

**BC ELN AskAway Committee Meeting**  
**Minutes: 25 February 2009**

**In attendance:**

Anita Cocchia, BC ELN  
Debra Flewelling, DC/Member-at-large  
Mary Anne Guenther, NIC/Rural Colleges (recorder)  
Kim Isaac, UFV/Regional Universities (Chair)  
Sunni Nishimura, AskAway Coordinator  
Sally Taylor, UBC

**Teleconference:**

Jennifer Brownlow, VIU/Member-at-large  
Sybil Harrison, CC/Urban Colleges  
Nancy Levesque, TRU/Small Universities  
Ophelia Ma, UVIC  
Dana McFarland, CPSLD  
Todd Mundle, SFU

**Regrets:** Randy Bruce, BCCampus; Michele Pye, Public Library AskAway

1.0 **Agenda adopted**, removing item #6 (Public Library AskAway update)

2.0 **Minutes from 15 October 2008 meeting were approved.**

**3.0 Sustainability Subcommittee Report**

3.1 Sustainability Toolkit

Todd provided the context in which the toolkit was developed and acknowledged the work done by Sunni. Sunni presented the highlights and asked for feedback. Sybil questioned the per hour calculation for librarian costs of \$40.00 plus 20% overhead.

**ACTION:** BC ELN will look into the librarian costs and get back to the committee.

**ACTION:** Sunni noted the discrepancy in the links to the Ministry document and will investigate.

3.2 Recommendation for AskAway Sustainability

Kim provided a summary of the work of the Sustainability Committee to date and acknowledged the expertise and work of Sunni in creating the Sustainability Options document. To the question about pre-payments before March 31<sup>st</sup>, Anita confirmed that could be arranged. Discussion about service sustainability, service hour enhancements, the uncertainty of renewed funding and software costs, and next steps for the committee followed.

**ACTION:** An adjustment will be made on page 3 to clarify the schedule if seven additional hours are added to the service (to align with Public Library AskAway).

**MOTION:** That we proceed with the recommendation to maintain current service levels with the costing model presented in the Options document to the BC ELN Steering Committee and ask for BC ELN approval to move forward. (Debra/Sally)

#### 4.0 **Software RFQ Committee Update**

Sally reported on the work of the Software committee, which is currently working on the list of functional requirements for both PL and P-S AskAway service and an inventory of available software. The intent is to make a recommendation to the Advisory Committee by the end of May.

5.0 Sunni presented the **Coordinator's Report**, available at:

<http://www.eln.bc.ca/askaway/documents/AACoordRep20090225.pdf>

#### 6.0 **New Business**

None

#### 7.0 **Next meeting**

June 1, 2009 9:30-1:00 pm (to be confirmed)