ATTENDEES: Marj Anderson, Barbara Bartley, Kathy Brunjes, Deb Clark, Happy Copley, Carin Dunay, Barbara Harness, Gabriella Howard, John Hutchinson, Natalie Hutchinson, Patty Kahn, Leanne Morin-Plourde

CALL TO ORDER: Natalie called the meeting to order at 9:20 am. She asked everyone to introduce him or herself.

SECRETARY’S REPORT: Happy passed around the minutes from the March 2006 Executive Board meeting. The minutes were accepted as presented.

TREASURER’S REPORT: Maryanne could not attend but sent a report. We have spent $1248, mostly for costs associated with the Spring Meeting. So far, 46 members have paid their dues for 2006-2007. We have $5951 left in the budget. Treasurer’s report was accepted as presented.

RESOURCE SHARING: Kathy has nothing to report as yet. Kathy will be talking to Natalie about what projects are pending for Resource Sharing.

PUBLICITY: Patty reported that she is working on a newsletter issue, which she hopes to get out next week. John took a picture of the Executive Board at work for this coming newsletter. Patty requested clarification of her duties in updating the HSLIC website.

AUTOMATION: Deb reported that it is time to renew our subscription to the HSLIC domain name. It’s $25 to renew for 2 years, [later note: Deb reported after the meeting that this cost is actually $30 for 2 years], so the Board recommended that Deb arrange to renew for the 2 years. Deb has been trying to update the HSLIC email list and the Executive Board list. Deb will add Lois Dutch to the Executive Board list. The History of HSLIC section needs updating; the Board assigned that to Marj. Natalie will send ??? to Penny. Dina needs to update HSLIC Executive Board listing on the website. Happy will check the website’s list of meeting minutes and send approved minutes from Fall 2005 Meeting and March 2006 Executive Board Meeting to Penny. Deb will ask Maryanne to send the Annual Reports from the Treasurer, as there appear to be some missing. On the Scholarship page, there was at one time a list of those who had received Scholarships; Marj will pull this information out of the Archives and send back listings to Barbara Bartley, who will compile them for the website. Patty will scan and send a missing newsletter issue to Penny. The Board suggested we remove the HSLIC Survey from a few years ago; Deb will take care of this. Marj will check the Archives page that lists the HSLIC lending library to see if any additions to this list are needed. Dina will check all new Membership applications and forward updates to Penny in the next couple of weeks. Deb reminded Natalie to write a new Chair’s introduction to the HSLIC Manual. Section 5 (Professional Organizations) needs to be checked; we will add a link to the AHIP page on the NAHSL website. In Section 6 on interlibrary loan, we need to remove notes on MULS. The DOCLINE manual, which is part of the ILL segment, is out of date and needs to be updated.
Section 7 on MULS must be removed entirely. Section 8 needs to be updated, it discusses exchange lists; we need to add segment on BACKMED.
Deb has posted the Disaster List to the website. Deb recommends that we add the Disaster Resource List to the Manual; Kathy will make it a new Section 7. John will update the HSLIC Manual index once all these changes are made.

EDUCATION: A date has been set for the HSLIC Fall Meeting, September 29, and the speaker will be Judy Messerle, speaking on the future of medical librarianship. Carin will contact Husson College, Franklin Memorial, and possibly some other sites to determine location. Deb suggested that we have an educational program during the year—Carin will do a needs assessment over the listserv or at the Fall Meeting.

At the next Executive Board meeting we will pick the dates for the Spring 2007 and Fall 2007 membership meetings.

MEMBERSHIP: Dina sent a report. We have 46 paid members so far, according to records kept by Maryanne.
Dina says she has spoken to Amber Tatnall at York County Community College, and she is still waiting for the nursing program to be approved; Dina told her that HSLIC would be here for YCCC whenever they were ready to join. Dina recently left a message with Guy Saldanha at Bowdoin College with her new contact information. Dina also reported that Parkview HAS joined, and Maryanne has listed them on her paid list. Lisa Personett is the contact person for the library. Lisa does the administrative work for the library; CMMC does all interlibrary loans and performs searches for Parkview on a consulting basis.
In her report, Dina asked whose responsibility it is to update the HSLIC Executive Board list on the website; it was confirmed that this is a task of the Membership Chair.
Dina would like to design a new membership application, asking for additional (optional) information to get more data on each library when they fill out their HSLIC membership renewal form annually.

SCHOLARSHIP: Barbara Bartley says she spoke with Ruth Mare about the responsibilities. Barbara will need a scholarship committee; she will put an announcement on the listserv soliciting help. There is a $200 cap “per person per year.” Is this out of date? Natalie proposed the Board should look at Scholarship issues and rules—Barbara will look at the NAHSL rules, the rules for other New England chapters such as ARISHL, CAHSL, and MAHSLIN, and propose changes to the HSLIC rules for Scholarship. This will be on the agenda at our next Executive Board meeting.

ARCHIVES: Marj announced that her assistant Sylvia is working very hard to keep the HSLIC Archives updated. Marj is supposed to be getting hard copy of items such as the HSLIC Newsletter. Patty will send issues to Marj for Archives.

