HSLIC Executive Board Meeting  
April 7, 2011  
Maine General Medical Center, Augusta

PRESENT: Deb Clark, Evelyn Greenlaw, Kathy Brunjes, Linda Menard, Megan McNichol, Shelley Davis, Cynthia Arnold, Gaby Howard, Cynthia Young, Cora Damon, Marj Anderson

The meeting was called to order at 10:00 am. Evelyn reviewed the agenda and went over the items that had to be decided on at today’s meeting:

- Decisions on what (if any) bylaws changes to send out to the membership 30 days before the annual meeting on May 20th
- Approval of Slate of Officers for 2011-2012 which will require a vote at the annual meeting
- Approval of budget for 2011-2012, also requiring a vote at the annual meeting

The membership needs to be notified of these proposed changes 30 days before the annual meeting.

SECRETARY’S REPORT
The minutes from the March 10th meeting had been emailed to the board prior to this meeting were reviewed and were accepted with a few typos corrected. Deb moved that the minutes be accepted as amended and Gaby seconded.

OLD BUSINESS
- The issue of whether to offer stipends for travel for members experiencing financial difficulty for attending the annual meeting. It was suggested that a stipend be offered for traveling over 100 miles or perhaps even fewer miles would be more appropriate. Scholarship money was suggested to be used for travel and the question arose as to whether it could be used for travel as well as for registrations to various meetings. The language on the scholarship form could be interpreted as travel as well as workshops. It appears there would be no limit on miles. The going rate for reimbursement for mileage is currently $.40 per mile. It was agreed that the language on the form needs to be broadened so that it will include travel expenses. Any scholarship money awarded should be accompanied by a written report of the educational benefit of the meeting. This offer would be for one-time, one event offer, otherwise it might require a by-laws change to add a line item.
- After reviewing the mission statement, it was decided that it did not have to be changed.

NEW BUSINESS
- Proposal to restructure HSLIC: over the years, the officer duties changed. Once there were specific duties assigned to each officer, but incoming chairs, etc. complained that there was too much to do, so most duties were reassigned. The time commitments
were set at three years to maintain consistency, but the reality is that few want a three year commitment. Our profession is aging, and retiring, and are not being replaced, so there is very little new blood coming into the HSLIC fold. [A brief segue ensued and there was notice to the group that a new librarian had been hired at Togus, Christine Fleuriel. Some of the board members will be in touch with her and encourage her to be active in HSLIC.] There was discussion about having regular terms for the chair and vice chair, and one year terms for other officers and committee people. There was talk about outsourcing the resource sharing duties, to NAHSL, for example. NELINET (when it was NELINET before becoming Lyrisis) but the offer included all sorts of conditions. Cora said she would call NAHSL, or perhaps Dina McKelvy would know.

• Back to the proposal: Resource sharing person will be on a calendar year, and perhaps HSLIC should be the same. It was set up the way it is, in order to conform to the budget terms of the various hospitals. If HSLIC was on a calendar year, we could have the annual meeting in the fall, elect officers, and have meetings with old and new boards until January when the new Board would take over.

• What about the NAHSL conference chair and conference planning? The consensus is to keep the conference chair separate from the HSLIC chair. HSLIC would appoint the conference chair.

• What if we opt out of doing a conference, or combine with the other New England states? Logistically, we would piggyback with NH and Vermont, or Massachusetts. The committee would need to consist of 16 committed people. Megan will contact Dina to see what the mood is at NAHSL.

Do we need to change the quorum requirement? At present, we need 8 members of the Board to form a quorum. Do we want to change it? Eight still seems a reasonable number as long as the Chair and Vice-Chair are present. And this number includes those attending by phone. Evelyn also proposed that all Board members are voting members. That conversation became a proposal to combine several of the committees since they perform similar duties: membership and scholarship could be one committee and called just Membership. The automation and publicity committees would combine and renamed Communication and have more than one person. The position of manual updater would go to the new communications committee. The nominating person should be the vice-chair. The resource sharing person is NOT elected and would stand alone. The secretary could be a one-year position and the treasurer could be a two-year position. The question of the quorum was tabled until later. If HSLIC restructuring and by-laws changes don’t succeed, the point is moot.

Also, committees are not acting as committees, since the chairs of each are doing all the work without asking for help from other members. Perhaps as an incentive to take office and maintain consistency, the by-laws could be changed to make it possible to get re-elected to three consecutive terms, instead of just two.

The RAC meets for the last time next week and then takes on another focus. It will
become a Healthy Community focus group and Deb Clark has been asked to lead this group in Maine.

By-laws changes: (see proposed changes). Kathy moved to accept the changes, Deb seconded. Motion passed.

**DOCLINE**
There has been pressure from the RLM about libraries who are DOCLINE members but are not fulfilling their responsibilities, either not open enough hours, not filling requests on a timely basis, not keeping up the SERHOLD records. DOCLINE numbers have gone down consistently over the last few years. It’s possible there may not be a DOCLINE in the future. Libraries not open at least three days a week will have to become Loansome Doc members, relying on bigger member libraries for services. Deb Clark moved to change the language in the by-laws, Evelyn seconded.

Mercy Hospital Health Science Library no longer exists. The administration has seen fit to get rid of the collections, both journals and texts. The hospital is now contracting with CMMC for interlibrary loan.

