HSLIC EXECUTIVE COMMITTEE MEETING
April 10, 2008
MaineGeneral Medical Center
Augusta

Present: Marj Anderson, Kathy Brunjes, Deborah Clark, Happy Copley, Barbara Harness, Patty Kahn, Dina McKelvy, Emily Scribner, Cindy White.

Call to order – HSLIC Chairperson Kathy Brunjes called the meeting to order at 10:05 a.m.

Secretary’s Report – Emily Scribner presented the minutes of the January 17 Board Meeting; they were approved as submitted.

Treasurer’s Report – Nancy Curtis had emailed Board members her report of the current budget and expenses; it was approved as submitted.

Education Part I: Evaluation of the Retreat

In Education Chair Carin Dunay’s absence, Kathy led a discussion of the educational program *Running With the Squirrels* held on March 28. Kathy expressed her disappointment that only 18 people signed up for it and only 12 attended. Kathy will ask Carin to follow up on the opinions expressed in the program evaluations. In addition, those who did not register will be surveyed, possibly using Survey Monkey, to find out why they chose not to participate. Kathy will follow up with Carin on this.

Suggestions were offered for other program formats that might have more appeal. For example, Barbara suggested holding a variety of concurrent sessions so that participants could select a topic of interest.

Resource Sharing

Dan Boutchie from the *New England Journal of Medicine* spoke to the Board about the renewal of the consortial arrangement for institutional subscriptions to the *NEJM* online. The 2009 agreement would require 20 participating institutions, either new or renewing, rather than the 27 required originally. Participants in the group must be in Maine but need not be HSLIC members; academic libraries are not eligible for this arrangement. The number of libraries participating will determine the cost. The cost will be increased to $630 per site.

Dan also reported that the *NEJM* is working on extending the backfile of issues in electronic format. Volumes back to 1990 will be included in the standard price, but online access to older
volumes will incur an added charge. The Journal is increasing the number of videos in Clinical Medicine.

Dan said that if an online subscriber in Maine wants help, he or she should call him directly rather than the NEJM’s customer service.

EBSCO representative Ann Murdoch has expressed an interest in EBSCO’s serving as billing agent for the NEJM consortial online subscriptions. Dina will ask Janet Cowen whether Maine Medical Center would like to serve as billing agent again, as they did the first year, and will talk to Ann Murdoch about the terms of EBSCO’s providing that service and how they would handle the billing. Going through EBSCO would not affect the NEJM interface (the Ovid interface is different).

HSLIC’s current agreement with the NEJM expires July 10, 2008. The new price offer is valid until the end of August. Boutchie needs to know by the end of April who will be the billing agent and by the end of May which libraries will be subscribing. HSLIC will not need to sign a new consortial license agreement.

Education Part II: Planning the Spring Meeting

The Spring Meeting will be June 6, with the business meeting in the morning and educational programs in the afternoon.

After discussing several suggested topics for the educational portion of the meeting, the Board decided to include two presentations, both seen as relevant to HSLIC libraries of all types. During her NAHSL 2009 report Dina will invite suggestions from the floor for programming at the NAHSL conference. From 1:00 to 2:00 p.m. Javier Crespo from the National Network of Libraries of Medicine, New England Region, will talk about the NLM’s Emergency Preparedness program. From 2:00 to 3:00 p.m. an EBSCO trainer will be asked to provide a demonstration on the new EBSCOhost interface to be implemented this summer. Kathy will contact Javier about the emergency preparedness presentation and Dina will follow up with Ann Murdoch on the EBSCO demonstration.

Cindy reminded the Board that three HSLIC members, June Rouillard, Carolyn Coco, and Sue Jagels, are retiring this spring. The Board decided to invite them to the meeting and have a special cake in their honor. They will be given a lifetime individual membership in HSLIC. Marj will look in the Archives for pictures of the retirees and make a display. Cindy will print certificates for Lifetime Membership.

