

**ARC/CMRLS Steering Committee Meeting Minutes**  
**Anna Marie College, Jacques Conference Room**  
**Paxton, MA**  
**Wednesday October 7, 2009 9:00AM**

**Present:**

Debby Aframe, Worcester Art Museum; Gwen Arthur, Clark University; Debbie Bockus, WPI; Jim Douglas, Nichols College; Bob Foley; Fitchburg State; Lucy Gangone, WPL; Dan Donald Hochstetler, Worcester State; Tracey Leger-Hornby, WPI; Mott Linn, Clark University; Louise Motta, Salter College; Carolyn Noah, CMRLS; Linda Oldach, Mt. Wachusett; Anne Pound, QCC; Ruth Pyne, Anna Maria; Karen Reilly, Holy Cross

**1. Call to Order**

Gwen Arthur, Chair, called the meeting to order.  
Minutes of June 3, 2009 meeting were approved.

**2. Introductions**

**3. Advisory Group and Interest Group Reports**

**Advisory Groups**

- Communications AG: Jim Douglas reported first meeting to be held in two weeks. Chair to be determined at this meeting.
- Governance AG: Bob Foley to cover annual update of the strategic plan under new business.
- Professional Development AG: Deb Bockus. The ARC wiki/blog has been set up.

**Interest Groups**

- Collection Management IG: Nancy Singleton reported that this IG met in April Assumption College. Julia Shea from AC will be its new chair.
- Reference/Information Literacy IG: had a joint meeting with Collection Management group on October 2, 2009 at which Margaret Cardello from CMRLS spoke about weeding the Reference collection.
- Customer Service IG: Nothing to report. Discussion on need to reactivate the group. Jim Douglas is the Director Advocate for this group.
- Archives/Special Collections: Mott Linn reported that the IG meet Thursday October 1, 2009 at the Art Museum the meeting was organizational in nature.

#### 4. **Old Business**

**Thanking speakers-**As a continuation of the discussion at the June 3, 2009 meeting the subject of providing thank you gifts for local speakers was revisited. It was decided that it would be possible to provide CMRLS member library volunteers with a small thank-you. Carolyn Noah suggested paying for these through the ARC flex fund. Each member library contributes \$75 a year to this fund and CMRLS could write a check to provide a gift certificate for local members who volunteer as guest speakers.

Bob Foley made a motion to provide a thank you letter and token of appreciation not to exceed \$25.00 to local member guest speakers.

Jim Douglas seconded the motion with addition that protocol be revisited annually and token made retroactive for 2008-2009.

Motion passed unanimously.

Agenda order was changed to discuss CMRLS News before new business

#### 5. **CMRLS News**

CMRLS news was covered before new business.

Carolyn Noah discussed the impact of the budgets cuts that the state and region are facing for the 2010 FY explaining the process and steps along the way. The reduction in regional and library of last recourse funding may be as great as 28%. Possible changes include a consolidation of existing regions into one or more larger regions. At the time of this meeting it is unclear what services will be offered or how they will be delivered.

Lexis-Nexis Academic is provided to ARC members through the Region. It is funded in the current budget to be prepaid for FY 2011. With further 9C cuts, it could be in jeopardy. It is unlikely to extend past June 2011. CMRLS services to ARC such as the cross borrowing program may need to be coordinated by a member library. Members decided to alter strategic plan to accommodate worst case scenario.

#### 6. **New Business**

##### **Strategic Plan Update**

Bob Foley presented the draft of the ARC Strategic Plan update. The plan was reviewed and the following changes were made.

- ✓ Goal 1 Objectives A through D remained the same.
- ✓ Goal 2 Objective to “Promote and demonstrate ARC’s expertise in cutting edge technology” was deleted a new action item “Develop a resource sharing group” was added.
- ✓ Goal 2 Objective C was changed to “Investigate collaborative opportunities with other libraries and other organizations in central Massachusetts”
- ✓ Goal 3 Objective C Action Item 3 was changed to include the development of a “survey of archival interests”.

- ✓ Goal 4 was added “Prepare for the possible reorganization of Massachusetts regional library including CMRLS and make adjustments to the Strategic Plan as appropriate”

**7. Other Announcements**

The meeting adjourned at 11:10AM

Respectfully submitted,

Louise, Motta, Vice-Chair, Secretary