HSLIC EXECUTIVE COMMITTEE  
August 23, 2007  
“Summer Retreat”  
at the Kahn home, Tenant’s Harbor, Maine

Present:  Marjorie Anderson, Cadence Atchinson, Kathy Brunjes, Deborah Clark, Happy Copley, Barbara Harness, Natalie Hutchinson, Patty Kahn, Dina McKelvy, Tammara Race, Emily Scribner, Cindy White

Kathy called the meeting to order at 10:17 a.m.

Secretary’s Report (Emily Scribner): Emily presented minutes of the June, 2007, Executive Committee meeting. The minutes were accepted as submitted.

Treasurer’s Report (Nancy Curtis): Nancy was not able to attend, but had sent her report. The spreadsheets submitted were reviewed, but approval was tabled until Nancy could be present to answer questions. Nancy is now able to write checks and seems to have resolved all problems with the bank due to the recent change in officers. In the future, consideration will be given to selecting a bank with more locations around the state.

Resource Sharing (Happy Copley): Happy had several issues to report on

- The New England Journal of Medicine online consortial subscription -- Happy had been told by the NEJM that the arrangement is all in place now and going well. However CMMC has had problems related to a conflict with their previous subscription through Highwire, and some participants in the arrangement were not aware that they were now connected. Maine Med has paid NEJM and will be sending out bills soon to participating libraries.
- DOCLINE status of small libraries -- A few small libraries previously seen as in danger appear to be in good standing now. Dina has had conversations with Javier Crespo at the RML about the language of DOCLINE participant “requirements” or “recommendations.” HSLIC will continue to monitor the guidelines in order to support libraries that wish to comply.
- Stat! Ref consortial subscription -- Happy has been talking to Stat! Ref’s representative Karen Ennis about possible terms for a HSLIC consortial arrangement. Michigan and MAHSLIN negotiations may be used as models. Libraries wishing to participate would probably need to agree on the selection of titles to be included and would need to make a definite commitment before the contract was settled. Libraries already subscribing to Stat! Ref want to know what adjustments can be made for them. Experiences with Ovid, Cochrane, and other online resources were shared and the possibility of a consortial arrangement with one of them was raised. Happy will continue gathering information and will report to the HSLIC membership at the Fall Meeting.
- Dina summarized the Maine InfoNet Summit held at University of Maine on August 2nd. InfoNet has many facets, including a new portal for librarians and WebJunction. Kathy will forward to HSLIC-l notices about the training sessions to be held around the state.
Education (Carin Dunay) -- Carin was absent, but had sent a proposed agenda for the fall meeting to be held September 21st at Husson College. Because Kathy will be out of the country, Natalie will preside. The educational offering will be a presentation on copyright by Shelley Davis from Mantor Library at the University of Maine at Farmington. Although Shelley expresses a willingness to do the program for no fee, the Board agreed to give her an honorarium of $100.

New Business: Ariel support -- Deb had talked to Jeff Hamm about the possibility of his continuing to provide technical support for Ariel. The Board considered the amount to offer him and whether he should be paid a retainer or a per visit fee. Since the Ariel grant is finished, Jeff’s support would come out of the Resource Sharing line of the HSLIC budget. In the past year he earned $800 for services provided. It was decided to offer him $500 as a retainer plus a fee per on-site visit, to be approved in advance. Deb will ask him whether he finds this acceptable. Patty suggested that a grant might cover this.

Membership (Dina McKelvy)
- Dina passed around a list of current members, showing dues payment.
- She reported that the survey she recently conducted online “was a good exercise” even though only the salary data could be analyzed easily. She will give a full report at the Fall Meeting.
- Because of her leadership of the NAHSL 2009 planning, Dina will be stepping down from her position as Membership Chair at the end of this year and a replacement for her will need to be found.

NAHSL 2009 Conference -- The first planning meeting will be held October 5th at Patty’s house. At that time people will volunteer or be recruited to take on the several responsibilities. All Executive Committee members should attend this meeting.

