Meeting was called to order by Chair Michele C. at 1:00pm.

**Action Items**

1. **Approval of Minutes: November 2022** – Carol F. motioned, Wendy seconded; motion passed unanimously

2. **Acceptance of Ad Hoc OverDrive Committee Report** - Carol F. motioned, Thea seconded. After a discussion and clarification of several recommendations stated in the report, motion passed with 6 abstentions.

3. **Notice Process**: The recommendation is to reduce the number of days past the due date that the overdue notice is sent to 7, with the bill being sent out 14 days after the overdue notice as usual – Thea motioned, Mary D. seconded; motion passed with 3 nays.

4. **Resolution to Recognize Jeanne Buck’s Service to the MHLS Directors Association** – Michele C. read the proclamation of Jeanne’s significant contributions to the Resource Sharing Committee over her 12-year tenure and her impressive accomplishments as Director of the Reed Memorial Library. Mary D. motioned, Julie K. seconded; resolution passed unanimously. Jeanne was very touched and expressed her gratitude and appreciation for the MHLS and her fellow directors. We wished Jeanne all the best in her retirement – she will be missed!

There being no further business, the meeting was adjourned at 1:36 pm: Julie K. motioned, Thea seconded; all were in favor.

Respectfully submitted by Mary M. De Bellis, Secretary