HSLIC EXECUTIVE COMMITTEE
Friday, August 22, 2008
at the Kahn residence, Tenant’s Harbor

Present: Marjorie Anderson, Cadence Atchinson, Barbara Bartley, Deborah Clark, Happy Copley, Nancy Curtis, Evelyn Greenlaw, Patty Kahn, Tammera Race, Emily Scribner, Patty Williams

Call to Order: Happy called the meeting to order at 10:25 a.m. She thanked Patty for her hospitality.

Secretary’s Report: Emily distributed copies of the minutes of the April 10, 2008, board meeting. The minutes were accepted as submitted.

Treasurer’s Report: Nancy Curtis distributed copies of her report. There were “no surprises,” she said. She pointed out that not all members had paid their membership dues yet.

Nancy reported that the UPS store where HSLIC has its mailbox will soon be changing its address. As soon as the new address is in effect, Deb will make the change in all places on the HSLIC website where the address appears and Nancy will post an announcement of the new address on the HSLIC listserv.

Nancy pointed out that Section 9, Appendix B, of the HSLIC Manual needs to be updated. She recommended replacing the two current forms with one, a “Reimbursement Check Request” that can be used to request reimbursement for travel or other expenses. It was decided that the new form will include a line for the applicant’s signature. The new form will be posted on the HSLIC website in .pdf format.

The Treasurer’s Report was accepted as submitted.

Education: Carin was unable to attend this meeting. Happy placed a phone call to her and relayed Carin's side of the conversation to the rest of the Board.

Carin reported that her recent Survey Monkey survey showed that the reasons HSLIC members had for not attending the educational program Running with the Squirrels in March 2008, were: other commitments, personal conflicts, and having seen it previously. Some survey respondents made suggestions for future programming, which Carin felt should be considered. Carin has learned that there is no room for the HSLIC Fall Meeting available at Husson College, but Eastern Maine Community College has a room available on Friday, November 14.

After the phone call was concluded, Happy led a discussion of options for the Fall Meeting. The Board approved November 14 as the date and EMCC as the place for the Fall Meeting. For the educational portion, Carin will be asked to arrange for someone from the NNLM/NER to demonstrate new features of PubMed and some of its less familiar tools, such as My NCBI and Link Out. Carin will also invite the new director of Maine InfoNet, James Jackson Sanborn, to make a brief presentation.

The date selected as first choice for the Spring Meeting was May 1, 2009. A location in the central part of the state was preferred, possibly Kennebec Valley Community College. Deb suggested that the educational program be on quality indicators and performance improvement concepts, presented in a way that would be of equal interest to hospital and academic libraries.
Evelyn volunteered to contact Raynna Ginnetti Bowldy, a former chair of HSLIC who later worked in quality assessment at Brown University, to see whether she might be interested in presenting at that meeting. Tammera suggested that HSLIC members bring someone else from their organizations and that librarians from public libraries also be invited to attend as guests for the afternoon.

**Resource Sharing -- Patty Williams**

Patty passed out a list of online resources that have been or might be considered for cooperative purchase. She mentioned Waldo, a group purchasing organization that any library could participate in on its own.

Patty explained the current status of her negotiations for a consortial subscription to the AMA journals online. The 14 interested HSLIC libraries now have a free trial. A subscription price has not yet been determined. The publisher requires a single payer. Maine Medical Center has provided this service for other consortial purchases in the past, but is not able to do so now. Patty had learned that NELINET would be willing to act as the payer for a $3,000 annual fee, but would not include current NELINET members in the arrangement. Libraries would need to pay additional fees individually for regular NELINET services and benefits. Since several of the HSLIC libraries interested in having online access to the AMA publications are already NELINET members, the Board did not see this arrangement as a good option. The possibility of HSLIC’s acting as the single payer was raised, with questions as to possible legal complications. Evelyn volunteered to get a legal opinion and will report to the board by email. Patty Williams offered to find out how the Arizona consortium AZHIN handles payment of their group subscriptions.

Patty Williams will also send out information about Waldo to all HSLIC members.

**NEW BUSINESS**

**Goals for 2008-09**

The Board decided that the goals for HSLIC’s 2008-09 year would be:

1. To plan a successful NAHSL conference for 2009 in Maine
2. To encourage use of the Focus Funds for innovative mini-grants
3. To scan fragile items in the HSLIC Archives
4. To increase relationships with libraries of other types, for example by participating in the Maine Libraries Conference or by taking a role in the health literacy aspect of the State Library’s information literacy project.
5. To use new technologies to facilitate resource sharing.

Using Delicious to share addresses of favorite websites was proposed as an example of one way to implement Goal 5. A subcommittee of Deb, Patty Kahn, and Dina will look into that.
Next meeting:

The next board meeting will take place on Friday, October 10, at Kennebec Valley Community College in Fairfield, if possible, with MaineGeneral Medical Center in Augusta as second choice location. The next board meeting after that would be in January 2009.

A break was taken for lunch.

Education (cont.)

A second phone call was place to Carin to report the Board’s decisions related to the Fall and Spring meetings (see above).

AREA REPORTS

Area 1 – Cadence distributed her written report (attached) and then departed to attend to other responsibilities.

Membership

Nancy Fletcher had sent a written report. Nancy Curtis was able to report that some more recent membership payments had been made that did not show up in Nancy Fletcher’s records. Members who had still not paid their dues will be contacted.

