Present: Marj Anderson, Cadence Atchinson, Kathy Brunjes, Deborah Clark, Happy Copley, Nancy Curtis, Barbara Harness, Gabriella Howard, Patty Kahn, Dina McKelvy, Emily Scribner, Cindy White. Tammera Race participated by conference phone.

Call to Order – Kathy Brunjes

HSLIC Chairperson Kathy Brunjes called the meeting to order at 12:30 p.m.

Secretary’s Report – Emily Scribner

The minutes of the December 13, 2007, Board meeting were approved as amended by typographical and editorial corrections.

Emily reported receiving a copy of a letter from Judith Clarke at the University of Maine at Augusta library, thanking HSLIC for the gift of a book made in memory of Jay Hoffman. Marj said she has the original letter in the Archives.

Treasurer’s Report – Nancy Curtis

Nancy distributed an expense report and said that she sees no problems. She asks that people requesting reimbursement for travel indicate the number of miles to be covered.

She reminded the Board that HSLIC's mailbox will be due for renewal soon.

Education – Kathy Brunjes reporting for Carin Dunay, who was not able to attend.

Plans for the all-member "Retreat" to be held this spring were discussed. Carin had reported that Jeannine Gluck is willing to present her educational program "Running with the Squirrels : Providing Library Services to Hospital Administrators" at the Retreat on March 28, 2008, with a snow date of April 4, at KVCC. Discussion focused on the value of the presentation for all HSLIC members and the disadvantage of its being six hours long, leaving no time (or energy) for discussion. The Board's decision was to offer "Running with the Squirrels" as a special educational opportunity in March and to plan the Spring Meeting program in a way that will follow up on Jeannine’s presentation. Kathy will let Carin know that she should proceed with making arrangements for the Retreat.
Resource Sharing – Happy Copley

Happy reported that Jeff Sprung at Natural Standard has agreed to offer a free trial of that online reference tool to all HSLIC libraries for the month of February. Happy will let HSLIC members know how to log in and hopes they will not only try it themselves, but encourage others in their organizations to try it as well. The cost of subscribing is not known as it will vary for different libraries depending upon institution type and size and will be affected by how many HSLIC libraries are part of the group agreement. Jeff Spring has indicated that they can bill institutions separately. Board members who already subscribe to Natural Standard said they find it very useful, user-friendly, and popular.

Happy has begun communicating with JAMA and the Archives journals about the possibility of a group purchase of their online products, but she has not yet received any information. Dina said she has found their pricing structure "fuzzy."

A subcommittee to study DOCLINE routing table practices, consisting of Patty Kahn, Cindy White, and Happy, will begin its work in the near future.

Archives – Marj Anderson

Marj said she has been enjoying reading old material in the HSLIC Archives in preparation for writing a history of HSLIC.

Automation -- Deb Clark

Deb has been reviewing and updating information in the membership list.

She reported that the HSLIC website now has a new look. Work remains to be done on the Members Only section. The Board decided that the scholarship and travel reimbursement forms should be in the Members Only section. It was also decided that the icon and link for the Members Only section currently at the bottom of the left-hand column on the home page will be eliminated. It was agreed that the Membership Directory should remain in the public section so that librarians could be identified easily and their contact information found by nonmembers. Quick Links will be added for the scholarship and travel reimbursement forms and the new HSLIC brochure. An icon linked to the Calendar will be added to the list on the left. Patty will continue to keep events of interest posted on the Calendar.

Deb reported that she has been working with Jeff Hamm to create a contract for his services as Ariel Technical Consultant. He has suggested having a retainer fee $500, another $500 to cover all phone and email assistance, plus $33 per hour for pre-approved site visits, with a minimum of 8 hours for a visit. The Board approved this fee structure. They also requested that a statement be added to the contract to cover the possibility of Jeff's becoming unable to fulfill the contract.
Deb has Board approval to make these modifications in her proposed contract and to get it signed, to be effective February 1, 2008.

Dina mentioned that the list of participants in the HSLIC Listserv should be reviewed to determine whether all HSLIC libraries are represented. Deb agreed to check that.

**Maine Library Commission – Barbara Harness**

Barbara referred to the report she had emailed to all Board members. She announced that the DVD the State Library produced to promote Marvel has been released and is available to all libraries that want it. Cindy had brought with her 40 copies to distribute to HSLIC libraries. The Regional Representative will distribute them to members in their regions who want one. The recording may be shown publicly. It is too long for web streaming.

