
- They are modeled on Benefits and Responsibilities documents used for other successful shared services such as Arca and AskAway
- In mid-November, a draft was shared with library directors; feedback was incorporated

G. Bird agreed that the Benefits and Responsibilities achieve their aim of formalizing service expectations.

In response to a question from J. Mitchell, A. Cocchia and M. Postgate shared details on load-levelling. Load-levelling algorithms function to make the Illume service fair for all BC ELN members. Generally, they move from the smallest to the largest lender but they can be adjusted as needed. Educational opportunities and best practices will aim to shift institutional ILL practices so that all members benefit from load-levelling optimizations.

T. Mundle added that the Benefits and Responsibilities document helps institutions recognize their responsibility to meet load-levelling requirements.

MOTION: To approve Illume Benefits and Responsibilities as presented.

Moved: B. Mathenia
Seconded: J. Mitchell
Motion carried.

A. Cocchia shared next steps to support eliminating ILL transaction fees for non-returnable items. The BC ELN Office will share Illume best practices, create FAQs, develop an ILL staff education series, and investigate software enhancements and optimizations.

5. Elimination of ILL Fees for Non-Returnables – Assessment Timeline Change

T. Mundle presented the recommendation to change the assessment timeline for the Elimination of Interlibrary Loan (ILL) Fees for Non-Returnables initiative from 2021 to 2022.

Due to the pandemic, activities in the implementation plan were halted or slowed as ILL transactions were significantly reduced and the BC ELN Office shifted its focus to learning support services. An updated implementation plan has been created and work is underway but most activities will now take place in 2021 and not 2020 as originally planned. The Executive Committee is recommending the assessment timeline for the initiative be moved to 2022.

Members agreed that this was a reasonable approach.

MOTION: That the assessment for the Elimination of Interlibrary Loan (ILL) Fees for Non-Returnables initiative be shifted from 2021 to 2022, allowing for a full year of activity to support meaningful analysis.
Moved: D. Schachter
Seconded: T. Rosseel
Motion carried.

6. New Business

R. Croft brought forward a suggestion for BC ELN to explore innovative licensing projects or practices, and proposed ideas like collaborations with university presses and creating an advisory group like that for AskAway or WriteAway. There was agreement that these are worth exploring and could be brought forward at upcoming strategic planning discussions in the coming year.

7. Wrap Up

The Steering Committee will meet virtually in May 2021. Details will be shared closer to the date. S. Parker thanked Committee members and wished everyone a happy holiday season.