



CAUL-CBUA Spring Board of Directors Meeting
June 9, 2015, 8:30 a.m. – 4:00 p.m. NT
Notes - 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, based on figures from the Maritime Provinces Higher Education Commission (MPHEC), the Association of Atlantic Universities (AAU), and the Association of Universities and Colleges of Canada (AUCC). 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. Several topics were raised for consideration including opportunities to provide community support, the potential for increased collaboration, expanding funding opportunities, different governance structures, roles within APLA, and appropriate definitions. The Board discussed the possibility of offering an Affiliate Membership for non-academic organizations that wish to partner with CAUL-CBUA. It was suggested that, if membership continues to expand, the Directors may need to send a representative to the Board meetings due to scheduling conflicts. It was agreed that the Board would consider the implications of introducing a new level of membership and expanding partnerships with non-academic institutions. K. Reddy will investigate the membership structure and definitions used by other regional consortia.

M. Truitt informed the Board of Directors that K. Reddy resigned as Manager with CAUL-CBUA, in order to relocate to St. John's, NL, which spurred a discussion about the possibility of relocating the CAUL-CBUA Manager's office. K. Reddy left the meeting room while the Board discussed the implications of such a change. It was agreed that the CAUL-CBUA Manager could work from any of the Member Institutions, and K. Reddy was invited to continue working in her current role from Memorial University.

Action: K. Reddy will review memberships available with other regional consortia and compile a list of common membership types.

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. An increase in the travel budget for CAUL-CBUA staff was discussed due to additional costs when travelling from St. John's, NL. The Board agreed that the travel budget would remain the same, with the understanding that it may need to be revised for the 2016/17 budget. It was noted that the travel budget also accounts for the Relais Administrator to attend one conference, annually.

M. Brideau informed the Board of Directors that the transition to P-Cards and Centre Suite has streamlined the expense claim process and has made the review process much easier.

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. K. Reddy highlighted Academic Search, Business Source, and ProQuest Central as potential products for a consortium agreement. 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. The Board agreed that several Directors should attend this meeting.

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. Finally, K. Reddy reviewed growing partnerships, highlighting CAUL-CBUA's relationship with Novanet and proposing the possibility of forming one larger organization. The Board had previously discussed this possibility and agreed that it would be beneficial to revisit this discussion at the fall meeting. During the fall meeting, K. Reddy and B. Slauenwhite will present the advantages and disadvantages of merging CAUL-CBUA and Novanet.

9. College of the North Atlantic

The College of the North Atlantic approached the CAUL-CBUA Manager about the possibility of joining CAUL-CBUA. New members must be invited by the Board of Directors, and the topic was set for discussion at this meeting. Concerns were raised regarding the appropriate Board representative in the absence of a Library Manager/University Librarian, due to the internal structure of CNA and the dispersed campuses. The Board agreed that the College of the North Atlantic will be invited to join CAUL-CBUA as an Associate Member, with the understanding that the Board of Directors will elect CNA's Board representative after further review of the internal structure. It was noted that the New Brunswick Community College may be interested in joining CAUL-CBUA in the future.

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.

M. Leggott presented the report submitted by the DPSC Research Data Working Group, highlighting each section and focusing on the recommendations. The report provided recommendations for the survey, endorsement of research data management planning tools, and a proposed regional research data storage service. The service would enable researchers to store large amounts of research data in a cloud-based repository and also provide a knowledge network to answer research data management-related questions. The service proposal included recommendations for a management team and governance. The working group acknowledged that the proposal is ambitious and involves many steps. 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 not be feasible to undertake research data storage projects on national, regional, and institutional levels. At this stage, planning a regional repository seems preemptive. The Board agreed to wait for more information to be released on a national level and to reevaluate the landscape at the next meeting. It was noted that CARL is preparing to hire a Research Data Director who will visit institutions and compile a research data toolkit. 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 noted that "ask a librarian" should be included on checklists for faculty submitting research data management plans or proposals to the research office. Furthermore, the Board supports the principles listed on page 21 of the report; though, it was noted that the statement "The University will steward the data for [Project X] for as long as is needed" may need more detail.

The CAUL-CBUA Directors identified six areas of focus for the DPSC RDWG: (1) creation of a support team/knowledge network, (2) provide professional development opportunities, (3) provide a list of best practices, (4) list data management storage options currently available for CAUL-CBUA members, (5) inform members on related announcements and developments, and (6) redistribute the revised survey using a local tool that allows responses to be updated as members change their services. The Board of Directors thanked the DPSC RDWG for its 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. P. Maher expressed interest in joining the committee. 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 and transparency 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. K. Reddy noted that J. Wickens, Relais Administrator, has completed the majority of tasks outlined in his job description within the past year.

vii. Scholarly Communications Committee

As submitted. K. Reddy noted that L. Brin has done an excellent job as committee chair and that the committee is extremely active via the mailing list. The committee will continue to be involved with the Open Textbooks Project.

13. Related Updates:

i. CRKN Board (L. Busby)

As submitted. L. Busby noted that she will not be seeking to renew her term as University Librarian with Memorial University when it expires on December 31, 2015. Consequently, the CAUL-CBUA Board of Directors will need to discuss her replacement as the Atlantic region representative on the CRKN Board. According to CRKN Board terms and conditions, L. Busby may continue as the Atlantic region representative until the October 2016 Annual General Meeting. L. Busby offered to continue in the role until October 2016 or until the Board elects a replacement, providing updates to the Board of Directors by phone.

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. L. Busby suggested Dianne Keeping, Memorial University, as a possible candidate for this appointment.

Action: K. Reddy will contact Dianne Keeping, Memorial University, concerning the CRKN CSC appointment.

iii. DLI

The Board commended the University of New Brunswick, particularly Siobhan Hanratty, for hosting an excellent regional information session. It was noted that Statistics Canada is creating fewer public use microdata files (PUMFs) and is focusing on other formats.

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.

Ali Versluis, Librarian at University of Ontario Institute of Technology and Durham College, contacted K. Reddy requesting access to CAUL-CBUA statistics. The statistics will be used in a research project reviewing the de/re-professionalization of academic librarians in Canada. The Board agreed that the CAUL-CBUA statistics provided by CARL can be shared with the research team. The Board also agreed that the statistics 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. It was noted that, if the metadata from collections was harvested, CAIRN could be used to search all CAUL-CBUA members' collections.

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	<ul style="list-style-type: none"> • Review Last Copy Program documents and return signed documents to K. Reddy • Seek replacement for L. Busby as Atlantic representation on the CRKN Board
Communications Committee	<ul style="list-style-type: none"> • Summarize the immediate response to the DPSC RDWG report • Create a communications strategy
DPSC RDWG	<ul style="list-style-type: none"> • Report to the larger DPSC and move forward with the Board recommendations
K. Reddy	<ul style="list-style-type: none"> • 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

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| | <ul style="list-style-type: none">• Contact Dianne Keeping (MUN) concerning the CRKN CSC appointment• Post CAUL-CBUA statistics from CARL on the website |
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