HSLIC Board Meeting
Lewiston/Auburn College
11/10/2011

Members Present: Janet Blood, Susan Bloomfield, Kathy Brunjes, Deb Clark, Shelly Davis, Christine Fleuriel, Evelyn Greenlaw, Ann Jordan, Megan McNichol and Judi Moreno

Call to Order: HSLIC Chairperson Deb Clark called the meeting to order at 9:35 a.m.

Chair’s Report: Deb Clark
  o Deb summed up the NAHSL meeting she attended in CT.

Secretary’s Report: Megan McNichol
  o The minutes of 9/7/2011 were approved
  o The fall meeting minutes have not been located. Evelyn Greenlaw volunteered to put some of her minutes together to make a copy for the board to review.

Treasurer’s Report: Evelyn Greenlaw
  o October expenses: Jeff’s Catering for $766.31
  o October revenue: $20.00 for two cookbooks
  o HSLIC has $6404.70 remaining in the budget as allocated on 5/2011. There has been no activity in the Annual Focus Fund. HSLIC remains under budget in all categories except Travel Reimbursement, where the organization is over budget by $1026.89. How many more meeting will be scheduled?
  o Cookbooks are not selling. Should HSLIC plan to set up a table at the next state and regional conference?
  o The 12-month CD is scheduled to mature on 01/10/2012. Should HSLIC roll it into the 6-month CD for convenience? Current interest rate is 0.3
  o The 6-month CD is scheduled to mature 3/9/2012. Current interest rate is 0.45.
  o Also included was the spreadsheet of the budget from 5/1/2011-4/30/2012

Resource Sharing Report: Cora Damon
  o No report submitted

Automation Report: Cynthia Young
  o Disaster Resource List-Per the fall meeting, I sent out another email asking for input on this list. I will let the board know the results at the next board meeting.
  o HSLIC Website Updates-Mentor page; Manual, Section 9; Scholarship Form; Sent the Board Meeting Minutes from 9/7/2011 to be added to the website.

Education Report: Shelly Davis
  o Shelly emailed out the fall survey to the membership and then the board discussed the results.
  o The board also discussed various educational sessions for the spring meeting at Husson University in Bangor on 6/8/2012.
  o The board also went into an in-depth discussion on DOCLINE lending and borrowing.

Membership Report: Janet Blood
  o HSLIC has 40 members.
  o Membership dues for 2012 are 3/2012.

Scholarship Report: Ann Jordan
  o There have been no additional scholarship requests.
  o Ann will promote HSLIC mini grants online and in our next newsletter.

Publicity Report: Susan Bloomfield
  o The newsletter was sent in September. The next one will be out in December. The deadline is 12/9/2011.
  o Myrna Morales from the RML NN/LM is doing the editing and updating in place of Penny Glassman.
  o The calendar is up-to-date.
Archives Report: Marj Andersen

- What are the recommendations for the archives? Are there NAHSL criteria? What does HSLIC want to save? Can the old newsletters be digitized?
- Shelly Davis along with students from St. Joseph’s College is volunteering to help weed and digitize the HSLIC archives and be the current storage facility for all the archives. Deb will contact Marge to tell her about it.

NAHSL Board Report: Christine Fleuriel

- Alison Clapp, from Children’s Hospital, is the new chair of the Professional Development committee.
- Susan Warthman from Rhode Island Hospital, Providence, RI left the board after her post of Chair of the executive board 2010-2011 was fulfilled.
- Janet Cowan is the Past Chair & the Nominating Chair
- NAHSL uses LibGuides as their interface for the organizations’ website. An announcement was made to all the state reps if any New England State wanted to use LibGuides along with NAHSL.

Maine Library Commission Report: Kathy Brunjes

- The meeting was postponed until December

Hospital Library Advisory Group: Janet Cowen

- No report submitted

Maine InfoNet: Janet Bolduc

Below are some highlights Janet gave the board from the last meeting.

