Present: Ms. Susan Berteaux, Ms. Jeanmarie Fraser, Mr. Michael A. Somers, Ms. Deborah Chown, Dr. Susan E. Cirillo, Mr. Timothy Rivard, Mr. Tom Raffensperger

Meeting was called to order by President Somers at 10:09 a.m.

1. Announcements

Mike let everyone know that there had been an “active shooter” alert at Bridgewater State earlier in the morning. It turned out to be a false alarm, someone with a trench coat and a nerf gun. A short discussion about active shooter protocols in libraries followed

2. Minutes from previous executive board meeting

Minutes from September were approved with corrections

3. Treasurer’s report

Received dues from 28 out of 30 institutions. The two have been contacted.

The one recent expenditure was $15 for the Commonwealth Annual Report fee.

4. Old Business:
   a. LibQual: no report
   b. Record retention

Michael will send information on the records retention planning and compliance process. He has asked Gregor Trinkaus-Randall to alert library directors prior to university presidents being contacted. The intention is to ID documents on campus that are to be
retained, how long they are retained for, and setting up a process for managing records retention. It is up to each institution to decide how they do this.

c. Statewide catalog/ILL system/shared network

The Network Consolidation Study Committee will be meeting at Westfield State on December 11. Tim Rivard has been following this issue. The purpose of the group is to look at possible network consolidation. There is interest in the OCLC WorldShare Management System. The ARC academic and research consortium (Worcester) libraries had a WorldShare Management demo. Innovative Interfaces system described as not being sufficiently flexible. There was also a recent conference call with group overseeing statewide virtual catalog. No one here attended. Summer/Fall rollout anticipated for the Massachusetts Virtual Catalog System. MVAC will not connect with Sierra, CLAMS libraries must disconnect by December 9.

d. Vendor products/services/relationships

OCLC will be coming to the membership meeting in Westfield (Rob Favini). Send topics to Tim and he will contact Rob. He will speak close to 11:15, for 15-20 minutes.

Jeanmarie is inviting a representative from NNLM/NE. UMass Medical, the designated Region I library, is in contact and asked Jeanmarie to be on advisory group. They want to send representatives to see what services they might be able to provide to MCCLPHEI libraries. They have “communities of interest.” They have funding available. Possible projects include digitizing information or creating repository. They also fund professional development (gearing toward EMT Paramedics, first responders). Stephanie Friree (NLM Outreach Coordinator) will be coming to speak at Westfield to describe possibilities.

Question as to whether Paul Kissman (MBLC one-card) would be coming to Westfield meeting? No.

e. Annual meeting

No updates, on for open resources/open learning materials topic in Salem. Contract is signed, locked in.

f. Action plan / Planning Committee

Jeanmarie reached out to volunteers for planning committee but did not hear anything. MBLC has changed format for action plans, so Linda plugged in the info and changed the dates.

Additional action item – form an ad hoc committee together to look at staffing and update AFSCME positions descriptions. Put under Number 4 of the plan as “Identify and advocate for issues relating to libraries in public higher education.” There were questions and discussion about AFSCME Librarian position vs. Library Assistant. Will ask for volunteers for ad hoc committee at the Westfield membership meeting next week.
g. Staff development

Deb Chown sent a list of questions to Heidi and Mike. Discussed presentation by Warren Graham “black belt librarian” coming on January 16. Not sure whether it is a full or half-day program. In past it has been 9am-3pm. Location is also uncertain. Possibly GCC, however, this is not very central. Possibly Quinsigamond CC or Worcester? Will an LSTA grant application form be completed, or is MBLC covering the cost? Is this just for MCCLPHEI affiliates or should we open it up to more? Possibly just academic libraries.

h. Evaluation instruments

Evaluation instrument for e-resources. Tim will send around instrument. Susan B is getting unique titles for EBSCO databases from Deb LaPierre - and will share with the group. Discussion of various resources.

There was a suggestion to compare best practices on loaning ipads, computers, etc. Propose new working group. May discuss at general membership meeting if time.

i. Website update

Group not yet convened. Just making updates to current site.

j. Other

5. Committee reports:
   a. By-laws: change in Communication Committee name in Bylaws. Looking at Parliamentarian position, by appointment or elected position? Should seek guidance from general membership, then draft bylaws change.
      Steward of bylaws.

6. New Business:
   a. National Network of Libraries of Medicine (discussed above, section 4d)
   b. Academic librarians listserv (statewide). It exists, several people said they would send test messages.
   c. Evaluation instruments. Per discussion under 4h above.

7. Other - none

Meeting adjourned at 12:01 pm