In attendance: See attached sheet.

1. Welcome, and thanks to Bonnie Mitchell for hosting

   The meeting was called to order at 10:02 am.

1. Approval of Minutes of the September meeting at Salem State College

   The minutes of the September 22, 2017 meeting were approved.

2. Treasurer’s Report

   Tim Rivard distributed the report and noted a current balance of $31,666.60. He thanked the membership for getting the dues in so quickly.

3. HELM Update

   Rex Krajewski presented information to the group on the development of HELM, the new network being formed by seven of the MCCLPHEI member libraries which will go live in June 2018. The current members of HELM are Holyoke Community College, Mass Bay Community College, Mass College of Liberal Arts, Middlesex Community College, North Shore Community College, Quinsigamond Community College and Roxbury Community College.

4. Open Textbook Network

   Tom led a discussion on the OTN. No one in MCCLPHEI reported having experience with them but BLC is a consortial member. It was suggested that MCCLPHEI might want to consider applying for consortial membership. Mike Somers and Tom Raffensperger will pursue this idea and bring back some information to the next meeting.
5. How we present MCCLPHEI, how we tell our story

Tom pointed out that MCCLPHEI has been a behind the scenes organization, but it may be time to do something that makes our impact, contribution to the state, and group savings, clear to our many audiences. The group discussed how to best present ourselves to ensure a greater awareness of such issues as the number of students we serve, and the impact of the savings of group purchases. Members emphasized the importance of advocacy as it relates to both internal and external audiences i.e. the college leadership on each campus, MLS, and MBLC.

It was suggested that James Lonergan, the new director of the MBLC be invited to a future MCCLPHEI membership meeting.

It was agreed that the Communication Committee will develop a plan including the message, the modes of communication, and audiences for our message. The Electronic Resources Committee will work on confirming the dollar amount that we save as MCCLPHEI members through our group purchases.

6. Consortial Institutional Repository meeting

Tom reported that librarians at westfield State are starting to explore the idea of adopting an institutional repository and would like to host a meeting with other MCCLPHEI librarians to discuss it. If it is found that there is a shared need, there might be the possibility of a shared solution.

Directors who are also interested in this should send Tom the name of the librarian from your campus that you would like to attend the meeting.

7. Replacement for Daniel Ortiz, at-large member of Executive Committee, UMass representative

The group discussed the need to have a member from UMASS on the Executive Committee to replace Daniel Ortiz who has left his position at UMASS Boston. Regina Raboin from UMASS Medical volunteered to serve on the committee.

8. Committee Reports (membership in parentheses as reminder)

- **Annual Conference** (Rex Krajewski, Chair; Tim Rivard, Jeanmarie Fraser, Elizabeth McKeigue)
  
  Rex Krajewski, sent a survey to the group and reported that space, user experience, and evidence-based library decision-making had the most interest. The committee will reconvene and Rex invited people to email him with any additional topics.
• **Staff Development**: (Mike Hearn, Chair; MaryAnn Niles, Matt Bejune, Jess Mynes)
  Members of the committee reported that the planning for the January 2018 Staff Development Day are now being finalized.

• **Data and Assessment**: (Maureen Horak, Chair, Jeanmarie Fraser, Deb Chown, Richard Flever, Bill Hoag)
  The assessment committee recommended that we discontinue LibAnalytics. There was general agreement that while there is a need for meaningful assessment, LibAnalytics has not been very useful to us. It was suggested that we develop some kind of annual reporting structure. Elizabeth described one that she had used in the past, and volunteered to put together a template. It was suggested that we structure the annual meeting to include a brief report of what has been done over the course of the year in each of our libraries.

  Motion: Mike Somers moved that Elizabeth join the Data and Assessment Committee and that the committee develop a template for annual data gathering and reporting. Rex seconded the motion.

  Tim offered a friendly amendment to the motion to include that we are not renewing LibAnalytics. Bonnie seconded. The motion passed on a voice vote.

• **Electronic Resources**: (Bill Hoag, Chair; Susan Berteau, Rex Krajewski)
  Bill reported that in negotiations with EBSCO, they came back with the regular, agreed to package of a 2.5% increase with an option to include the Points of View Reference Center database which would result in an increase of 5% to the total package. Bill recommended that we stay with the package that we have now. There was discussion about the option of adding that database or removing others from the package.

  Motion: Tom moved that we ask to eliminate the Serials Directory product from the package and stay with the current EBSCO package at 2.5%. After discussion, Tom rescinded the motion. Tim offered a friendly amendment that we keep the Serials
directory as part of the package and decline the offer to add the Points of View Reference Center database. Mike Somers seconded. The motion passed on voice vote.

New England Journal of Medicine has reached out to Bill to see if there is interest in group pricing for that. Bill will get that information for us as it becomes available.

Bill composed a letter to Greg Pronevitz expressing our concerns about the statewide database selection process. He suggested that instead of the letter, representatives of MCCLPHEI meet with Greg to express these concerns, and that we follow up that meeting with an email to him.

• Planning Committee (Mike Somers, Chair; Terry Burton, Bob Rezendes, Bonnie Mitchell)
  Mike Somers distributed the proposed FY19 action plan. There was discussion about work on the action items that is now underway.

• Communications Committee (Tom Raffensperger, Chair; MaryAnn Niles, Tim Rivard
  Tom reported that we will work on developing a communications plan.

• Ad Hoc committee on Development and Grants
  Mike Somers said that in order to make this a standing committee, we will need to amend the bylaws which will be discussed at two future meetings.

  Mike and Tom will create a charge for this new committee for the next meeting to be approved at the annual committee. Mike suggested reviewing the existing committees and the bylaws for discussion.

  • Membership
  • Charge
  • Making the committee a standing committee
9. **February meeting**
   In an effort to make attendance more convenient during the winter, our next meeting on February 16 will be a split/virtual meeting providing the option for members to participate from two locations; Mass Bay Community College and Westfield State University. There will be an email request asking people to sign in for which meeting they plan to attend.

10. **Other Business from the floor**
    None.

11. **Adjourn**
    Meeting was adjourned at 12:02 pm.

Respectfully Submitted,

MaryAnn Niles
MCCLPHEI Secretary