

Spring Meeting, March 18-19, 2010
The Den Room, Third Floor, Delta Bow Valley Hotel
Calgary, Alberta

MINUTES

PRESENT: K. Adams (Manitoba), G. Ashoughian (Northern B.C.), L. Burrige (Brandon), L. Copeland (Simon Fraser), R. Croft (Royal Roads), J. Duffy (Winnipeg), B. Foley (Vancouver Island), T. Goshulak (Trinity Western), T. Hickerson (Calgary) – Thursday only, E. Ingles (Alberta) – Thursday only, K. Isaac (Fraser Valley) – Chair, T. Janewski (King’s), N. Levesque (Thompson Rivers), C. MacDonald (Kwantlen) – Thursday only, G. Maslany (Regina), M. McConnell (Calgary for T. Hickerson) – Friday only, D. Mirau (Concordia), A. Nussbaumer (Lethbridge), I. Parent (British Columbia), M. Romaniuk (Alberta for E. Ingles) – Friday only, S. Schafer (Athabasca), A. Slade (COPPUL) – Secretary, M. Swanson (Victoria), V. Williamson (Saskatchewan).

REGRETS: T. Hickerson (Calgary) – Friday only, E. Ingles (Alberta) – Friday only, C. MacDonald (Kwantlen) – Friday only.

GUESTS: Carolynne Presser (Canadian.org) – Thursday afternoon only, Peter Resch (Regina), Mary Westell (Calgary) – Friday morning only.

1. Call to Order and Introductions

The meeting was called to order at 9:00 a.m. on March 18. Peter Resch (Regina) was welcomed to the meeting.

2. Approval of the Agenda

Approved by consensus.

3. Approval of the Minutes of September 17-18, 2009

Approved by consensus.

4. Incorporation and Financial Matters

4.1. COPPUL budget 2009/10 update

A. Slade provided an update on the 2009/10 budget.

4.2. Operating expenses

Received for information. No changes were reported.

4.3. COPPUL budget 2010/11

A. Slade reviewed some of the differences between the 2009/10 budget and the proposed 2010/11 budget. The forthcoming HST (harmonized sales tax) was discussed.

MOTION: That the 2010/11 budget be approved as submitted.

MOVED: C. MacDonald

SECONDED: T. Goshulak

CARRIED

NOTE: L. Copeland was not present during the vote.

ACTION: A. Slade to obtain information on the implications of the HST for COPPUL.

5. Business Arising

5.1. COPPUL internship proposal

There were no affirmative responses to the call on the Directors listserv in January for positions that would fit the criteria outlined in the internship program proposal. It was agreed by consensus that the call would be issued again in January 2011.

ACTION: A. Slade to send an email to the Directors list at the end of January, 2011, asking if members have any positions coming available that would fit the criteria outlined in the internship program proposal document.

5.2. Graduate services program proposal

M. Swanson indicated that she and L. Copeland were no longer able to work on this project and recommended that it be withdrawn from the action items. In the general discussion there was support for continuing to investigate a COPPUL-sponsored program on services for graduate programs. J. Duffy volunteered to collaborate with N. Levesque to develop a proposal. G. Maslany offered to assist, especially in providing a link with the Western Canadian Deans of Graduate Studies.

ACTION: J. Duffy and N. Levesque, with assistance from G. Maslany, to draft a proposal for a COPPUL-sponsored program on services to graduate programs and present it at the fall meeting.

5.3. Print preservation initiative

G. Ashoughian presented the results of the group-work conducted at the session on print preservation on March 17, together with a number of recommendations stemming from the questions posed to the groups. The following discussion focused on:

- the need for a business plan,
- the desirability of a pilot project,
- last copy retention as the priority rather than print preservation,

- the cost and operational issues associated with the next steps for the Print Preservation Task Group.

MOTION: That the Print Preservation Task Group oversee the development of a business plan for COPPUL last copy retention, identifying the operational and costing alternatives.

MOVED: B. Foley

SECONDED: J. Duffy

CARRIED

The next round of discussion emphasized the following:

- more explicit directions for the Task Group,
- whether there is a preference for a centralized, distributed or hybrid model of last copy retention,
- the need for representatives of the two proposed repositories, University of British Columbia (UBC) and University of Alberta (UofA) to discuss the COPPUL last copy retention initiative with each other,
- the need for high-level representation from UofA on the Task Group,
- the need for developing a commitment framework rather than an agreement,
- the need for a consultant to help prepare a business plan,
- funding for the Task Group to support its work.

MOTION: That COPPUL allocate a budget of up to \$50,000 from its reserves to support the work of the Print Preservation Task Group and the funds be expended subject to the approval of the Executive.

MOVED: K. Adams

SECONDED: V. Williamson

DEFEATED

MOTION: That up to \$50,000 from COPPUL reserve funds be allocated to support the work of the Print Preservation Task Group; the Task Group be asked to prepare a budget plan for approval of the Executive; and the Executive to consult with the Directors if the budget exceeds \$50,000.