Resource Sharing – Happy Copley

Happy reported for a subcommittee that studied the theory and practice of DOCLINE routing tables and recommends continuing the practice of placing smaller libraries in lower-numbered cells. She passed out a list showing suggested cell placements of HSLIC libraries. She called attention to the option of placing groups such as FreeShare and BHSL in their own cells, optimally cells 7 and 8. Board members offered suggestions and corrections related to the status
of libraries listed. Happy will make the needed revisions and then make the list available on the HSLIC website and distribute copies at the Spring Meeting.

Dina says Maine Medical Center would like to do more lending in order to become a net lender. She will discuss this with Janet and let Happy know whether to move Maine Med to a lower cell in the list of recommended placements.

Asked whether she has pursued the possibility of a consortial arrangement with StatRef, Happy said she had not because there is not enough interest in that product.

Archives – Marj Anderson

During construction at Mercy, the HSLIC Archives are now temporarily stored at Marj’s house, which is convenient for her while she is writing a history of HSLIC.

Marj is concerned about the fragile condition of some documents and is exploring the possibility of scanning or photocopying them. The Board decided to budget funds so that would be possible. It was also suggested that a grant might be obtained for the project.

Automation – Deb Clark

Deb has reviewed and updated the HSLIC email list and has determined that all HSLIC member institutions are currently subscribed to the email discussion list HSLIC-L.

Maine Library Commission – Barbara Harness

The Maine Libraries Conference will be held October 23-24, 2008, in Bethel. At its next meeting, the Board will consider whether and what HSLIC will do at the conference.

Barbara reported on legislative measures. She also described the serious effects of budget cuts on the State Library. Kathy reported that despite budget constraints, the Central Maine Library District will be allowed to fill the consultant position left empty by Bonnie Dwyer's retirement; a part-time administrative assistant will also be hired for the new consultant. Jon Forest has resigned, leaving Deb Hensler the sole person in the technical role for MaineCat. The search for a director of Maine InfoNet has not yet been successful.

Cindy announced that she has been nominated to be Special Library Representative on the Minerva Executive Board.

Area Reports

Area Reports will be in the HSLIC Newsletter to be published on the HSLIC website soon.
Cindy reported that with Sue Jagels’ retirement imminent, EMMC is now interviewing candidates for her position.

**Proposed 2008-09 Budget** – Nancy had sent a proposed budget to Board members by email. It was accepted with the following changes:

- The date in the heading should be corrected to read May 1, 2008 – April 30, 2009.
- The Administration and Public Relations line will be increased to $1,000.
- The Archives line will be $500 to allow for the possibility of photocopying or scanning deteriorating items.
- MULS will be removed from Resource Sharing.
- Mileage reimbursement will be increased to $.40, but the amount budgeted for Travel Expenses will be kept at $2,000.

Clarification of other lines in the budget included:

- Attention was brought to the decrease in the amount of the “Focus Funds” to $2,000.
- Digitization of the Archives was seen as a good project for grant funding, but no decision was made to take action on that now.
- The NAHSL ‘09 conference is included in HSLIC’s ’08-'09 budget as a "place holder," since conference-related payments will not actually be made until the following fiscal year.
- Money budgeted for technical support may or may not be used.

The revised proposed budget will be presented to the membership at the Spring Meeting for their approval.

**Membership** – Dina McKelvy

Dina reported that the membership renewal form has been updated and the new version is now on the HSLIC website. She will let members know that it is available.

Dina recommended that HSLIC subscribe to Survey Monkey. She has the program at Maine Med and has learned to use it effectively. Dina presented reasons for HSLIC to have its own subscription, rather than using the free version. She will find out and report what it would cost (a guess is around $300). Survey Monkey would be an effective tool for surveying non-attendance at the *Running With the Squirrels* workshop. The Board decided to purchase Survey Monkey this year from the Program and Education budget line, which has enough funds remaining.

**NAHSL** – Tammara Race sent word that she has no report as she has not attended a meeting since her last report.

Dina had attended a recent NAHSL meeting and reported that NAHSL is concerned about over-budget spending this year, primarily due to increased travel costs. Last year’s NAHSL
conference lost a little money, largely due to the fact that the conference center's rates were high and transportation of speakers to it was costly.