**NOMINATING REPORT**
Patty Williams (and) the Nominating Committee has come up with a slate of officers for approval by the Executive Board. As submitted by Patty:

*Vice Chair: Amy Averre*
*Secretary : Megan McNichol*
*Treasurer: Perrin Lumbert*
*Area One Rep: Ramona Connelly*
*Area Two Rep: Julie Moreno (CMCC)*
*Area Three Rep: Linda Menard*
*NAHSL Rep: (Megan is current rep and can’t be both Secretary and NAHSL rep)*

Evelyn said she is willing to stay on as Chair for another year and will talk to Amy about the necessity to be present at Board meetings. We will accept nominations from the floor. The final decision about the slate as presented was not to accept it as is. Additional nominations came from the Board as follows:

*Chair: Deb Clark*
*Vice Chair: Amy Averre & Kathy Brunjes*
*Secretary: Megan McNichol*
*Treasurer: Perrin Lumbert & Evelyn Greenlaw*
*Area One Rep: Ramona Connelly & new person at Foundation for Blood Research will be contacted for this position*
*Area Two Rep: Judi Moreno*
*Area Three Rep: Linda Menard*
*NAHSL Rep – Open*
This slate will go back to Patty Williams to redo for meeting. The email discussion group will remain as is. Deb has been asked by the RML to lead the Healthy Community/Community of Interest group in Maine. Kathy Brunjes is the new Maine rep on the NAHSL Continuing Education Committee. Kathy replaces Deb Clark who replaced Cynthia Arnold.

**TREASURER’S REPORT - Reports submitted**
Current Budget:
Cora moved to accept the current budget, Deb Clark seconded. Motion accepted.
The proposed budget (report submitted) was amended as follows:
Proposed Expenses
Administration and Public Relations - changed to $1000 from $800
Annual Focus Fund left unchanged at $1500
Archives - changed to $500 from $50
Program and Education will stay at $3000
Fundraising $ will be included in the administration budget as well as Resource Sharing and Tech Support
Scholarships - changed to $3000 from $2400
Travel Expenses, Reps & Executive Bd unchanged at $1000
**TOTAL Proposed Expenses - $10,000** (up from previous total of $8900.
Projected Income
If 37 members pay, the income would be $5550.00
Projected interest on the 6 month CD might be $15.00
The only change to the projected income was the elimination of an expected $200 from the continuing sale of cookbooks.
**TOTAL Projected Income $5565.00**
Deb moved and Shelley seconded to accept the proposed budget as amended. Additional funding may be coming from the RLM for the libraries’ focus groups.

**RESOURCE SHARING**
So far, Cora has 13 libraries that are committed to the NEJM consortial purchase and an additional two libraries are interested if certain conditions can be met. Cora is trying to get some wiggle room from Dan Boutchie concerning the total number needed. Cora is also talking to BMJ rep Phil White about a consortial agreement. Also StatRef and Access Medicine want to talk with us. Other resources were discussed as well.

**EDUCATION** (Report submitted)
It was decided to meet at Maine General in Waterville for the Fall Meeting and the date is October 14th. Most preferred Husson University for the fall meeting, but it may be a problem getting the room at this late date. This date has been cleared with the Maine State Library calendar, there are no conflicts. NLM/RLM and the Maine State Library will be invited and we will allot a half-hour for Javier Crespo’s presentation. Lunch will be from 12:15 - 1pm, the education program will be from 1 - 3pm and the ending time will be 3pm. There was discussion about whether or not to offer the guest speakers an honorarium. Some employees are not allowed to accept honoraria, so it might be better to
give a gift basket. Someone asked about the Cairns award and who is on the committee? There is just one nomination and we need to make sure the person falls under the criteria.

**MEMBERSHIP**
There is a new form for individuals to join HSLIC. And the dues will be kept at $150 for the year 2011-21012.

**AUTOMATION REPORT** (Report submitted)

**ARCHIVES**
Marj bought a scanner and will be reimbursed. She is currently going through the files and weeding the contents. She reported that she has also been re-elected president of the Parsonfield Library.

**AREA REPS**
Area Three - Linda reported that Houlton Hospital is interested in becoming a HSLIC member. She will visit them in the fall to see what they decided. Linda has been asked to help out at Fort Kent and Caribou recently. She reminded the group that small hospital librarians wear multiple hats. Linda has also reviewed the list of libraries in her region and said that most are members. She will contact those who aren’t members.

Area Two-(Report submitted) So far, Cora has 13 libraries that are committed to the NEJM consortial purchase, and Cora added that Maine General Hospital will open its new location in 2014. Kathy reported that they have moved into wonderful new space, and for the first time, has an adjacent space for storage.

Area One – At Mercy Hospital all journals and books were thrown away. Mercy Hospital has contracted with CMMC library to provide library services. At York Hospital, Ramona Connelly will be transforming into a virtual library.

The CMLD, the NAHSL, the Maine InfoNet, and the Maine Library Commission - reports were submitted.

Cora reported that the funds from the now defunct BHSL will go to Connecticut for their conference. Deb reported that the RAC (regional advisory committee) will be dissolved as of April 15 in favor for new Community Focus Groups.

Meeting adjourned at 2pm.

Respectfully submitted,
Cynthia A. Arnold; Secretary