Future Board meetings -- The next few Executive Committee meetings will run from 10 a.m. to 3 p.m. on the following dates and places:

- Thursday, October 18, Fairfield. Kathy will be out of the country, so Natalie will preside.
- Thursday, December 13, Augusta. Snow date Friday, December 14.
- Thursday, February 7, Fairfield. Snow date Thursday, February 14.
- Thursday, April 10, Augusta.
Goals -- After a break for lunch, the rest of the day was devoted to a discussion of goals for the year.

Brainstorming produced seven goals:
1. Website review
2. Use of Focus Funds
3. Follow up on the results of the education survey done by the RML
4. Follow up on the goals discussion at the December 2006, Board meeting
5. Study standards for library services
6. Collaboration with other library organizations
7. Examine HSLIC’s accounting practices

The goals proposed at the December 2006 meeting were:
1. Advocate for libraries
2. Produce a library services video
3. Offer mini-grants to libraries for their public relations projects
4. Sponsor vendor demonstrations for an in-depth look at their products
5. Subscribe to Survey Monkey [this has been done]
6. Recruit library interns
7. Offer more educational workshops
8. Help librarians achieve AHIP accreditation
9. Develop a letter from HSLIC to library schools
10. Collaboration
11. Hold a drawing for a $1,000 scholarship to the MLA conference

Both lists of goals can be grouped into the following categories:
1. Advocacy
2. Collaboration
3. Education
4. HSLIC growth

Further discussion centered around the following goals.

1. Website review
   • We need to identify the web site’s intended audience -- is it for HSLIC members, other librarians, and/or health care consumers? The Board felt that rather than duplicating other organizations’ consumer health pages, HSLIC should discontinue its consumer section and just provide links to MedlinePlus and Go Local. Cindy pointed out that this should be decided by the whole membership; the Board agreed to bring it up at the Fall Meeting.
   • Separate sections may be maintained for HSLIC members and for other librarians. Suggestions were made for information to include in the two sections. Although duplication should generally be avoided, it was considered appropriate to have two directories of members, one for the public, the other for members only, with differences in the information provided.
   • The need for a brochure came up repeatedly, but the decision was to table planning for one until the website had been revised.
• Deb, Happy, and Kathy will serve on a subcommittee to plan the new design of the web site.

2. Focus Funds
• Focus Funds are considered a way of giving back to the membership, providing them with a membership benefit.
• The Funds could be used for one thing one year and something else another year.
• The Board decided that this budget year the Funds will be used to provide a special educational and networking event, probably to be held in early spring 2008. This will be planned and arranged by the Education Chair with the help of the Region Representative.

3. Collaboration
• The usefulness of a brochure about HSLIC was again raised and tabled.
• It was agreed that HSLIC should have an active presence on the boards of the three State Library regions. Barbara and Kathy are active in CMLD; Marj is on the SMLD Board; and EMMC often sends someone to NMLD meetings, but a regular representative is needed.
• Suellen Jagels has recently served on the Maine InfoNet Board and HSLIC will promote her continuing.
• A volunteer from a HSLIC library will be sought to serve on the Maine Libraries Conference Planning Committee.
• HSLIC should increase visibility at library schools.
• The organization does have good visibility in NAHSL and with the RML.
• Camaraderie with public libraries is furthered by some HSLIC members serving on the boards of their local public libraries.

4. Accounting practices
   It was agreed that a professional informal audit should be done. Nancy will ask for recommendations for an accountant CPA firm to hire and Emily will ask someone she knows who does that kind of work whether it might be something she would be interested in doing.

Other Business:
• The revised scholarship application form was approved with two changes
  1. Delete the line “Amount you and/or employer will pay”
  2. Change the line at the bottom of the form “Approved ___” to “Approved for ___”
     Deb will report this to Barbara.
• Marj has in the Archives a set of two interactive CDs of the sessions at the recent MLA conference. Anyone who would like to borrow them may make the request on DOCLINE.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Emily Scribner, Secretary