

**MEETING MINUTES OF THE OPEN SOURCE ILS ADVISORY COMMITTEE  
TUESDAY, OCTOBER 21, 2008, FROM 10:00 – 3:30 PM  
PLSB VANCOUVER**

Attendees: Allan Carlson (PLSB), Brian Owen (SFU), Gordon Coleman (BC ELN), Joanne Richards (Kootenay Library Federation), Lauren Stara (Whistler PL), Nola Newman (Fort Nelson PL), Sharon Herbert (Evergreen Support Team), Maureen Woods (Coquitlam PL), Stephanie Hall (Powell River PL), Fiona Anderson (VIRL), Maureen Davidson (COTR), Jacqueline van Dyk (PLSB), Ben Hyman (PLSB)

Regrets: Sandra Singh (Vancouver PL), Rob O'Brennan (Fraser Valley RL), Edel Toner-Rogala (Burnaby Public Library), Denise St. Arnaud (Prince Rupert PL), Patti Barnes (NWCC & North Coast Library Federation)

Guest: Jim Looney (Retiring Librarian)

Recorder: Ben Hyman (PLSB)

Chair: Brian Owen (SFU)

## **1. Opening**

Brian called the meeting to order at 10:05 am.

### *1.1 Adoption of the Agenda*

Adopted the agenda as circulated.

### *1.2 Minutes of the September 17, 2008 meeting*

Adopted as amended.

## **2. New Business**

### *2.1 Transitioning – Jim (facilitator / “surrogate chair”)*

Jim opened with a recap of SITKA's origins in the Strategic Plan, *Libraries Without Walls* and the Federated Libraries ILS Project (FLIP) grant. The transition to and creation of the BC Libraries Cooperative is truly groundbreaking and historic.

Discussion and review of transitioning document (attached). Project management framework to identify timelines, milestones and work product as SITKA moves to a community operated initiative under the BC Libraries Cooperative (Co-op).

#### *2.1(a) Governance; timeline, milestones; interim status of Committee and Working Group's – Allan Carlson*

The Service Management Agreement (SMA) has circulated through committee/for presentation to respective boards twice; feedback incorporated and questions answered, notably including those from Whistler trustee/lawyer and from TNRD. Feedback from BC Cooperatives Association has also been incorporated. Third party objective scrutiny of documents has thus been achieved.

Final tweaks to the SMA and Rules of Incorporation: generally speaking, movement of issues that do not need to be included in Co-op Rules to SMA schedules to provide for ease of frequent reviews, if necessary (weighted voting formula , fees and definitions, e.g.).

At the end of this meeting, committee and Working Groups cease to exist formally; ad hoc status with recommendation going forward to the BC Libraries Cooperative Board of Directors (BOD) to continue them.

Interim BOD to consist of the three founding members (Nola Newman, Fort Nelson Public Library; Stephanie Hall, Powell River Public Library; Lauren Stara, Whistler Public Library) plus those members of the community they choose to appoint (should reflect future membership – two others recommended).

This interim BOD will stand until the inaugural Co-op AGM at a date to be determined pending filing of the Rules of Incorporation with the Registrar of Cooperatives (AGM expected to be early Spring, 2009).

Interim BOD to take on management role of SITKA (with continuing support from PLSB and the ad hoc committee, as needed). Decisions will be made by the majority of the BOD. Chair to be appointed by the interim BOD from amongst the interim BOD members.

Transition Project Manager position. Crucial skill set. Possibility for PLSB secondment(s) as interim measure. The quality of the relationship between the BOD and PLSB is crucial during the transition and beyond.

Trustee relationships; up to Library Directors to interface with their own Boards. Individual library Boards have no formal role in the operations of the Co-op per se, except in the dispute resolution process.

*Action:*

A. Carlson to post latest/FINAL rules and SMA to SITKA Website and distribute.

*Action:*

Interim BOD to meet shortly by phone with Jacqueline re: appointment of additional board members.

*Action:*

AGM date TBD and communicated by BOD pending Registrar of Cooperatives timeline.

*2.1(b) Human, Financial and Systems Resources; timeline, milestones; Transition PM – Ben Hyman, Stephanie Hall*

2009 implementation schedule planning underway – to be released asap in early November. Once determined, preliminary work on 2009 budget can begin. Discussion about secondment of PLSB resources as interim measure towards a Co-op Director.

*2.1(c) SITKA Implementation timeline, milestones – Ben Hyman, Sharon Herbert*

Milestones and deliverables discussed.

*2.1(d) SITKA Operations & Support; timeline & milestones – Ben Hyman*

Milestones and deliverables discussed.

*2.1(e) Standardization; timeline, milestones & key issues – Lauren Stara*

Milestones and deliverables discussed.

*Recommendation:*

That the CiWG and CAWG be continued by the BOD effective immediately following the first AGM of the Co-op

*2.1(f) Communications; timeline, milestones & key issues – Gordon Coleman*

Gordon's communications plan was reviewed and feedback solicited

Two BCLA session placeholders are now in. Updated talking points would be very useful. General consensus that there is significant confusion around names (SITKA versus Evergreen versus Co-op).

*Action:*

Gordon to make edits to the Communication Plan and Ben to post

*Recommendation*

That the amended communications plan be considered by the BOD, and that a Communications Working Group be established by the BOD.

*2.1(g) Long Term Planning; timeline, milestones & key issues*

*Action:*

Edel, Maureen W and 1 member of interim BOD to create environmental scan for SITKA / the Co-op; Jacqueline will participate in this discussion and facilitate this conference call.

*2.1(h) Transition Plan*

*Recommendation:*

Interim BOD, SITKA Support Team, PLSB and others to refer to the attached transition timeline with respect to the transition of SITKA to the BC Libraries Cooperative

**3. Establish the BC Libraries Cooperative**

*3.1 Nola, Stephanie and Lauren signed the Rules of Incorporation; witnessed*

*Action:*

*Allan to file the Rules and supporting documentation ASAP*

Adjourned at 3:30 pm.