- October meeting with Balsam Libraries representatives
- Maine InfoNet staff comments and suggestions from October meeting
- Minerva Agreement to Participate
- Hiring a web developer for the Maine InfoNet website
- Director’s Summit planning
- IMLS Grant Update
- WorldCat local discussions at URSUS
- Governance Issues Committee (In 2013 Janet Bolduc’s term will be up and HSLIC will need to again appoint a representative to sit on the Maine InfoNet board.)
- 501c3 committee
- Selecting new libraries for inclusion in SOLAR
- Blue Hill Library is the first to demo “download library”

Area Representatives: News & Member Issues

Region 1- Carolyn Hughes

- No report submitted

Region 2- Judi Moreno

- Evelyn Greenlaw at USM-LA College in Lewiston reports that she will be out of the office 11/ 21-25 and 12/19/2011 until 1/16/2012 (off contract). She does read and respond to emails, so don’t hesitate to contact her. Evelyn and Maureen Perry, reference librarian, will be offering FRS 197 now and again in the spring 2012. This is a 10-week, one-credit blended course that covers finding, evaluating, and citing resources through the development of an annotated bibliography. The city buses in Lewiston are now sporting a new look-full wraps advertising Lewiston-Auburn College. Very eye-catching, since the buses are a bright purple and the signs are USM’s blue and yellow.
- Christine Fleuriel from VA Maine Healthcare System reposts: The VA’s VISN 1 (New England area) library facilities will be going virtual on 1/1/2012, at least in terms of journals. As much as possible, e-books will become the norm as well. The goal is also to house older print journals in one or two locations with library technicians handling all interlibrary loan requests. We are looking for consortia that have a group collection development policy (I am heading that effort); so far no groups have contacted me, and we will probably need to write out own. The VISN is the first one in the country to be moving in this direction, and the eye of the [VA] nation” are upon us.
Deborah A. Clark from Stephens Memorial Hospital presented at the NAHSL Conference on the Healthy Communities COI. This is the RML’s Community of Interest focused on community outreach and health education and promotion. I hope some of you will join this or any of the other COI’s by going to [http://nnlm.gov/ner/communitiesofinterest/](http://nnlm.gov/ner/communitiesofinterest/) and signing up to be part of the discussions. You can join as many COI’s as you wish.

Judi Moreno at CMCC reports the nursing department is busy preparing for a visit from the National League of Nursing Accreditation Commission in February as this program is up for review. Nursing faculty is using newly acquired ipads to access eBooks from Elsevier. The ipads are also used for internet access at the hospitals. Nursing faculty are also busy integrating evidence-based practice into all classes as well as introducing students to recognized sites such as the Joint Commission, Medicare, Medicaid, and NIH, for students to research national practice guidelines.

Region 3- Linda Menard
- No report submitted

Old Business:
Locate spring 2011 meeting minutes
- Evelyn and Kathy will collaborate to submit minutes for the spring 2011 meeting.

Debrief Fall Meeting
- Shelly debriefed the board on the feedback from the fall membership meeting survey.
  - The survey questions were:
    - Did you attend the HSLIC meeting on 10/14/2011 at Husson University?
    - If you did not attend, and the reason why would be helpful for Education Chair HSLIC and Executive Board.
    - Rate the following: location, facility & food from Excellent to Poor.
    - Rate overall satisfaction with the business meeting.
    - Rate overall satisfaction with the educational program: Everything You Never Learned about DOCLINE and SERHOLD and Didn’t Have Time to Ask-Mark Goldstein, NNLM/NER
    - Do you have any suggestions of topics or speakers for future educational programs?
    - Additional comments on the meeting?

