MCCLPHEI, Inc.
Membership Committee Meeting Minutes
April 26, 2019 - Mount Wachusett Community College

Agenda:
1. Welcome and thanks to Mount Wachusett CC for hosting (Rex) (10:05am)
2. GUEST: Evan Knight, MBLC preservation and conservation specialist talked about “How can MBLC support MCCLPHEI libraries?”
   a. Free preservation librarian service: collections management and risk management
      i. Self-assessment worksheet/tool for libraries; free online tool
      ii. Emergency response prep & planning: COSTEP MA
         1. Costepmassachusettsdraft.wordpress.com
         2. Assess to institutional partners (see website)
      iii. Grants - consortial & individual options
      iv. Interested in our big ideas!
   b. Discussion: Susan asked about staff levels for archives management and sustainability; no single answer; starting point can be an assessment around risks of safety of collection; grants are one way to fund; Salem State (NEDCC grant for assessment); Susan note that Mass Maritime is experiencing increased demand to access archive materials; Joanne mentioned legal responsibility to preserve gifts; Matt talked about WSU becoming storage site for emergency supplies (i.e. in the event of water damage water) but website still reads Quinsigamond as location and WSU library staff may not know about availability of supplies; Regina asked about water damage and Evan talked about the MBLC working primarily with public libraries (preservation action is freezing); COSTEP website lists three organizations to contact for referrals (NHR, NEDCC, and MBLC)

Business Meeting Commences (10:29am)

3. February meeting minutes approved
4. Treasurer’s report (Tim, joined the meeting by phone)
5. Executive Board (Rex)
   a. Motion to decline vendor offers to provide lunch approved unanimously
   b. Committee Charges - will share template with committee chairs to fill out and post on website before Annual Meeting
   c. Action Item Development pilot - Committees will discuss and present ideas at September meeting.
      Planning Committee will use these to draft Action Plan for November. Committees will report on status at Annual Meeting
i. Susan found a copy of a 2012 orientation guide for new directors that she will share; executive board will review and discuss orientation document and other needed documentation like Commonwealth filing requirements, etc. (Tim)

6. Other Committee Reports
   a. Communications Committee: Mary shared that the membership list is current on website
   b. Conference Committee: regarding future conferences, Susan mentioned 3 hotels that CCCC has contracts with in Hyannis, Carver, & Sandwich; also mentioned a New Bedford hotel near waterfront; Elizabeth offered Renee Dempsey to help research; Andrea talked about evening activities as an alternative to a group dinner (art museum, ball game, walking tours, etc.)
   2019 Day 1 - later start to accommodate commuters; 8:30am breakfast, 9:30am welcome
      • Morning: speaker Jennifer Nutefall, University Librarian at Santa Clara University, possible presentation title: *Assessment to Express Value*. This session will be recorded.
      • Afternoon: concurrent programming, member lead roundtables on relevant topics
      • There is interest in opening up afternoon sessions to staff
   c. Data & Assessment Committee (Jackie)
      i. Previously collected information is in shared Google document, Jackie will share a link
         1. Two additional questions: Instruction question & involvement with OER
         2. We just need to enter data; Jackie’s staff (Tyler) will make charts; new request will go out May 1st, due May 31st with a goal to share graphs at June meeting
   d. Eresources Committee - EBSCO presentation
   e. Planning Committee
   f. Professional Development Committee: July staff development topic is collection development

7. VOTE: Option to join meeting membership meetings remotely by request, excluding annual meeting (if host site is equipped to do so) - Approved (allowed via by-laws)

8. Ebsco Package presentation and discussion; guests: Amy Thurlow, Ed Roche & Justin Grabowski

9. Acknowledgement that today is Terry Burton's last business meeting; Terry will be at MCCLPHEI conference dinner; Dawn Grosse will represent UMASS Dartmouth going forward

10. Adjourned 12:35pm

Respectfully submitted,
Mary Dixey
MCCLPHEI Secretary
MCCLIMB MEMBERSHIP MEETING 4/26/19
SIGN-IN SHEET

NAME     INSTITUTION

McD
Rachael Resnik   HCC
Andrea MacRitchie   MassArt
Timothy Geismi   QCC
Ren Kavenski   CCC
Elizabeth McKay
Susan B. Berube   NSCC
Joanne Riley   Salem State
Pamela Contacos (herefor Emily Atting)   Mass Maritime Academy
Mike Hean
Terrance Burton   UMass Boston
Jess Myres
Pat VaJuaz
Don Mal
Matt Biju
Reginae Rakain
Jacalyn Kremer

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