HSLIC Executive Committee  
December 13, 2007  
MaineGeneral Medical Center, Augusta

Present: Cadence Atchinson, Barbara Bartley, Kathy Brunjes, Deborah Clark, Happy Copley, Nancy Curtis, Carin Dunay, Barbara Harness, Patty Kahn, Dina McKelvy, Emily Scribner, Cindy White.

The meeting was called to order by Chairperson Kathy Brunjes at 10:09 am.

Secretary’s Report – Emily Scribner

The minutes of August 23, 2007, Executive Committee meeting were approved as submitted.

Treasurer’s Report – Nancy Curtis

Nancy distributed copies of the expense reports and balance sheet. She said HSLIC is in good financial shape, with expenditures on track. She explained the one apparent discrepancy: the Resource Sharing, MULS, and Tech. Support line shows expenditure over budget due to a payment not planned for in the budget of $1,000 to Maine Street Solutions for lobbying in support of LD793. She also noted that the dues received are less than anticipated.

As directed by the Board, Nancy looked into the possibility of having HSLIC’s accounts reviewed by an outside auditor. The person recommended to her said she would do an audit for $4,000, a simple report with recommendations for $1,500, or a review at a price between those. She also recommended using Quickbooks. At the rate of $111/hour, she could provide bookkeeping consultation, a Quickbooks tutorial, and other advice. Nancy’s recommendation is not to hire her, as she is expensive and a thorough review is probably not necessary. Others on the Board felt that Quickbooks is not appropriate for HSLIC’s needs.

Kathy recommended that we have a CPA look at our tax filing at least once and also have someone knowledgeable advise us on accounting practices. Barbara Bartley will ask her sister-in-law, a CPA, whether she would advise us at no charge. As a two-point motion, this proposal was passed.

It was decided to keep the HSLIC mailbox in its current Portland location.

Resource Sharing -- Happy Copley

Happy shared the article “The Checklist” by Atul Gawande from the New Yorker of Dec. 10, 2007, which she recommends as good reading.
Happy had previously emailed to the HSLIC listserv a detailed report on the SOLAR Summit, which she attended November 9, 2007, at the State Library.

Lois Dutch at Waldo County is again active on Docline and ready to receive requests. Happy will check on the status of Miles. Board members are not aware of any other HSLIC library's being excluded from Docline participation at this time.

Happy has been looking into several possibilities for consortial purchase of online resources. There is little consensus as to which products members want. Negotiating with vendors has been difficult, but Happy is able to report that:
1. According to Tracy Bahia at EBSCO, in the future EBSCO will not offer Cochrane’s Systematic Reviews database separately; subscribers will need to get all Cochrane databases. Happy will inquire about the options for Cochrane through another vendor.
2. Happy will try to arrange a free trial of Natural Standard for all HSLIC members, possibly in January or February. She will ask about pricing and how billing would be handled. Board members who have used it find it useful and user-friendly, with more content than is included from that source in MedlinePlus.

Happy will look into the possibility of consortial arrangements for *JAMA* and *Archives* journals online.

**Archives – Marj Anderson**

At present most of the HSLIC Archives is in storage and not accessible. Material Marj hopes to use to update the history of HSLIC is at her home.

**Automation – Deb Clark**

Deb, with help from Penny Glassman at the RML, is making progress on the redesign of the HSLIC website. She passed out printout of a draft of the new home page. The Board liked the clean look and expressed a preference for icons that are symbols over clip art or photographs. Deb will get a “final” version sent out for approval, then tell Penny to make it "live."

Happy reported that Penny will post the updated HSLIC Disaster Resource List. Kathy has told Linda Lord we will share that List with the State Library.

**Education -- Carin Dunay**

Carin offered a list of possible topics for the educational portion of the 2008 Spring Meeting. After discussing those topics and others suggested, the Board concluded that Carin should contact Jeannine Gluck about the possibility of giving a shortened version of her “Running with Squirrels” workshop and make inquiries about someone to talk about how to measure quality. The Spring Meeting will probably be in early June. The intention is to have this meeting at Husson, then the Fall Meeting in a more southerly location.
Discussion of the all-HSLIC Retreat to be offered this spring centered around its purpose, the nature of the topics to be addressed, and creating an agenda that would appeal to most members and hold them for a whole day. It was suggested that offering CEU’s would encourage attendance and support from administrators. The Board decided that in the morning there would be a speaker and in the afternoon a discussion led by an outside facilitator about the future of libraries and HSLIC. Carin will contact possible presenters, including Dr. Dora Anne Mills, Gary Nichols, and the new CEO of Maine InfoNet. She will ask NELINET whether they might provide a facilitator for the discussion. The tentative date is either March 28 or April 4, 2008. Locations to be looked into include UMA and KVCC. The Board will refine and solidify the plans at its January meeting.

