1. Approval of Minutes:

The minutes from the September 15, 2017 meeting were approved.

2. Treasurer's report

Tim Rivard distributed the report showing a balance of $31,666. Tim will explore Directors and Officers liability insurance and Indemnification for the Executive Board.

3. Consortial membership in Open Textbook Network

Tom will go back to the group and ask the directors if there is anyone who would like to present to the members on this topic.

4. Consortial Institutional Repository meeting

Tom reported that the librarians at Westfield State are exploring options for institutional repositories. They would like to host a meeting for MCCLPHEI librarians to discuss possibilities. Since people at several libraries are investigating this, it would be helpful for a statewide discussion. Tom will send out an email to directors asking who should be invited from each library.

5. Meeting with MLS about database selection

The group agreed to send Tom a list of specific concerns about what we want from MLS.
6. Agenda for membership meeting
   a. Consortial Institutional Repository meeting
   b. Renewal and possible group purchase of the Proquest databases for next year
   c. Open Textbook Network
   d. Location of Winter meeting
   e. Brochure – How do we want to present ourselves as an organization
   f. HELM
   g. Replacement of UMASS representative

7. Winter meeting location

   Feb. 16 meeting at 2 locations: east – Mass Bay and west – Westfield State

8. Informational Brochures about MCCLPHEI

   There was a discussion about the need for MCCLPHEI to develop something printed to be available at MLS events and other external meetings to improve recognition and awareness of MCCLPHEI member libraries, our mission, and the needs of the students we serve. There is a need for internal communication to our institutions as well.