Kathy reported that there are positions on the NAHSL Board needing to be filled.

**NAHSL ‘09 – Dina McKelvy**

Dina reported that the Conference Planning Committee now has a contract with the Samoset Resort for the site of the NAHSL 2009 Conference and has placed a deposit on the Owls Head Transportation Museum for the opening reception. The Committee has chosen the theme "What’s Cooking?" Programs will focus on the future and “what's new.” Twelve presenters have been suggested and Kathy is contacting them.

Dina showed the Planning Committee's wiki and blog, which are primarily communication tools for Committee members, but are open for anyone to read. Some people are not able to open them at work due to firewalls. The Committee's next meeting will be May 2.

**Newsletter -- Patty Kahn**

Patty said that the deadline for submissions to the next issue of the *HSLIC Newsletter* was the next day. Region Representatives have been trying hard, with limited success, to get reports from member libraries. This issue “has a lot of stuff,” Patty said.

The Newsletter Editor will notify Individual Members, who are not subscribed to HSLIC-L, when a new issue is available.

**Scholarship – Barbara Bartley**

Barbara was absent and had sent no report.

**New Business**

Happy presented the following slate of officers to be nominated at the Spring Meeting:

- **Incoming chair:** Patty Williams
- **Region 2 Representative:** Evelyn Greenlaw.

The current representative from Regions 1 and 3 agreed to continue for another term. The slate was approved by the Board. Patty will include it in the newsletter about to be published.

Deb reported that one person was nominated for the 2008 Cairns Award. She will give Amy the name and Amy will arrange for the engraving of the bowl.

Deb presented a revision of the Policies and Procedures related to travel reimbursement. As of the last NAHSL membership meeting, representatives of state groups to NAHSL are now voting members of the NAHSL Board and are, therefore, now eligible for reimbursement by NAHSL
for travel to NAHSL Board meetings. HSLIC is no longer responsible for this cost. The new wording was approved unanimously by the Board.

Old Business

Dina said she expects she will soon complete revisions to the table of who filled HSLIC positions over the years and when. When the table is as complete as possible, Deb will put it on the HSLIC website under History, with a cross-reference from the Board section.

Opening a discussion on the use of Focus Funds, Kathy expressed her disappointment in the small attendance at the March 28, 2008, Running With the Squirrels workshop. Board members suggested other program formats that might attract more participants in the future. There was strong interest in having concurrent sessions or round tables at the upcoming HSLIC Fall Meeting. It was agreed that a location that would accommodate such a format should be selected for the 2008 Fall Meeting. St. Joseph’s College, CMMC, Franklin Memorial Hospital, LA College, and KVCC were suggested as possibilities.

Deb presented a draft of a procedure for HSLIC libraries applying for mini-grants, the other major use of Focus Funds originally proposed. The Board agreed that the number of grants awarded in a year would depend on how much was budgeted for that use of the Fund that year and the size of each grant. It was also agreed that the grant money would be given in advance of expenditures for projects, rather than on a reimbursement basis. Projects should be completed within 12 months. Reporting, with receipts of expenditures, would be required. Reports would also be made to the HSLIC membership through the HSLIC Newsletter or at a membership meeting. Applications will be considered as they are received. Deb will revise the guidelines and the opportunity to apply will be made known to the membership at the Spring Meeting.

The suggestion made at a previous meeting of using Focus Funds for a lottery for a scholarship to a major conference was decided against at this time. The uses described above were considered better ways to meet the needs of HSLIC members and there were questions about the legality of a non-profit organization holding a lottery.

Nancy will be asked to post the proposed 2008-09 budget on the HSLIC email list and Happy will post the slate.

The next Board meeting will be in the summer at a date not yet determined.

The meeting was adjourned at 2:05 p.m.

Respectfully Submitted,

Emily Scribner, Secretary