HSLIC Executive Board Meeting  
Maine General Medical Center, Waterville  
9/7/2011

**Members Present:** Janet Blood, Susan Bloomfield, Kathy Brunjes, Deb Clark, Cora Damon, Shelly Davis, Christine Fleuriel, Evelyn Greenlaw, Ann Jordan, Megan McNichol, Linda Menard, Judi Moreno and Cynthia Young

**Call to Order:** HSLIC Chairperson Deb Clark called the meeting to order at 9:33 a.m.; Board Introductions; all members gave their introductions

**Chair’s Report:** Deb Clark
- Deb has updated forms discussed during the previous meeting
- The Maine Libraries Conference is coming up in October; if anyone would like to set up a HSLIC booth, contact Deb Clark

**Secretary’s Report:** Megan McNichol
- The minutes of 7/7/2011 were amended and approved

**Treasurer’s Report:** Evelyn Greenlaw
- Reimbursement checks from last meeting were distributed to Susan Bloomfield & Megan McNichol
- Reimbursement checks from today’s meeting can be submitted or sent in the mail
- The new budget year for the HSLIC organization began 7/1/2011
- A transitional budget will be put in place during the spring to carry the organization to the end of the fiscal year 12/31/2012
- Lacking two membership renewals: Maine General Augusta/Waterville and the Togas/VA Hospital in Augusta
- The board decided to leave the 6 month and 1 year CD’s just as they are
- The HSLIC cookbook had two sales

**Resource Sharing Report:** Cora Damon
- Cora is investigating consortia deals with JAMA and StatREF due to the survey monkey results

**Automation Report:** Cynthia Young
- What is the essential information each HSLIC library needs to add to the disaster resource list? It was last revised in 2007. Cynthia Young and Kathy Brunjes will be working on updating the disaster resource list.
- Executive Board page is updated with new board members for 2011-2012
- Mentor and OPACs list and check request form are all updated
- Library and reference resource page updated with new links
- HSLIC reimbursement form updated with new mileage of $.55/mile
- HSLIC.org domain name is being renewed for two years at $27.00

**Education Report:** Shelly Davis
- The HSLIC fall meeting will be held at the Dyke Center at Husson University on 10/14/2011.
- The Board asked Deb Clark to invite Mark Goldstein of the RML to provide a refresher program on Docline, SERHOLD, and Linkout. This was in response to several new HSLIC members requesting training on these programs.

**Membership Report:** Janet Blood
- The Togas/VA and the MGMC Augusta & Waterville membership checks are in the mail

**Scholarship Report:** Ann Jordan
- The scholarship form has been updated. Changes include language, dues and scholarship privileges. The scholarship form on the HSLIC website still needs updating.

**Publicity Report:** Susan Bloomfield
The submission deadline for the next newsletter is 9/14/2011. Send any items to Susan Bloomfield at SMMC. Deb will be sending a greeting for the newsletter.

The HSLIC calendar and membership on the website is up-to-date. The date of the HSLIC fall meeting will be put on the Maine State page

Send your recent reads to Patty Khan for the “book nook” section in the newsletter.

Archives Report: Marj Anderson
- What is the list of criteria used for inclusion in the HSLIC archives?

NAHSL Board Report: Christine Fleuriel
- The next NAHSL meeting is 9/9/2011, at that meeting, Christine will bring HSLIC’s concerns to the board about putting on the 2014 NAHSL Conference

Maine Library Commission Report: Kathy Brunjes
- The next CMLD executive board Meeting is on 9/15/2011
- The next Maine Library Commission Meeting is on 9/27/2011

Hospital Library Advisory Group: Janet Cowen
- Group is newly formed and has not yet met

Maine InfoNet: Janet Bolduc
- OCLC pricing: update on counter proposal
- 501c3 committee update
- Bus (SOLAR)committee update
- Circulation/ILL summit held on 8/16/2011
- The next Maine InfoNet Board meeting is on 9/21/2011 at the Maine State Library at 1:30 p.m. The meeting will report briefly on SOLAR and also joining the MaineCat system via SOLAR.
- Regional Storage Facility: HSLIC might be interested in contributing some funds but would like more details on the “last copy center.” Deb Clark will contact Barbara McDade at Bangor Public Library (about the last copy details).