Nancy Fletcher suggested it might be more satisfactory to have one person keeping track of membership. Happy explained that despite this overlap, the Treasurer and Membership Chair do have separate responsibilities.

In order to facilitate institutions' payment of membership dues, it was decided to revise the membership renewal form. The word “invoice” will replace “agreement” on the payment page. Deb will revise the form and submit to Board for approval by email.

Publicity -- Patty Kahn

The deadline for Newsletter submissions was 3 weeks ago, Patty said, but “things keep dribbling in.” She said she hopes to finalize it by the end of the next week.

Automation -- Deb

Deb reminded the Board that HSLIC’s domain name is up for renewal. She will arrange for the payment of $40 for another two years.

Scholarship – Barbara Bartley

Barbara reported that one scholarship has been awarded so far this fiscal year. She will post a reminder on HSLIC-L that scholarships are available for the NAHSL conference.
Archives -- Marj
Marj said she is having some problems with her scanner. She plans to hire her library assistant, Sylvia, to do the scanning for $11 /hour. She has communicated with the Maine Memory Network about putting scanned HSLIC files into the Maine Memory Network database.

NAHSL -- Tammera
Tammera provided a list of contact information for NAHSL Board members.
She recommended looking at the NAHSL website to see NAHSL’s focus for the upcoming year:
Tammera suggested that HSLIC look for opportunities to collaborate with other organizations. One example she offered was inviting librarians who are not NAHSL members to the conference. She also proposed soliciting other types of organizations, such as the Maine Medical Association and the Maine library districts, for donations to support the conference.
At the last NAHSL Board meeting, Tammera said, a proposal was made that representatives of the state organizations should be members of the Medical Library Association (MLA). This proposal is related to a recent bylaws change making state organization representatives voting members of the Board, thereby giving them a voice in MLA policy decisions. Happy said that fewer than half of HSLIC members currently belong to MLA and the point was made that MLA membership is relevant only for hospital librarians.
Tammera reported that NAHSL is looking into having a blog or Wiki to facilitate sharing of information.
Tammera’s term as HSLIC’s Representative to NAHSL will expire in October 2008, at the NAHSL Annual Meeting. HSLIC will need to appoint someone to take her place. Tammera will send out an email describing the position so that HSLIC members can consider volunteering for the position.

NAHSL 2009 Conference -- Patty Kahn
Patty reported that the Conference Planning Committee’s Automation position has been filled by Gary Pelletier and Doug McBeth, who will work together.
The Conference Planning Committee’s next meeting will be in mid-September.
There was a discussion of how to handle costs related to the gift being prepared for conference participants. Happy and Patty will bring more information to the next board meeting to help make some decisions.

Maine Library Commission – Barbara Harness
Barbara had nothing to report because the Commission did not meet during the summer.

Maine Libraries Conference
The Conference will be held October 23-24, 2008, at Sunday River. There is no HSLIC representative on the planning committee.
No commitment had been made so far for HSLIC to have a table in the exhibit hall. Happy will find out what would be needed for HSLIC to have a table if the Board chose to do so, especially whether there would be a charge. The main problem seen by Board members was finding volunteers to staff the table. The HSLIC banner and a poster from a previous conference
could be used; Patty said she had created a tri-fold brochure describing HSLIC that could be printed easily in time for the conference.

AREA REPORTS

Area 1 addendum – Marj
Marj reported that on September 10, Mercy will hold an opening of their new hospital building.

Area 2 – Evelyn
Evelyn apologized for not having gathered news. She promised a report for the November general membership meeting. She did report that the news from Lewiston-Auburn campus is that new carpeting should be in place and books back on the shelves by the next Monday, giving a week to get everything ready for first day of classes. Emily announced that Franklin Memorial received an Express Award for Outreach from the RML.

Area 3 – Cindy
Cindy was not able to attend but sent word that she will submit her area news to the HSLIC Newsletter.

OLD BUSINESS

It had been decided previously that HSLIC will contribute a basket of Maine-made items to the scholarship raffle at the NAHSL ’08 conference. HSLIC members are asked to donate items, such as earmuffs, blueberry preserves, and canned fiddleheads. An L.L. Bean tote bag will serve as the “basket.”

NEW BUSINESS

Central Maine Library District – Emily
Emily reported that the CMLD has a new district consultant, Stephanie Zurwinski.

Representatives Needed – Happy
Happy said since Emily has left the Hospital Libraries Subcommittee of the RML’s Regional Advisory Committee, HSLIC should try to find someone to represent Maine on that subcommittee. Happy will follow up on one suggestion made; if that person declines, she will post an invitation on HSLIC-L.

Happy explained that a HSLIC representative to the Maine InfoNet Board is needed to replace Sue Jagels, who has retired, and that Cora Damon has volunteered to fill that position.
Swan’s Island Library – Happy

The question was raised as to what HSLIC should do to help the Swan’s Island Library, which was destroyed by fire. The Board decided to make a gift of $250 for them to use as they felt appropriate. This will come out of the Administration and Public Relations line in the budget.

Next Meeting

The HSLIC Executive Committee will meet next on Friday, October 10, 2008, probably at Kennebec Valley Community College in Fairfield.

ADJOURNMENT

The meeting was adjourned at 2:47 p.m.

Respectfully Submitted,

Emily Scribner, Secretary