Due to budget problems, State jobs are currently frozen, but the State Library will try to get an exemption in order to fill the Central Maine Library District Consultant position recently vacated by Bonnie Dwyer. Also due to budget cuts, there will be no Maine Libraries Conference this year.

The new State Law Librarian, John Barton, was introduced at the Hall of Flags event held at the Capitol on January 15.

**Membership -- Dina McKelvy**

HSLIC now has 43 paid members. In March Dina will send out membership renewal reminders.

Dina reported that she updates the online membership directory regularly. She mentioned that the distribution of libraries across the three regions is uneven. However, the Board agreed that since it is “geographically logical,” there is no need to make any changes.

Dina said she had talked to Linda Davis at Mayo Regional and that Mayo might be interested in joining HSLIC. There was a discussion about HSLIC’s requiring full DOCLINE participation of all members and about some small libraries’ inability to fulfill DOCLINE qualifications. It was suggested that Linda be invited to a meeting as a guest and that Dina send her list of HSLIC membership requirements.

**NAHSL – Tammera Race (by phone)**

Tammera referred to the written report she had sent out by email summarizing the most recent NAHSL Board meeting, which was December 7, 2007. Some NAHSL Executive Board positions have new people and others need to be filled. They are also trying to build up the committees. Chapter representatives now have a vote on the Executive Board. The next NAHSL Board meeting will be March 27.
Tammera said she has only heard a verbal summary of the financial outcome of the NAHSL 2007 Conference. According to that report expenditures were just $400 over budget.

Publicity – Patty Kahn

Patty distributed a revised draft of the HSLIC brochure. It can be printed either in black and white or with the HSLIC logo in color. Libraries can add their own contact information in the box on the back. Libraries should check the information in their listing and let Patty know if anything needs to be corrected.

The next HSLIC Newsletter is almost ready for publication.

Scholarship – Barbara Bartley

Barbara was not present and had not sent a report.

Area Reports

Region 1 – Cadence Atchinson: John Hutchinson is leaving UNE and they are in the process of interviewing to fill his position. He gave Cadence HSLIC’s copies of Robert's Rules of Order to bring to Kathy. Natalie’s position at St. Joseph's College has been filled by Lynn Vivens.

Region 2 – Gabriella Howard: Alison Hughes Hanlin will soon be UMA’s first female president. Maureen at CMMC sent word that their Literature & Medicine series will begin next week with 30 participants and another 10 on a waiting list. CMMC's library staff is about to begin taping the video they are making to help Somalis understand how to navigate the health care system. The 10-minute film is funded by NLM.

Region 3 – Cindy White: UMO's Fogler Library will be losing Chris Tuthill, who will be moving back to New York City. Nancy does not know whether his position will be filled.

Old Business: Goals – Kathy Brunjes

The Goal remaining for the Board to achieve was arranging use of the Focus Funds, the $4,000 set aside at the 2007 Spring Meeting for special projects that would benefit HSLIC members. Costs associated with Jeannine Gluck's presentation in March will be covered by these Funds. Plans for other projects depend upon how much money will remain after that. Discussion centered around two possible uses: mini-grants and a large scholarship for a major professional conference. Deb will draft possible guidelines for mini-grants and a subcommittee will be formed to review applications. While there was considerable support for awarding one large scholarship, possibly by a drawing, to enable a HSLIC member to attend a major conference,
such as MLA or ACRL, some members felt such a scholarship would not be of interest to many members. The idea will be brought before the Spring Meeting for input from all members.

The $4,000 budgeted as Focus Funds will probably not be completely expended this fiscal year. The Board decided to include these funds in next year's budget and to develop guidelines for how they should be used.

The Board was reminded that the 2008-09 budget will need to include money for the NAHSL 2009 Conference.

The Board decided that the $1,000 for Jeff Hamm's Ariel Technical Support contract will come out of the Technical Support line in this year's budget, even though that line is already overspent.

Asked whether there was an update on having HSLIC's accounting audited, Nancy reported that Barbara Bartley was making inquiries of people who might do an informal review for free. Barbara Harness said she has some ideas of people who might provide this service.

New Business: the Slate – Happy Copley

Happy asked for clarification on which HSLIC offices will need to be filled at the Spring Meeting. Nominations will be needed for Incoming Chair and Region 2 Representative.

Next Meeting

There will be no Board Meeting in February. The next Board Meeting will be April 10, 2008, at MaineGeneral in Augusta, from 10 a.m. to 3 p.m., in Conference Room 3.

Adjournment

The meeting was adjourned at 3:10 p.m.

Respectfully Submitted,

Emily Scribner, Secretary