

**ARC Steering Committee Meeting Minutes**  
**June 11, 2008**  
**Tower Hill Botanical Garden**

**Present:**

Debby Aframe, Worcester Art; Diana Antul, Holy Cross, Gwen Arthur, Clark University; Irena Bond, Mass. College of Pharmacy; Margret Branschofsky, Tufts Veterinary; Susan Cheries, Fitchburg State; Christine Clayton, Worcester Art Museum; Jean Collins, Becker; Jim Douglas, Nichols College; Christine Drew, WPI; Bob Foley; Matt Hall, WPI; Sukey Haney, Tower Hill; Laura Hanlan, WPI; Fitchburg State; Jim Hogan, Holy Cross; Barbara Ingrassia, U Mass Medical; Penny Johnson, Worcester Public Library; Ginny Julian, WPI; Dale LaBonte, Quinsigamond; Jeanette Lundgren, Becker; Sara Marks, Fitchburg State; Louise Motta, Salter College; Carolyn Noah, CMRLS; Linda Oldach, Mt. Wachusett; Teresa Pierce, Fitchburg State; Nancy Singleton, Holy Cross, Dawn Thistle, Assumption.

**Called to Order**

Irena Bond, Chair, called the meeting to order at 1:05 p.m.

**Minutes** approved as with the following name correction: Callie Curran Morrell, Assumption College

**Advisory Groups and IG Reports**

Collection Management

Have not met since last meeting.

Reference and Information Literacy

The next meeting will be at 2:30 p.m., June 12 at WPI on The Library's Role in First Year Experience and Orientation. Always looking for suggestions for topics of interest.

Archives and Special Collections

No report.

Professional Development

A survey was sent about programming. Exploring possibility of a half-day hand-on morning workshop focusing on new technology as well as developing a list of professional development websites that could be mounted on the ARC website.

Communications

The Committee continues to work on a formal orientation 'packet' for ARC staff; meeting June 20 AT Assumption at 1:30 p.m.

Customer Service

The next meeting has been scheduled for Thursday, June 19, 2008 at 2:30 PM at CMRLS, 8 Flagg Road, Shrewsbury, MA.

### Professional Development

The committee met approximately 3 times this year. A survey was created by Margaret via Zoomerang to determine the type of spring program we would offer.

A total of 20 people responded to the survey. Based on the responses, we offered a spring program on May 1, 2008, at WPI. Linda Braun spoke on "Emerging Technologies". This was a hands-on half day workshop where participants were able to create accounts and use freely available products online such as: Twitter, Animoto, iGoogle, and Pageflakes. These products allow participants to create podcasts, vodcasts, tagging and streaming. Seventeen people attended and 14 filled out evaluation forms. The cost for the program was \$800. WPI provided the refreshments.

The committee also has been creating a list of professional development sites of interest and has asked CMRLS to post them on the ARC website. A current list is available on their blog.

### Governance

Need to meet in September to work on action plan updates for the Strategic Plan. A vote on the updates will need to be taken at the November meeting.

### **Old Business**

Adjustments on cost sharing for WorldCat for participating libraries were proposed to better distribute subscription cost and, after a short discussion, approved. CRMLS will be hosting two workshops on WorldCat.

### **New Business**

Gwen Arthur was nominated and elected Vice Chair. (Jim Douglas will serve as new Chair.)

### **CMRLS Update**

Carolyn reviewed proposed budget for ARC. The proposed budget, with a change in individual contributions to the Flex Fund from \$25 to \$75, was approved.

Carolyn reviewed CMRLS' proposed delivery policy changes and explained that the daily delivery schedule had to be recalibrated to better reflect current delivery loads. Thirteen ARC libraries were affected; six saw a second day a week added and six saw a loss of a day. One library went from five to three days per week. ARC libraries could request in advance changes in the schedule for summer and semester breaks. CMRLS has organized two workshops on WorldCat. Both will be held on June 23 at Webster Veterinary Library, Tufts Vet School, Grafton.

Carolyn also noted several public libraries that were facing imminent decertification.

CMRLS is working on a plan to develop a revenue stream through the issuance of library-related license plates.

**Meeting Schedule**

The following ARC Steering Committee meeting schedule was adopted with locations to be announced.

September 3

November 5

December 3 or 17 (WAM)

February 4

April 1

June 3 (location TBA)

The meeting adjourned at 3:00 p.m.

Respectfully submitted, Jim Douglas