

**BCALS Executive Meeting Month:  
November 20, 2023  
Time: 9 am - 10 am**

**Present:** David Gill, Drina Doyle, Roen Janyk, Cassandra Larose, Kat Louro, Katharine Shipley, Lauren Wong

**Regrets:** Julie Jones, Susie Wilson

**Agenda:**

- 1. Quick check-in:**
- 2. Called to order:** 9:04 am
- 3. Adoption of Agenda:** Adopted with no amendments
- 4. Minutes from previous meeting:** Approved with no amendments
- 5. Continuing Education Updates:**
  - a. Katharine provided report on Friday, November 17th BCALS Winter Event, noting it went well
  - b. Survey will be sent to attendees
  - c. CECs will have wrap up meeting
  - d. There was a question around recorded session uploads, whether the videos would be sent to presenters before being uploaded
    - i. **ACTION:** Katharine to ask speakers about video uploads
  - e. There was a question about leaving registrations open until day of event rather than closing the day before event, it was noted there are challenges with Eventbrite settings and timing of email confirmation with links, it was noted this is a topic for discussion for future events
- 6. Social Media Updates:**
  - a. ACTION item from previous meeting: David to connect with Rina to ask about what social media they use and whether BCALS sending them information to post is an option
    - i. Rina mentioned they barely use X/Twitter now and when they do, a lot less engagement. They are looking at other platforms like LinkedIn but not the same engagement level
    - ii. Rina suggested that we post on the BCALS forum as well as the BCLA main discussion board and encourage people to subscribe to the BCALS forum. Right we only have 84 subscribers and we need more
    - iii. Some BCLA groups used social media like X/Twitter but not anymore. Most use forum exclusively and X/Twitter for maybe big events
    - iv. Discussion:
      1. Use of forums, sharing information about joining BCLA and taking part in forums
      2. Discussion about other services including X, LinkedIn, Mastodon, Instagram

3. Question about whether BCLA membership is required to engage with the forums; appears there is an option for non-members/members whose membership has lapsed to register for free, forum-only access
4. Suggestion that we use BCLA forums for some information, but continue using X/other open social media to share events as we still see engagement/reposts
- v. Student reps will work out posting schedule and identify content
  1. It was noted that BCALS email account is subscribed to Google Scholar alerts for relevant topics

## 7. BCALS Anti-Racism Plan & Goals for year:

- a. *Perspectives*: Deferred until next meeting
- b. ACTION item from Aug meeting: David to start the work in investigating the work academic libraries in BC are currently doing and bring back for committee review; deferred until next meeting
- c. IBPOC meetup social at BCLA in coordination with IDEAS@UBC
  - i. David, Lauren, and Coco from IDEAS are working on this; likely to be pre-conference session

## 8. Old Business:

- a. Records Management and Google Drive/Sharepoint
  - i. Rina response:
    1. "Currently BCLA doesn't provide a space for groups to store their files. My understanding is that folks use a combination of their group subsites, sometimes with Google, sometimes with their work files. BCLA has an internal Sharepoint (we don't back it up), but we also generally use Google when working with people outside of our organization – for example, both the BC Public Library Partners and BC Public Library Accessibility Working Group use Google Drive. I generally find it is quite easy to manage the access to Google Drive, you just have to ensure that no one leaving the group has ownership of a folder, or have them transfer ownership before they leave. You can then remove their access completely. (This is what we do for the groups I mentioned above). I would suggest having the BCALS Chair as the owner of everything, and then transferring that to the next Chair when they take over. Our BCLA website is backed up regularly (including the subsites), so anything on your subsite is secure, if that helps reassure you about key documents/records."
  - ii. Discussion:
    1. Should have this in a position description; Chair should be owner, add and remove people, and then transfers ownership to new Chair

2. Questions around old folders that have owners who are no longer on BCALS, can you delete these old folders/documents if you are not the owner?
  3. Question around records retention schedule, do we (or BCLA) have one?
  4. Could we move older files to other storage (e.g., BCLA website) or to BCLA itself for them to store?
- iii. **ACTION:** David to look into whether old folders with owners no longer active can be deleted
  - iv. **ACTION:** David to ask Rina about records retention policy

**9. New Business:**

**10. Adjourned:** 9:42 am