Council of Atlantic University Libraries

Conseil des bibliothèques universitaires de l'Atlantique

CAUL-CBUA Spring Board of Directors Meeting
June 9, 2015, 8:30 a.m. – 4:00 p.m. NT
Minutes - DRAFT

Library Conference Room (LCR5)
QEII Library, Memorial University of Newfoundland
St. John's, NL

Attendance: A. Smith (ACA); D. Bourne-Tyson (DAL); L. Busby (MUN); M. Brideau, Treasurer (UdeM); M. DeYoung, Past Chair (SMU); M. Leggott, Vice-Chair (UPEI); M. Truitt, Chair (MtA); P. Doucette (HOL); R. Young (NSCAD); S. Cameron (StFX); T. Harrison (MSVU); K. Reddy (CAUL-CBUA).
By teleconference: A. Stewart (NSCC); L. Balcom (UNBF); P. Maher (UStA); S. Bethke (CBU).
Regrets: L. LeVert (UNBSJ); R. Martel (AST); S. Dwyer (UKC).

1. **Welcome and Call to Order**

2. **Approval of Agenda**
   L. Busby moved to approve the agenda, M. Leggott seconded. Motion carried.

3. **Approval of Winter 2015 Meeting Minutes**
   A correction was noted in section 4.1, where "hesitate" should be "hesitant". Section 14.5 should refer to the "Primo Discovery Service".
   M. Leggott moved to approve the minutes, as amended, A. Smith seconded. Motion carried.

4. **Business Arising from Minutes**
   i. **Welcome Holland College**
      M. Truitt welcomed Holland College as a new member of CAUL-CBUA and Patricia Doucette as the Board representative for Holland College.

   ii. **FTE Figures**
      As discussed at the winter 2015 Board meeting, K. Reddy explored sources for members' full-time *equivalent* figures. CAUL-CBUA had previously been using the full-time *enrolment* figures available through the Association of Atlantic Universities (AAU). Several models were proposed. The Board agreed that CAUL-CBUA will use the same model as the Canadian Research Knowledge Network (CRKN). The formula uses figures available on the AUCC website, as reported by the AAU, and accounts for both full-time and part-time enrolment. Associate members will continue to self-report FTE directly to the CAUL-CBUA Manager.

5. **Report from the Chair (M. Truitt)**
   M. Truitt proposed that approved minutes from the Board of Directors meetings be publicly accessible on the CAUL-CBUA website. The Board agreed to post the minutes in PDF as they are approved. It was also agreed that committees will post meeting minutes and reports, in

an effort to increase communication among members.

M. Truitt noted that the shape of CAUL-CBUA has been changing due to increasing partnerships, and he encouraged the Board to consider the future structure of CAUL-CBUA. This topic will be revisited at the fall 2015 meeting.

6. **Executive Committee Appointment**
M. Leggott, Interim Vice-Chair, was appointed Vice-Chair by acclamation. M. Leggott will begin the two year term as Vice-Chair following the Annual General Meeting in September, 2015.

7. **Treasurer's Report (M. Brideau)**
The Board of Directors reviewed the proposed budget, as submitted.
M. Brideau moved to approve the proposed budget with the understanding that travel expenses may exceed the budgeted amount. D. Bourne-Tyson seconded. Motion carried.

8. **Manager's Report (K. Reddy)**
K. Reddy submitted the Manager's Report as a slideshow presentation, reviewing the status of digital license renewals, negotiations, committee involvement, the strategic plan, growing partnerships and next steps. Regarding committees, the Copyright Committee offered to host the 2016 ABC Copyright Conference in Halifax. The Scholarly Communications Committee has been preparing the Open Textbooks presentation for the AAU Academic Vice-Presidents meeting. The AAU AVP meeting is scheduled for August 31, 2015 at UPEI and M. Leggott has agreed to present.

K. Reddy reviewed the progress on the Strategic Plan, highlighting the following focus areas for the upcoming year: (1) create a formal communications strategy, (2) develop the Open Textbooks Project, (3) continue to develop CAIRN as a single point of access and search for Atlantic Canadian collections, (4) develop cross training opportunities, (5) develop Scholarly Communications, and (6) conduct an Ithaka-style faculty survey to determine user needs.

9. **College of the North Atlantic**
The Board agreed that the College of the North Atlantic will be invited to join CAUL-CBUA as an Associate Member.
M. DeYoung moved to invite the College of the North Atlantic to join the Council of Atlantic University Libraries / Conseil des bibliothèques universitaires de l'Atlantique as an Associate Member, with the understanding that the current Board will elect CNA's Board representative . A. Smith seconded. Motion carried.

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10. **Approval of Procedures Documents**
CAUL-CBUA Procedures for Digital Licensing Invoicing requires the following revisions: add "C" to *CAUL-BUA* and change "is" to "are" in the sentence "Billing and invoicing is handled by Interuniversity Services Inc. (ISI)". No revisions were identified in the *CAUL-CBUA Goals and Principles for Consortial Licensing of Digital Resources* document.
S. Cameron moved to approve the Procedures for Digital Licensing Invoicing, as revised, and the Goals and Principles for Consortial Licensing of Digital Resources. A. Stewart. Motion carried.

11. **Last Copy Program**
    The Board of Directors reviewed the Last Copy Program principles and supported the scope of the project, which now includes government documents. Each member that wishes to participate in this project must provide a signed agreement and identify an individual to serve on the Last Copy Steering Committee. It was suggested that the Last Copy Steering Committee should communicate regularly with the DPSC Government Documents Working Group.
    Action: K. Reddy will redistribute the Last Copy documents to the Board of Directors.