Manual sections revisions
- Reference & Library Resources-Susan made updates to this handout and updated the links. She will continue to update the information for what is most useful and bring it back to the board for review.
- HSLIC Manual Section 6.1 Interlibrary loan-Ann removed the website from the first paragraph & Appendix A she will replace it with links to tutorials instead. The page HSLIC guidelines for DOCLINE cells will not be updated because the information is old and out-of-date. HSLIC should link to Mark Goldstein’s page Resource Sharing from the NN/LM/NER.
- Cynthia and Kathy are working on improving the disaster section of the HSLIC website. Please e-mail Cynthia with any suggestions for “must-have” print titles for an emergency/disaster shelf. One excellent recommendation was that we could put phosphorescent stickers on the spines of essential disaster collection materials so they would be easy to locate during a power outage. It was also suggested to keep a flashlight in the library for those times. To learn more about disaster planning, go to the NNLM site at [http://nnlm.gov/ep/disaster-plan-templates/](http://nnlm.gov/ep/disaster-plan-templates/). There is a suggestion for a one-shelf disaster collection at [http://nnlm.gov/ep/2011/03/31/one-shelf-disaster-library-list-of-titles/#comment-31887](http://nnlm.gov/ep/2011/03/31/one-shelf-disaster-library-list-of-titles/#comment-31887).
- Treasurer’s Manual- HSLIC Treasurer Manual is current. Evelyn will update any other information and bring the revisions back to the board. The passbook no longer exists.
- Section 8 Materials Exchange List/Program- There is no longer a back-med list on [http://www.mlanet.org](http://www.mlanet.org). It is called the exchange list now. Kathy will update the years on the manual the months are correct. The top section of the Manual is not valid most of the rest is still current. The section on binding and the Internet will be removed. Kathy will add a short section about the last copy center.

Update past officers webpage
- The past officers page was updated with the help of the board. Megan will send out the final draft before the next meeting.
NAHSL Membership sponsorship
- This wording will be posted on the HSLIC website:
  - Between now and 3/2013 HSLIC is offering to subsidize the cost of dues for any HSLIC member applying for first time NAHSL membership. To receive reimbursement, submit a reimbursement check request to Evelyn Greenlaw, the HSLIC treasurer, along with your NAHSL notification of membership.

AHIP new application sponsorship
- This is a reimbursement NOT a scholarship. This year is a trial run but it is hoping to be an ongoing offer. HSLIC requires all applicants to ask their own institution first and then apply for the reimbursement from HSLIC.
- The HSLIC organization will subsidize any HSLIC member earning their first AHIP certification at any level from the Medical Library Association and any HSLIC member applying for AHIP recertification at a higher level. HSLIC will cover the difference of the cost for the AHIP recertification and will only reimburse at the MLA member price.
- A new form will be created for the AHIP application. Deb will work on this new form and submit it to the board in 1/2012.

New Business:
The 2014 NAHSL Conference Planning has begun!
- There will be a NAHSL conference in Portland, ME in the fall of 2014.
- An announcement will go out to membership that the HSLIC board nominates Janet Cowan as Program Chair of NAHSL 2014.
- Kathy Brunjes and Shelly Davis and will be the Co-Chairs’ for Education.
- The board will provide names to Janet, who will then appoint individuals to jobs.

Spring Mtg. 2012 Ed. Program (SOLAR training?)
- There is still no word of when or if Maine InfoNet will be accepting new libraries into SOLAR. More information will be made available when known. As of now SOLAR training for the Spring Meeting will be put on hold.

Cairns Award nominations
- It’s time to start thinking about who to nominate for the Cairns Award which will be presented at the Spring Meeting. The nomination form and details can be found at: [http://library.umassmed.edu/hslic/award/award.html](http://library.umassmed.edu/hslic/award/award.html). Susan will post reminders for membership in the newsletter. Kathy will send an email to membership about nominations for the Cairn’s Award.

Other
- The Region 1 Rep, Carolyn Hughes, will contact Dina McKelvy on behalf of her adoption and will donate a book or gift certificate to their town’s public library in the name of the child.

The next board meeting will be on 1/27/2012 and the snow date is 2/3/2012
Meeting was adjourned at 2:30 p.m.
Submitted by: Megan McNichol, Secretary