ARIEL GRANT: A Users Group Meeting is planned for Thursday, August 24; Jeff Hamm will be coming to discuss technical problems. Attendees should email any problems to Jeff in advance. Janet is working on the final report, as the Grant is coming to an end. We are negotiating with Jeff for a year’s continuing technical support, paid for by leftover grant funds. Carin said that she thinks Ariel training must be ongoing, as staff change. The Board will discuss whether to have another training later in the year at our next meeting.

NAHSL: Tammera Race will be attending the NAHSL Executive Board meeting on September 9. The NAHSL ’06 annual conference will be in Hartford, Connecticut, October 15-17, 2006.
MAINE LIBRARY COMMISSION: Barbara Harness reported that the next Commission meeting would be on September 13.

MAINE LIBRARY ASSOCIATION: Leanne received an email from Javier Crespo that RML staff will not be attending the Maine Libraries Conference, and they would like to pay our fees and have us exhibit for them. Leanne said HSLIC would get a free exhibit table in any event. The Board recommended that we staff our own table and perhaps get a few consumer health handouts from the RML to give out. Deb will bring Ariel consumer handouts for the display table. Leanne will post a message to the HSLIC list, seeking additions to the handouts on consumer health resources that we usually provide.

AREA REPRESENTATIVES:
Area 1—Marj reported that Mercy Hospital has final approval to build the new hospital. The Library will be built during Phase II, in 7 years. JCAHO is visiting Mercy this week. Dina has moved to Maine Med and likes her new job. At Southern Maine Medical Center they have taken Dina’s office and are talking about outsourcing Library services there. Patty Williams likes her new job at Foundation for Blood Research.
Area 2—Gabriella sent libraries in her area a notice to let Patty Kahn know directly if they had news for the newsletter.
Area 3—Lois has contacted folks in her region to send information to Patty Kahn for the HSLIC Newsletter. Lois is now up on Ariel.

OLD BUSINESS: none.

NEW BUSINESS:

Clarification of Website Responsibilities

Chair—ensures officers are doing their jobs, and communicates to the members directly, via the listserv, particularly after Executive Board meetings; writes the Chair’s Welcome to HSLIC page.
Past Chair—serves as parliamentarian; also is chair of the nominating committee, which recruits new officers; keeps the HSLIC Manual and the online version of the manual updated.
Membership Chair—serves on the nominating committee; updates the HSLIC directory and the Executive Board list on the website; also updates membership renewal form every year, sending reminder out on the listserv that it is time to renew memberships.
Automation – oversees the whole website; reminds appropriate person to update section he/she is responsible for; maintains electronic lists for HSLIC Executive Board and HSLIC membership; renews domains name; posts quarterly notices to members (on the listserv) detailing major website changes.
Public Relations—provides website updates on consumer segment and calendar; compiles and edits HSLIC Newsletter quarterly; serves on automation committee; sends notices of our own meetings to MLA News and other professional newsletters and listservs as appropriate.
Area Reps—collect information from each member institution to bring to the Board.
Archivist -- responsible for History section of website.
Scholarship—maintains scholarship application form on website, and any other pages pertaining to scholarship rules.
Education – posts information about HSLIC Fall and Spring Meetings, and any other educational offerings.
Secretary—posts minutes from the Executive Board meeting and membership meetings when they are approved.
Incoming Chair—responsible for updating the Disaster List.
Treasurer—responsible for posting the Treasurer’s annual report.

Marj suggested that the various changes to responsibilities that have recently gone into effect should be mentioned in the next issue of the HSLIC Newsletter, by listing the link on the HSLIC website.

**Robert’s Rules of Order**

John has studied this and showed us that our Board meetings can be a little more casual, as we are a small group. For example, we do not have to use “second” when proposing a motion.

**Southern Maine Medical Center (SMMC)**

As HSLIC Chair, Natalie wrote a letter to SMMC’s administration conveying that we are disturbed about the possibility of closing the library. She received a reply that they were examining their non-revenue producing departments in light of constrained budgets. Natalie is sending a reply. Several of the larger HSLIC libraries have been approached about providing consulting library services.

**RAC—Emergency Preparedness**

The RML staff is exploring the possibility of starting a task force of the RAC that would focus on emergency preparedness: what is a librarian’s role in serving the community during disasters? Deb will contact Javier or Donna Berryman to get more details on the new task force and will send info out to the membership via the HSLIC listserv, to see if any member would like to serve on this group.

**Raising the Mileage Reimbursement Rate**

The HSLIC mileage reimbursement rate is presently 36 cents per mile. A proposal was made that we raise this rate since the Federal rate was 44.5 cents per mile at the start of 2006. The Executive Board looked at the Travel Expenses line of the budget and tabled this discussion until the next Executive Board meeting, so that we could consult with Maryanne. At the present rate of reimbursement, this line item is already under funded. We would have to re-evaluate this line item if we were to raise HSLIC’s reimbursement rate.

**Patty Williams**

Deb mentioned that Patty Williams at the Foundation for Blood Research would like to be on a HSLIC committee. Barbara Bartley will contact her to see if she would like to serve on the Scholarship committee.
Executive Board Meetings for 2006-2007

November 17
December 1 -- snow date

February 2
February 9 -- snow date

April 5
April 6 -- snow date

NEXT MEETING: 10 am on November 17, 2006, tentatively at MaineGeneral at Augusta.

ADJOURNMENT: Natalie adjourned the meeting at 11:40 am.

Sincerely submitted,

Happy Copley, MLS, AHIP
HSLIC Secretary