

Licensing Business Function Group
Minutes
January 19, 2011

Present:

Christina de Castell	Vancouver PL
Sue Kent	West Van. Memorial PL
Andrea Tataglio	West Van. Memorial PL
Toni McKilligan	Houston PL
Margo Schiller	Terrace PL
Scott Hargrove	Fraser Valley Regional
Julie Spurrell	New Westminster PL
Phil Hall	Vancouver PL
Dan Phillips	Greater Victoria PL
Greg Barkovich	Burnaby Public Library
Allan Carlson	PLSB

- A. Meeting was called to order at 1:08 p.m.
- B. Welcome and Introductions:
Scott introduced in-person attendees. Call-in attendees introduced themselves.
- C. Announcements
 - a. No announcements were made.
- D. Consent Calendar
 - a. Review and adoption of minutes of the October 27, 2010 LBFG meeting.
 - b. Integration of Ebsco's Novelist Select complete.
 - c. Moved by Christina; seconded by Julie to accept the Consent Calendar with additions to agenda.
 - i. Motion **Carried**
- E. Major Discussion Items
 - a. Report from the BiblioCommons Fee Review Subcommittee (Julie Spurrell)
 - i. Sub-committee met to discuss fee schedule.
 - 1. Recommend no substantive changes to the fee structure at this time.
 - 2. Recommend that fees be rounded to the nearest dollar value.
 - 3. Recommend that full details of fee schedule be posted to secure portion of Coop website.
 - 4. Recommend that a clear statement about two-year price guarantee be posted with fees.
 - 5. Recommend that BiblioCommons be asked to provide current and future (projected) pricing for libraries.
 - ii. Discussion regarding report.

1. Recommended that group move forward with committee's recommendations.
 2. Explanation of how revenues could be used to keep fees in line with current fee structure.
 3. We must be prepared in the event BiblioCommons costs increase.
 4. Basic EG OPAC needs to be improved in the event BiblioCommons becomes uneconomical.
 5. First two-year term ends likely in December 2011. Negotiations with BiblioCommons will clarify how fees are affected.
 6. The Coop has negotiated a price for a province-wide subscription for BiblioCommons regardless of how many libraries sign on.
 7. Group needs to consider how to use the remaining funds. This will be reviewed in summer, 2011.
- iii. Scott thanked the subcommittee members for work and recommendations.
 - iv. Moved by Greg; seconded by Maureen that the report be accepted as presented
 1. Motion **Carried**
 - v.
- b. List serve status report
 - i. Send requests to be added to the list to Allan or David Ryland.
 - ii. Bibliocommons@lists.bclibrary.ca
 - iii. List serve is for BCLC not just BiblioCommons. Suggestion was made to create a second list serve for licensed data bases.
 1. A second list serve would have the same names on it. When it becomes necessary, suggestion to change name to something more generic will be considered.
 - c. BiblioCommons
 - i. Feature request status report
 1. Idea Torrent is a feature request voting system. It is being utilized by Sitka for Evergreen. This is being developed for the Licensing BFG – will be available soon.
 - ii. 2011 release notes now available (Link on agenda).
 - iii. Joint training report
 1. BiblioCommons training is not required. Julie, however, will prepare an orientation session for new libraries.
 - iv. Call for interest for additional Evergreen Libraries
 1. Allan will be putting out another call to EG libraries and will follow up with EG libraries.
 - v. Coordination of Awards data base.
 1. FVRL is working on developing the data base.
 2. A list of awards will be provided.
 - vi. Service-level monitoring

1. Problems to be reported to BiblioCommons first. A procedure needs to be developed as to how libraries can communicate problems to the BFG. The monitoring is to ensure timely follow-up by BiblioCommons, not to deal with problems directly.
 2. BiblioCommons support is typical of technical support for any product. Some support issues were discussed.
 3. BiblioCommons also monitors performance and will respond as needed.
- vii. Content Enhancement
1. Jim Looney is researching vendors for enhanced content and is expected to have prices by this summer.
- viii. Update on Evergreen connector
1. Libraries should be going live in early February.
 2. Sitka team has completed its work - the EG connector is now in the hands of BiblioCommons.
 3. Lillooet, Houston and Powell River completing final validation checks now.
- ix. Membership of Technology Subcommittee
1. Dan, Phil, Greg have volunteered to sit on the Technology Subcommittee.
 - a. Inquiry regarding Innovative connections – issue has been reported to BiblioCommons.
- x. BiblioCommons demonstration
1. Moved by Christina; seconded by Margo to have a demonstration of BiblioCommons presented at the next BFG.
 - a. Motion **Carried**
- xi. 2011/12 LBFG budget
1. Cooperative board asked LBFG to create a budget. Scott is working on this with Greg Buss, Chair of the BC Libraries Cooperative Finance Subcommittee, and will have something to submit as soon as possible.

F. Emerging Issues

- a. Discussion regarding BiblioCommons responsibilities: marketing/web liaison, technical liaison, cataloguing liaison.
 - i. BiblioCommons asked for liaisons so they have central contacts to work with.
 - ii. Recommendation: PLOT techs to handle Marketing/web for small libraries (already happening), larger libraries likely have their own marketing staff; Technical Subcommittee to handle technical aspects; cataloging to be handled by individual libraries.
 1. There is some customization available for individual libraries, but it is limited.
 2. There is a central repository site where libraries can upload their requirements for graphic customization. (Already in use for Gibsons,

Lillooet and Houston) Recommended that the repository be offered more widely for libraries that wish to make use its efficiencies.

3. Sitka project team is doing validation work for EG libraries.
 - a. Scott to invite Sharon Herbert to next meeting to discuss.
 - i. Motion Carried

4. Suggestion to create a Cataloguing subcommittee to act as liaison.

- b. Discussion on BiblioCommons reporting capabilities
 - i. Wish List – what would you like to see?
 1. Available reporting is limited.
 2. A summary of reporting capabilities will be sent out to libraries before next meeting and wish list will be revisited then. Group can e-mail suggestions to Scott.

G. Parking Lot

- a. Assignment of Charter Subscriber Agreement
 - i. Is in the works. Allan and Scott will be engaging a new lawyer
- b. Announcement of go-live dates
 - i. When library is entering a launch window, notify Scott, Allan or Julie so an announcement can be made to LBFG community
- c. Role of the Cooperative in maintaining community standards
 - i. Chair of BFG to sit on joint BC-ON committee to adjudicate patrons banned from BiblioCommons for inappropriate behavior. Vice-chair to be alternate.
- d. Regular communication with BFG members
 - i. Request to be informed about Mobile access to BiblioCommons (purchased separately by libraries) as well as any other products.
- e. Decision on list serves
 - i. Noted above in E.b. List Serve Status Report
- f. Mentoring of new sites by the BFG
 - i. Tabled to next meeting
- g. Negotiations with BiblioCommons
 - i. No discussion noted
- h. Report on Data Base preparations
 - i. To be added to next agenda

H. Adjournment

- a. Moved by Julie; seconded by Phil to adjourn the meeting at 2:40 p.m.

I. Next meeting February 23, 2011