12. **Committee Reports**
    i. **DPSC Research Data Working Group** (M.Leggott, M. Beazley, A. Farrell)
       Before the presentation, it was noted that several DPSC members have expressed the desire to learn more about the working groups within the DPSC, highlighting the need for increased communication between working groups. This issue will be addressed at the next broader DPSC meeting, and all members will be invited to join the working groups.

       Working Group Chair Mark Leggott, and Members Mike Beazley and Alison Farrell, presented the report highlighting each section and focusing on the recommendations. The Working Group acknowledged that the proposal is ambitious and involves many steps, especially the development of the Atlantic Regional Data Repository (ARDR), which would require substantial resources. The Directors discussed various aspects of the proposal, including deliverables, similar pre-existing infrastructures, and current research data repository options within CAUL-CBUA. It was noted that Compute Canada and CANARIE are recognizing the library's role in research management, especially with the progress of the Portage project. The Board agreed that it would be best to consider emerging national projects before proceeding with a substantial regional initiative. The Board agreed to wait for more information to be released on a national level and to reevaluate the landscape at the next meeting.

       At this stage, CAUL-CBUA's priority is to inform staff and provide best practices, to ensure a consolidated approach to research data management. It was also noted that "ask a librarian" services or approaches should be encouraged on checklists for faculty submitting research data management plans or proposals to the research office as a way to facilitate the development of services at the local level. The Board also supported the principles listed on page 21 of the report and encouraged the Committee to move the principles forward as part of their activities.

       The CAUL-CBUA Directors identified six areas of focus for the DPSC RDWG as next steps in the development of research data management services for all Member institutions.
       i. Creation of a support team/knowledge network, modeled on the Data Liberation Initiative (DLI).
       ii. Provision of professional development opportunities reflecting the interests and skills of all staff levels.
       iii. Provision of a list of best practices for Research Data Management.
       iv. A description of data management storage options currently available for and at CAUL-CBUA member institutions.
       v. Informing the broader CAUL-CBUA membership on appropriate announcements and developments.

<blockquote>
vi. Redistribution of the revised survey using a local tool that allows responses to be updated as members change their services.
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The Board of Directors thanked the DPSC RDWG for its excellent work and first report. **Action:** The DPSC RDWG members who attended the meeting will report back to the group and the group will move forward based on the above recommendations.

ii. Collaborative Research and Innovation Grant Award Committee
As submitted. The committee encourages members to begin raising awareness about the Collaborative Research and Innovation Grants.

iii. Collections Committee
As submitted.

iv. Communications Committee
The committee is seeking new members. L. Busby suggested that the committee provide immediate responses to reports submitted to the Board, summarizing the Board of Directors discussion and potential next steps. These responses will be posted publicly, in order to increase communication within the organization. It was also suggested that reports be reviewed one year after the initial submission and response.
Action: K. Reddy will send a message to CAUL-CBUA lists seeking new members for the Communications Committee.
Action: A response to the DPSC report will be created and posted on the CAUL-CBUA website. Previous reports will be submitted at the fall Board meeting for one year review.

v. Copyright Committee
As submitted.

vi. Document Delivery Group
As submitted.

vii. Scholarly Communications Committee
As submitted. The committee will continue to be involved with the Open Textbooks Project.

13. Related Updates:
i. CRKN Board (L. Busby)
As submitted.

ii. CRKN Content Strategy Committee (P. Webster)
As submitted. K. Reddy informed the Board that E. MacInnis, Dalhousie University, will not be seeking to renew her term as an Atlantic region representative on the CSC.
Action: K. Reddy will contact possible candidates for the CRKN CSC appointment.

iii. DLI
The Board commended the University of New Brunswick, particularly Siobhan Hanratty, for hosting an excellent regional information session.

iv. Novanet (T. Harrison)

As submitted. T. Harrison informed the Board that the Nova Scotia Health Authority is now a partner with Novanet on the Primo license, though the collections remain separate.

    v.   **CARL (D. Bourne-Tyson)**
As submitted. The Board agreed that the CAUL-CBUA statistics provided by CARL should be publicly available on the CAUL-CBUA website.
D. Bourne-Tyson moved that the CAUL-CBUA statistics provided by CARL be publicly available on the website, M. DeYoung seconded. Motion carried.

    vi.   **CLA (M. DeYoung)**
As submitted. The Board commended M. DeYoung on her tremendous leadership with the Canadian Library Association (CLA).

14. **Member Update Questions**
No questions arose from the member updates.

15. **Other Business**
    i.   **CAIRN Demonstration**
M. Leggott demonstrated CAIRN's new interface and collections, using the most recent version of Islandora.

16. **Next Meetings:**
The Annual General Meeting will be held on Thursday, September 3, 2015 via conference call at 1:00 pm AT. The Fall Board of Directors meeting will be held on Monday, October 5 and Tuesday, October 6, 2015, at Mount Allison University.

17. **Adjournment**
A. Smith moved to adjourn the meeting, R. Young seconded. Motion carried.

Summary of Actions

Individual(s)	Action
All Directors	• Review Last Copy Program documents and return signed documents to K. Reddy
Communications Committee	• Summarize the immediate response to the DPSC RDWG report • Create a communications strategy
DPSC RDWG	• Report to the larger DPSC and move forward with the Board recommendations
K. Reddy	• Review membership types and compile a list • Redistribute the Last Copy Program documents to the Board of Directors • Seek new members for the Communications Committee • Compile previously submitted reports for one-year review • Contact candidates for the CRKN CSC appointment • Post CAUL-CBUA statistics from CARL on the website