BC DIGITAL LIBRARY (BCDL) STEERING COMMITTEE
MINUTES

Friday, June 23rd, 2017
10:00 to 11:00 am
Via teleconference

In Attendance:
Jenny Benedict, ABCPLD Chair, West Vancouver Public Library
Anita Cocchia, BCDL Admin Team, BC Electronic Library Network
Caroline Daniels, BCDL Admin Team, Kwantlen Polytechnic University (Chair)
Ben Hyman, Vancouver Island University
Dana McFarland, BCDL Admin Team, Vancouver Island University
Max Otte, Archives Association of BC
Bronwen Sprout, Irving K. Barber Learning Centre, University of British Columbia

Regrets:
Annette DeFaveri, BC Library Association
Shirley Lew, Vancouver Community College
Debbie Schachter, CPSLD, Douglas College
Dan Sifton, BCDL Admin Team, Vancouver Island University
Dave Stewart, Royal BC Museum
Denise Williams, First Nations Technology Council

Recorder:
Sunni Nishimura, BC Electronic Library Network

Minutes:

1. Adoption of Agenda

J. Benedict requested that the topic of BCDL Steering Committee membership be added as new business. The agenda was adopted with this addition.

2. Admin Team Update

A. Cocchia provided an update on the work of the Admin Team.

An in-person meeting was held in early June, hosted at VIU, to discuss action steps. While the focus up to this point has been on achieving the technology demo, establishing communications infrastructure, and developing structure around the Steering Committee, the focus will now shift to processes around achieving sustainability.

The Admin Team continues to meet monthly with the Library and Archives Canada (LAC) Secretariat and with Our Digital World (ODW). Loren Fantin, ODW Executive Director, will be invited to join a future Steering Committee meeting to exchange information.

Over the summer the new BCDL website will be developed; once completed it will be launched to the Steering Committee and the community. The website will include Steering Committee Terms of Reference and minutes, posters that have been presented at conferences, and a Technology section. A website will facilitate communication about the initiative.

As a follow up to the last meeting, M. Otte asked whether institutions providing seconded staff for the BCDL Admin Team would be continuing their support? B. Hyman responded that VIU will be continuing

support until at least December 2017, but will need more information to determine what happens past December. C. Daniels responded that KPU is prepared to continue its support for another year, but will need more information going forward.

3. Technology Update

B. Sprout provided an update on technology infrastructure work. D. Sifton and M. Barry continue to make progress on what they are calling a Triclops architecture, consisting of a single SuppleJack installation with multiple jurisdictions or hubs. This architecture will ensure that multiple organisations can each have their own view and interface to the BCDL, with administrative privileges restricted to their jurisdiction.

D. Sifton and M. Barry are presenting their work on the Triclops architecture at the Joint Conference on Digital Libraries in Toronto June 19-23, 2017.

BC ELN continues to have very positive discussions with SFU IT Services on the possibility of cloud hosting the BCDL technical infrastructure, but no firm timeline is yet in place.

4. Technical Financial Snapshot

A. Cocchia provided a status update on technical infrastructure funds. She reminded the committee that the available funding was originally granted by AVED and ASDT for an Arca cross-repository search tool. After investigation, the Arca Advisory Committee established that a simple solution was out of reach, and determined that the funding was better put towards the BCDL technology, which would ultimately serve the same purpose.

A. Cocchia reviewed the amount that has been spent to the end of June 2017, approximately $2,000, on development work including contract staff, cloud hosting, the bcdigitallibrary.ca domain name, and a Constant Contact license for communications. She reminded the committee that anyone could use the Constant Contact tool for communications about the BCDL.

5. Our Digital World (ODW) and LAC National Historical Digitization Strategy (NHDS) Update

C. Daniels provided an update on communications with ODW and Library and Archives Canada (LAC) NHDS.

As of the meeting date, no reply had been received to the letter sent from the BCDL Steering Committee to the National Librarian regarding the National Historical Digitization Strategy.

The Admin Team continues to hold monthly meetings with ODW and LAC, and D. Sifton continues to work closely with ODW. While neither group has performed a full business analysis of a like project, both are very interested in the outcome of a possible BCDL business analysis.

6. Business Analysis Update

At the last meeting the committee determined that it is was an opportune time to engage in a business analysis of the BCDL. A. Cocchia spoke about the role that BC ELN is playing in the business analysis process, which is lead on securing funding to hire a business analyst. Several libraries have been approached and are engaged in the idea. A proposal, including high-level deliverables will be created to generate funding potential.

B. Hyman spoke about the rationale for performing a business analysis. It could provide specificity on what hub structure is needed, and what services could be provided at each hub level. The business analysis process might include of discussions with those working closely on the initiative, an

environmental scan of approaches being taken nationally and internationally, and a survey of the BC GLAM sector to determine what is required from the project in 5 years, 10 years, etc.

C. Daniels noted that the business analysis could lay the foundation for the work of subcommittees going forward on areas such as metadata, governance, sustainability, etc..

7. Next Steps

ACTION: A. Cocchia will take the lead on developing a brief funding proposal. The expected timeline for completion is July.

ACTION: B. Hyman will take the lead on scoping the work of the business analysis and creating a proposal to identify and hire a suitable analyst. The expected timeline for completion is end of August.

ACTION: Any committee members with leads on suitable business analysts are requested to contact B. Hyman.

If the project scoping is completed by September, the aim would be to hire an analyst by October and the business analysis completed by the end of the calendar year. The committee agreed that, since the process was approved by the Steering Committee, there was no need to wait for Steering Committee approval of the documents before moving ahead.

8. New Business

At the Beyond Hope Conference in Prince George, J. Benedict was approached by Kim Strathers (UNBC) and Erica Hernandez-Read, chair of the Steering Committee on Canada's Archives (SCCA) – Response to the Report on the Truth and Reconciliation Task Force. They expressed interest in the work of the BCDL Steering Committee and requested more information about Steering Committee membership.

ACTION: C. Daniels will forward information about the Steering Committee Terms of Reference to E. Hernandez-Read, cc'ing J. Benedict.

9. Next Meeting

Committee members agreed that a September/October teleconference would be sufficient, with an in-person meeting planned to discuss the results of the business analysis once it is completed in December.

ACTION: C. Daniels will send out a Doodle poll for the fall teleconference.