MOVED: E. Ingles

SECONDED: L. Copeland

CARRIED

It was agreed that the Task Group would undertake a proposal for a Phase 1 pilot project with the following scope:

- retrospective print journals,
- non-Canadian titles,
- titles also available in electronic format.

As part of the process, the Task Group would look at best practices and make recommendations concerning:

- models of retention,

- number of copies to be retained,
- a commitment framework,
- guidelines for a registry of holdings and the technical expertise needed to develop the registry,
- the need for a consultant to prepare a business plan to move beyond Phase 1.

ACTION: The Print Preservation Task Group to prepare, for the fall meeting, a plan for a Phase 1 pilot project, including a commitment framework for Phase 1 and guidelines for a registry of holdings.

ACTION: The Print Preservation Task Group to ask, via the Executive Director, for technical expertise to complete its charge for the Phase 1 project as it relates to a recommendation for a registry of holdings.

6. New Business

6.1. COPPUL Outstanding Librarian Award nomination

The discussion regarding the award was conducted *in-camera*.

MOTION: That the 2010 outstanding librarian award be given to Mark Jordan, Simon Fraser University.

MOVED: L. Copeland

SECONDED: L. Burrige

CARRIED

ACTION: K. Isaac to call Mark Jordan to congratulate him on winning the 2010 Outstanding Librarian award and invite him to accept the award at the COPPUL dinner in Winnipeg on September 16th.

ACTION: A. Slade to prepare a press release about the award winner and send it to the Directors list for distribution to library staff.

ACTION: A. Slade to have a plaque and cheque made for presentation to the award winner.

6.2. Membership application from Mount Royal University

MOTION: That Mount Royal University be accepted as a full member of COPPUL, effective April 1, 2010.

MOVED: G. Maslany

SECONDED: L. Burrige

CARRIED

ACTION: A. Slade to inform Mount Royal University that its application for full membership has been approved and add the university to the website and the various lists.

6.3. Affiliate membership

A. Slade proposed some revisions to the management agreement for affiliate members. In the discussion, it was agreed to revise the section on termination but

not to add a new section on support for COPPUL licenses and subscriptions. It was agreed that this information could be conveyed in prefatory remarks to new affiliate members.

MOTION: That the section on termination in the management agreement for affiliate members be revised to state that the agreement may be terminated by either party with one year's advance notice in writing.

MOVED: T. Hickerson

SECONDED: T. Janewski

CARRIED

A clarification was added that the motion only applies to affiliate membership in COPPUL and not to the affiliate member's participation in subscriptions and agreements in mid-term. If a membership termination does occur, the affiliate member will be asked to continue its licensing obligations until the current subscription period or multi-year agreement is completed.

ACTION: A. Slade to revise the termination section in the management agreement for affiliate members.

6.4. Affiliate membership application from Canadian Mennonite University

MOTION: That Canadian Mennonite University be accepted as an affiliate member of COPPUL, effective April 1, 2010.

MOVED: K. Adams

SECONDED: M. Swanson

CARRIED

ACTION: A. Slade to inform Canadian Mennonite University that its application for affiliate membership has been approved.

6.5. Canadiana.org presentation

C. Presser gave a presentation on Canadiana.org that included a proposed new membership structure. Canadiana.org is encouraging institutions, such as university libraries, to support its initiatives by becoming members.

The PowerPoint slides from the presentation will be made available in the "Directors Only" section of the COPPUL website.

6.6. Shared training and professional development opportunities

V. Williamson outlined staff training and professional development initiatives at University of Saskatchewan and inquired whether other member libraries had programs that could be shared.

ACTION: Directors to provide information via the listserv on any staff training and professional development programs at their libraries that could be opened up to or shared with other member libraries.

7. Reports and Updates

7.1. Resource Discovery update

D. Mirau gave a demonstration of WorldCat Local as implemented at Concordia University College.

7.2. E-books Task Group report

D. Mirau presented the report from the E-books Task Group that was established through the Collections Committee. Thanks were expressed to the group for its excellent work on this project.

It was agreed that a reconstituted task group could undertake the first four recommendations in the report, provided the focus is on e-books and the group can provide timelines. M. Swanson volunteered a representative from UVic to serve on the task group.

The recommendations are:

- Formalize a licensing model for e-books that can be negotiated with vendors based on the criteria disclosed above and other relevant models (e.g. OCUL);
- Co-ordinate a regional collections policy that might address issues such as ILL lending and perpetual access;
- Develop policy and strategies for Canadiana acquisitions, Canada specific collections, e.g. Arctic, and current topical, e.g. climate change, terrorism, war, peace, Pacific Rim, aboriginal or indigenous studies;
- Explore LOCKSS as an e-book archiving solution.

ACTION: A. Slade to determine which members of the E-books Task Group wish to continue serving on the group and to notify the Directors, via the list, of any vacancies.

ACTION: Once the membership of the reconstituted E-books Task Group is finalized, A. Slade to ask the group to work on the first four recommendations in the report and to provide timelines for deliverables.

7.3. Private LOCKSS Network (PLN) Steering Committee report

The report from the COPPUL PLN Steering Committee was received for information. Thanks were expressed to the group for its work to date and to Denise Koufogiannakis for chairing the Committee in an exemplary manner for the past three years.