Area Representatives: News & Member Issues
Region 1- Ramona Connelly
- Ramona was absent and sent no report
Region 2- Judi Moreno
- Judi had no report. It’s the beginning of the academic year. She has no news to report for region 2.
Region 3- Linda Menard
- Evelyn visited Linda at the Aroostook Medical Center in Presque Isle, Maine
- EMCC has been very busy this fall, since the beginning of their first semester

Old Business
- Approve 12/3/2010 Board Mtg. minutes: The minutes from the fall 2010 annual meeting were approved
- Finalize individual membership language, including dues, scholarship privileges: This was finalized under scholarship during the current meeting
- Approve P & P’s to mirror changes in by-laws approved at Spring Meeting: The changes have been fixed and updated from the last meeting
- Update meeting minutes and website sections such as Disaster List: Meeting minutes were updated and the disaster list is currently being worked on and will be brought back to the group in November
- DOCLINE/SERHOLD Training rescheduled: Instead this training is going to be canceled for 10:00 a.m. on 9/15/2011
- HSLIC Mentors List, OPAC Shortcuts done: These are PDF formatted and are all updated

New Business
- Update past officer’s webpage: Megan will update this page and bring it back to the group for review in November
NAHSL Scholarship donation: HSLIC is planning on putting together a basket of items to add to the raffle table at the 2011 NAHSL conference in late October. Bring your items to the fall HSLIC meeting or send them to Cora Damon at Maine General Medical Center/Waterville before 10/5/2011.

Fall Meeting 2012 format: The Cairns Award is presented at the Maine Hospital Association luncheon every spring so HSLIC will continue to name a winner each spring before the luncheon.

The Board accepted the resignation of Ramona Connelly as Area 1 rep. Evelyn Greenlaw will recruit nominations and the general membership will vote on a new rep at the Fall Meeting.

HSLIC Manual Review: A few board members were assigned sections of the manual to update:
- Section 5: Susan
- Section 6: Ann
- Section 8: Kathy
- Section 9: Deb
- Treasurer’s Section: Evelyn

Future

- Present transition budget at spring meeting 2012; This is currently being worked on for 2012
- 2014 NAHSL Conference Planning: The Board is gearing up for NAHSL Conference 2014 in Maine. Anyone interested in serving on the planning committee, please contact Deb Clark. Also see additional information under NAHSL board report.
- Goals:
  - Increase NAHSL membership and conf. attendance: During a conference year, a first time NAHSL membership would be paid by HSLIC for new institution to join NAHSL for one year. To be eligible for this, the institution needs to be a first-time NAHSL member.
  - Promote AHIP application with scholarships and mentoring: After discussion on how to encourage members to apply for AHIP certification; it was suggested that HSLIC subsidize any member’s applying for first-time AHIP certification or for certification at a higher level. It would help individuals pursue their AHIP certification. Further discussion will occur at the fall membership meeting. Ann will work on a form similar to the reimbursement one already in use.
  - Mentoring HSLIC members: This goal has been completed. There is a list of mentors that can be found on the HSLIC website.
  - Contribute funds to state health education resources (Overdrive): Table this issue until Cora can get more information.
  - Get HSLIC libraries/holdings in a state-wide catalog: HSLIC is waiting to hear from James Jackson Sanborn of Maine InfoNet, that SOLAR is willing to accept new members. SOLAR would enable new libraries access to MaineCat.

The next board meeting will be in November at a date TBD

Meeting was adjourned at 2:14 p.m.

Submitted by: Megan McNichol, Secretary