**Maine Library Commission** – Barbara Harness

The Commission last met on November 5, 2007. Along with her written report (attached), Barbara offered a few additions and comments.

The Central Maine Library District Consultant position recently made vacant by Bonnie Dwyer’s retirement will not be filled at this time due to budget constraints.

The Juice Conference on the creative economy had little turnout from librarians.

Barbara will ask Linda Lord whether HSLIC could get copies made of the State Library's new Marvel DVD to give to HSLIC libraries.

Maine Libraries Week will be in mid-January, with events in Augusta on January 15, providing librarians a chance to talk to legislators. All librarians are encouraged to participate.

**Membership** --- Dina McKelvy

HSLIC now has 41 paid members. A few previous members will not be renewing their membership, including Sweetser, St. Andrew's, and Westbrook College (absorbed into UNE).

Nancy Fletcher at UMPI has agreed to replace Dina as Membership Chair when Dina resigns in order to concentrate on her NAHSL 2009 Conference duties.

**NAHSL** – Tammara Race was not present and had not sent a report.

**NAHSL 2009 Conference** – Dina McKelvy

The Conference Planning Committee has met three times. They are looking at technology options to help with planning. The Samoset Resort seems to be the most likely location, with the Owls Head Transportation Museum as the site of the Welcome Reception. They need to check further on costs, which will be more than the last time the conference was in Maine.
Publicity – Patty Kahn

The next HSLIC Newsletter will be published online in January. Patty would like reports and pictures for it.

Patty has been working on a HSLIC brochure and will email her draft to Executive Committee members.

Scholarship – Barbara Bartley

The revised version of the HSLIC scholarship application form was distributed and approved. The Guidelines were accepted with the deletion of the phrase “excluding self pay items.”

Area Reports

Area 1 – Cadence Atchinson had sent area news to Patty for the next Newsletter. She has been disappointed by how little news she has received from people in her region. She was able to report that UNE is exploring the possibility of having a generalist medical program and that they are developing a program on integrating patient care teaching with technology using a simulator. At SMMC, Susan Bloomfield’s hours have increased.

Area 2 – Gabriella Howard was unable to attend this meeting but is keeping up on news of her region.

Area 3 – Cindy White reported that she has been working with Linda Menard, Tammara’s replacement at TAMC. That position is now just half time for both the library and CMEs.

Old Business

Deb gave an update on HSLIC’s relationship with Jeff Hamm as Ariel technical consultant. His cell phone is out of order and can’t be used now to call him. Deb is working on an agreement with Jeff for him to continue serving as HSLIC’s Ariel consultant with a retainer plus payment for approved site visits. Compensation to cover long phone calls will be added to the contract. Jeff will be asked to help EMCC resolve its firewall problem.

Kathy summarized progress made on the Board’s stated goals for the year:
• Website redesign is almost complete.
• The Retreat is being planned and will be finalized soon.
• Mini-grants still need to be discussed. The Board needs to decide what type of projects HSLIC might help finance and how to decide which to support.

Emily will email all Board members the summary she wrote of the goals discussion at the August Executive Committee meeting.
New Business

Cindy led a discussion of Docline Routing Tables. A conversation between Karen Riley, librarian at EMCC, and Mark Goldstein of the RML last fall brought to light an apparent difference between HSLIC’s and the RML and/or NNLM’s guidelines for placing libraries in routing tables. According to Mark, NNLM recommends putting all members of one's regional group in Cell 1. HSLIC’s guidelines consider the size of a lending library in its cell placement. Mark said he will bring that up with the RML and the NNLM. In addition, Patty suggested that all HSLIC libraries be encouraged to join B HLSL and Freeshare. A subcommittee was formed to look at the whole issue. Happy, as Resource Sharing Chair, will lead it with Cindy’s help. They will communicate with Mark about his point of view and what he has done. Cindy will put out notice on HSLIC-L asking for volunteers to serve on the subcommittee.

Volunteers were quickly found for responsibilities formerly held by Past-Chair Natalie Hutchinson, who recently left Maine and HSLIC. Happy will head the Nominating Committee and Deb will take charge of the Cairns Award nominations.

The next meeting of the Executive Committee and of the Conference Planning Committee will be on January 17, 2008, with January 24 as snow date. The Conference Planning meeting will be 10:00 a.m. to noon, with the Board meeting in the afternoon. Barbara Harness will try to get a room at MaineGeneral, either in Augusta or in Waterville.

The meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Emily Scribner, Secretary