7.4. ACCOLEDS report

The first two sections of the ACCOLEDS report were received for information. The discussion focused on the third section, the geospatial data report, and the need for a regional server. It was agreed that, while this is a worthwhile project, COPPUL does not have the resources to support the development of a regional server at this time. Thanks were expressed to the group for its extensive work on the geospatial data report. It was recommended that no further action take place on this initiative.

ACTION: A. Slade to thank the ACCOLEDS members for the work on the geospatial data server report and indicate that COPPUL does not have the resources to support the development of a regional server at this time.

7.5. reSearcher report

The report on reSearcher developments was received for information.

7.6. CARL update

L. Copeland indicated the new CARL Strategic Plan is in place and described the three committees established to advance the Strategic Directions:

- Public Policy Committee - includes copyright and advocacy amongst other issues,
- Research Libraries Committee - includes educational initiatives and statistics,
- Scholarly Communication Committee - includes open access, digital information, print preservation and data management.

The CARL Data Management Sub-committee has produced a data management aid which is now available online or can be ordered from CARL. The CARL program in November revolved around data library services. CARL and Carleton hosted a day long program for library staff, mostly from local institutions. CARL is looking to offer a similar program across the country, although local resources will be required.

More information can be found on the CARL website at:

<http://www.carl-abrc.ca/about/about-e.html>

7.7. CRKN update

K. Isaac summarized some of the highlights from the CRKN Board meeting in February, including the 2010-2012 license renewals, NRT planning priorities and the communications outreach initiative. Further information can be found in the CRKN Newsbrief for February 2010 which is available at

<http://researchknowledge.ca/en/news/newsletter.jsp>.

7.8. Capacity Building Task Group report

M. McConnell presented an updated re-submission of the fall 2009 Capacity Building Task Group report. The motion on visiting librarians passed at the previous meeting was reaffirmed and it was suggested that COPPUL members be reminded about the initiative at regular intervals.

Discussion focused on the Capacity Builders Web Database which is under development. Its purpose is to establish a web database that identifies areas of expertise of COPPUL member institution staff who are willing to assist other COPPUL member institutions through short term assignments. A prototype of the database will be presented at the fall 2010 meeting together with recommendations about publicity and maintenance.

It was noted that, once the database is operational, the Capacity Building Task Group will have completed its mandate and the members will be stepping down.

The issue of continuing work on capacity building will be considered at the fall 2010 meeting in the context of a discussion about the Strategic Plan.

ACTION: A. Slade to remind COPPUL members about the visiting librarians initiative.

ACTION: The Capacity Building Task Group to prepare a demonstration of the Capacity Builders Web Database for the fall 2010 meeting and make recommendations about publicity for and maintenance of the database.

7.9. Digital Curation and Preservation Task Group report

M. Westell presented the first report from the restructured Digital Curation and Preservation Task Group. The Directors confirmed that the scope of the group's work and its projected tasks are on track and encouraged the task group to continue its endeavours. It was suggested that the group also focus on published material, especially Canadian publications, and the extent to which license providers offer digital preservation.

The proposed tasks are:

- Self evaluation of readiness for implementing a digital preservation program, based on the Northeast Document Conservation Centre questionnaire;
- Survey of current preservation programs at COPPUL libraries (including membership in Portico, etc., local preservation efforts, and membership in COPPUL LOCKSS project);
- Development of Preservation Policy Template for use by COPPUL members;
- Development of strategy for individual members to blend local preservation efforts with shared approaches, including but not exclusive to COPPUL.

ACTION: The Digital Curation and Preservation Task Group to proceed with the tasks outlined in its report and present an update at the fall 2010 meeting.

8. Actions and Activities

8.1. Review of the Actions document

A. Slade reviewed the summary of completed actions to date. There were no pending actions from previous meetings although two actions have been postponed.

8.2. Report of the Executive Director

The report was received for information.

8.3. Review of the Strategic Plan

It was agreed that a review and update of the action items in the strategic plan should take place at the fall meeting. A suggestion was put forward that the

agenda for the fall meeting be organized according to the key areas of focus in the Strategic Plan.

ACTION: The Executive Committee to propose a structure for reviewing the strategic plan at the fall 2010 meeting.

ACTION: A. Slade, in consultation with the Executive Committee, to experiment with the format of the fall meeting agenda to determine if items can be grouped according to the key areas of focus in the Strategic Plan.

9. Additional Business

9.1. The economy and its impact

A round table discussion was held on the status of library budgets at member institutions. Remarks from the members confirmed that many libraries are facing either budget cuts or steady-state budgets in the coming year.

10. Future Meetings

The fall 2010 meeting will be held September 16-17 (Thursday-Friday) in Winnipeg, immediately following the CRKN meeting in the same location.

The spring 2011 meeting will be held March 17 -18 (Thursday-Friday) in Vancouver.

11. Adjournment

The meeting adjourned at 4:20 PM on March 18 and at 12:00 PM on March 19.