In attendance: Bonnie Mitchell, Mike Hearn, Thomas Raffensperger, Tim Rivard, Rex Krajewski, Susan Berteaux, MaryAnn Niles

Regrets: Regina Raboin

1. The meeting was called to order at 10:05 am.

2. Approval of Minutes:

   The minutes from the November 18, 2017 meeting were approved.

3. Treasurer's report

   Tim Rivard distributed the report showing a balance of $3,1180.85

   The report was accepted as presented on a voice vote. Tim reported that he has sent out the necessary information to the accountant for the completion of the taxes which are due in May.

   Tim reported that he has received quotes for the liability insurance designed to cover nonprofit management. The price was $640.00 for $1,000,000 worth of coverage for board members annually.

   Tim provided the board with a copy of the policy and asked board members to read it and send any questions to him.

   Tom moved and Bonnie seconded that we approve the purchase of this policy.

   After some discussion, Tom tabled the motion until after the membership meeting which will give us time to discuss any concerns after reading the policy. Tom will send out an email to the board members for a vote on this after that time.

4. Consortial savings on databases

   Bill Hoag has gotten information from EBSCO on database prices. The numbers will be available at the membership meeting. Tom will ask Bill to send it to everyone before the meeting in preparation for our discussion.
5. **2019 Action Plan**

Discussion of the action items for June:

- Propose a standing strategic development committee to be formed out of the current ad hoc Development and Grants Committee. We will put out a call for volunteers. It will be discussed at the membership meeting. This action will require amending the bylaws, so the vice president will draft an amendment based on the discussion of the executive board that will be forwarded to the membership in April.

- Encourage members to adopt framework

- Directors’ mentoring plan

- Develop a scholarship program to allow a librarian from each segment to attend a nation conference. The Staff Development Committee will propose the criteria and amounts to be awarded. The recipient should agree to present at the MCCLPHEI summer conference.

6. **Consortial Institutional Repository Meeting**

   Westfield state recently hosted a meeting of librarians investigating the options around institutional repositories. The discussion included the possibility of consortial solution or the need to at least build a community of practice around this topic. The weather kept some people away, but there were a number of people in attendance from MCCLPHEI libraries.

7. **Report from meeting with MLS about database selection**

   Agreement that they would emphasize a qualitative approach using the advisory board. The advisory board will have input to the RFP.

8. **Agenda for membership meeting**

   a. Minutes
   b. Treasurer’s Report
   c. Insurance
   d. Scholarship – prof. dev. committee
   e. Development and Grants committee
   f. MLS database selection
   g. Consortial Institutional Repository meeting
   h. Renewal and possible group purchase of the Proquest databases for next year
   i. Brochure – How do we want to present ourselves as an organization
   j. Committee reports

9. **Other Business**

10. **Meeting adjourned at 12:15 pm.**
Respectfully submitted,

MaryAnn Niles, Secretary