Planning and Development Committee Minutes  
April 4, 2019 9:00 – 10:30am

In attendance: Robin Canham, Michelle Giese, Alison Hopkins, Cassandra Mireau, Ryan Monks, Tony Murphy, Barbara Nelke

Regrets: Elgin Bunston

PLLO Support: Brenda Dougherty, Regan Gunningham

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<tr>
<th>AGENDA ITEMS</th>
<th>DISCUSSION</th>
<th>ACTIONS</th>
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<td>Agenda/Minutes</td>
<td>The agenda and March meeting minutes were approved as distributed. The Committee welcomed a new member.  Michelle Giese (Saskatchewan Legislative Library) is a sector representative for the special libraries.</td>
<td>Regan will post the March minutes by the end of the day.</td>
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| PDC work in 2019/20| 1. Core collection evaluation - completed by mid-October  
   a. The purpose of the evaluation is to find the best products for the subject areas of interest to the partners.  
   b. The Committee discussed at a previous meeting that a subcommittee would be needed to review the perpetual access content and determine if other hosting options might be available if this content is removed from the core. Creating a subcommittee is premature until the collection evaluation is done and it is determined that GVRL and LRC will not be included in the 2019/20 core.  
   c. If the partners would like to pursue a two core option, two subcommittees may be needed to work on the project.  
   d. After partners have selected a core option at the AGM, the committee will determine if volunteers will be needed to work on a subcommittee. |                                                                                                                                            |
e. The Committee will present the results of the core evaluation at a partner meeting in November.

2. Funding review - completed by mid-October
   a. this review will define the current state of partner revenue
   
   b. in 2020/21 work on other funding options will take place and be presented to partners at a partner meeting. If funding changes are approved, they would come into effect as of July 1, 2021.

3. Policies created - completed by mid-October
   a. a policy will be developed (for partner approval) that requires partners to pay for the cost of the core collection; a policy will also be developed (for partner approval) that outlines the uses of the exchange rate fund
   
   b. a third policy (for partner approval) will be presented in spring 2020 that refines the collection policy in regard to PLLO administration boundaries.

4. Terms of reference update - completed by August.

The November partner meeting will likely offer a videoconference option. Robin will work with Saskatchewan Polytechnic administration to determine if it is possible to use their resources.

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<th>AGM agenda review</th>
<th>The PDC was asked to meet at 9:30 and help set-up for the AGM.</th>
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<th>AGM survey review</th>
<th>A survey was created to capture information from partners at the AGM regarding their core collection needs. The PDC suggested adding additional subject area choices and a few additional tweaks.</th>
<th>Regan will update the survey and send it the Committee for a final review.</th>
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| Adjourn | The meeting was adjourned at 10:25am. |