MCCLPHEI, Inc.
Membership Meeting

April 25, 2014 10:00 AM
Bridgewater State University
Maxwell Library

MINUTES

In attendance: Mr. Michael A. Somers (President), Bridgewater State University; Dr. Susan E. Cirillo (Treasurer), Salem State University; Mr. Thomas Raffensperger (Secretary), Westfield State University; Ms. Susan Berteaux, Massachusetts Maritime Academy (Member at Large); Ms. Jeanmarie Fraser (Past President), Cape Cod Community College; Ms. Nancy Walker, Berkshire Community College; Mr. Spencer Clough, University of Massachusetts School of Law; Mr. Robert Rezendes, Bristol Community College; Ms. Rachel Lewellen, University of Massachusetts, Amherst; Mr. Sai Chinnaswamy, Worcester State University; Dr. Vivica Pierre, Bunker Hill Community College; Ms. Mary Ann Niles, Middsex Community College; Mr. Robert Foley, Fitchburg State University; Mr. Paul Dobbs, Massachusetts College of Art and Design; Ms. Maureen Horak, Massachusetts College of Liberal Arts; Ms. Linda Hummel-Shea, Northern Essex Community College; Mr. William Hoag, Roxbury Community College; Ms. Barbara Wurtzel, Springfield Technical Community College.

1. Announcements

Susan Berteaux let the group know that it is the 100th anniversary of the Cape Cod Canal and that Massachusetts Maritime will be observing this milestone through various activities. There is an April 26th Gala.

Salem State Library’s grand opening is on May 28

The Council of Presidents is looking for the histories of two notable alumni from each institution

Linda Hummel-Shea will be retiring at the end of June

There are three job openings which can be seen on MBLC job list and the Simmons JobLine

2. Minutes from February meeting
Approved with corrections

3. Treasurer’s report
   The report was distributed, showing a current balance of $27,906.04
   Lunch for NN/LM NER, $500 approved

4. Old Business:
   a. ALS/IPEDS/Data Committee (Horak)

   Maureen Horak and Bob Foley discussed the current state of data collection in regard to ALS and IPEDS. They distributed a table of data collected and asked that we continue to consider what types of data we wish to collect.

   b. Record retention (Somers)

   This effort is moving forward. Each institution should have a liaison to the State Archives for this purpose. Discussion on the challenges faced particularly at community colleges where archives infrastructure is not as robust.

   c. Annual meeting tune-up (Burton/Dobbs/Wurtzel)

   The committee is looking into getting the ballroom instead of the Nathaniel to accommodate staff attendees. The daily meal cost is $55 per person. Individual libraries will cover costs of extra guests.

   d. Staff development – Warren Graham

   Have been unable to arrange a visit due to logistical issues.

   e. Normal School Project

   An MOU has been drafted and the project is being hosted on a Credo platform at UMass Amherst. A limited number of institutions are being included at first until things are up and running.

   f. By-laws vote (Foley)

   The group reviewed the proposed bylaws changes as let by the subcommittee headed by Bob Foley. The two proposals were edited.

   A motion was made to pass the proposed changes to Article IV-C-D. The motion was seconded and passed by voice vote:

   Proposed Text:

   *The Secretary shall keep a record of the proceedings of all Executive and General Membership meetings and after approval shall post them*
on the MCCLPHEI, Inc. website or distribute/archive/disseminate them as directed by the Executive Committee. The Secretary will also be responsible for maintaining up-to-date mailing lists and membership rosters and shall be responsible for conducting the electronic voting. The Secretary will also be responsible for submitting any documents to the Secretary of State’s Office as required of a non-profit organization and maintaining the Constitution and Bylaws.

A motion was made to pass the proposed changes to Article VIII. The motion was seconded and passed by voice vote:

Proposed Text:

Amendments to the Constitution and Bylaws
These bylaws may be amended by proposals submitted by the Executive Committee or by a petition of the majority of the members at the final meeting of the year.

a) The Constitution and Bylaws may be amended by a 2/3 vote of those members present at a meeting in which a quorum exists

b) The proposed amendment shall be read for the first time at the regularly scheduled meeting preceding the final meeting of the year. A vote will be called.

c) Notice containing the text of any proposed amendments shall be sent to each member at least two weeks before the meeting at which it is to be discussed.

d) The second vote on any amendment will be taken at the final meeting of the year. A vote will be called.

5. Committee reports:
   a. Nominations Committee (Frasier). Still looking for some people to fill offices, particularly Vice President and at-large members. Bob Rezendes volunteered to serve as Vice President/President-elect. Mary Ann Niles also volunteered to serve at a Member-at-Large.

   The committee has been recruiting candidates and is almost finished with its work.

   b. Database Committee—Volunteers needed. Susan Berteaux volunteered.

   c. Communication Committee (Raffensparger)

   Tom demonstrated the prototype website, now hosted on Westfield State LibGuides

   d. Other

   MLS is forming an Academic Libraries Planning Task Force, and MCCLPHEI has been assured that they will have a seat at the table.

6. Vendor demonstration (11:30) / Amy Thurlow EBSCO