HSLIC Exec. Board  
June 28, 2002  
Mid-Coast, Brunswick

Present: Cynthia Arnold, Mid-Coast; Amy Averre, Husson; Deb Clark, Stephens; Happy Copley, St. Mary’s; Barbara Harness, MGMC; John Hutchinson, UNE; Ann Jordan, JKL; Maryanne Lamont, MMC; Sally MacAuslan, Bridgton; Dina McKelvy, SMMC; Stew McLehose, UNE; and Cindy White, EMMC.

CALL TO ORDER: Deb Clark called the meeting to order at 10:15 a.m.

SECRETARY’S REPORT: Barbara Harness presented minutes of March 8 meeting. Minutes approved by vote.

TREASURER’S REPORT: Maryanne Lamont indicated 18 members haven’t paid dues. Membership chair, Jane Harris should remind members to pay. After September 1, the late fee of $50 will take effect. The budget balance is $11,998.49 and the CD for $13,000 may have one withdrawal in a six month period. Maryanne is checking the post office box for mail. The report was accepted by vote.

RESOURCE SHARING: Deb Clark announced that Maureen Connolly would arrive at 11 a.m. for an interview to be our grants writer. Deb checked how New Hampshire funded their Ariel project. The AHEC provided all funding. Stew will meet soon with Meredith Tipton, who will be the new head of Maine’s AHEC, which is located at UNE. An e-mail issued by Deb Sibley announced another outreach grant, which allowed two or more institutions to get $40,000. It focuses on consumers and outreach to minority health professionals. The board discussed questions to ask Maureen such as whether she was a solo writer of grants, follow-up with reports, timeframe availability, needs from each library, process, and how this proposal application compares to others she has done. Maureen Connolly arrived at 11 a.m. She had reviewed some of the proposal and felt it was similar to others she had prepared. She already had many of the Maine demographics that could be useful for our application. Of the proposals she has completed, she told us that 95% were funded. She doesn’t prepare the budget and if the grant is funded for a smaller amount, it is up to the organization to make adjustments. She provides the proposal structure and would need some help with the technical specifications. Stew could help with this part. She prefers to work with a small committee and to have a couple of contacts. She schedules one brainstorming session to start the process. She develops an abstract to cover the concept. She will provide two drafts. Maureen does most of the work by e-mail. She will need a description of each participating site, which would describe the organization, size, number of employees and service area. She can do quarterly/final reports if contracted for them. She has in the past done some
brochures and factsheets. She doesn’t consider herself “operational”. She is willing to make a template for support letters. Maureen also could develop the contract of collaboration, which each participant would sign as a commitment letter. Maureen expects the organization to sign a letter of agreement, which outlines her major tasks. She would bill monthly with the first bill in August. She will be unavailable from July 14-27 and for a few days in August. Upon the completion of the interview, the board discussed her qualifications and decided to hire her by vote. Deb will send her an e-mail and will work with her to schedule the brainstorming session hopefully before July 14. John Hutchinson will join the Ariel Committee of Deb Clark, Dina McKelvy, Marj Anderson and Janet Cowen. The HSLIC listserv will be used to solicit members for input.

Dina McKelvy reported that only sixteen user slots were now needed for MD Consult. Originally, there were thirty-four user slots counted. The MD Consult representative felt that 16 was only two more than the currently 14 subscribed to in the state. Board members suggested there were really more than that. If MD Consult didn’t want to negotiate, Dina might look at OVID.

AUTOMATION: Stew McLehose has updated some of the files. He will adjust the listserv, so those posting will receive their own messages. He has increased the size of postings to 50 megabytes so that larger attachments may be sent.

EDUCATION: Deb Clark proposed Linda Beaulieu for Education Chair. The appointment was accepted. Ideas for future educational sessions were: health literacy (Susan Stapleford, UNE), PDAs, HIPAA, Link-Out (PubMed), how to teach, public relations, statistics and web page design. HSLIC members will be asked to response to the listserv on what they would like for programs. Education chair and area representatives could follow-up with members.

MEMBERSHIP: Jane Harris will receive a report of non-paying members from Maryanne. She will follow up with them. Area representatives can help update members and potential new members, such as Dover-Foxcroft & UM-Farmington. The Ariel project should be used as a membership benefit. Deb will ask Jane to maintain membership mailing labels.

SCHOLARSHIPS: Money is available for attending conferences. Mileage reimbursement for representing HSLIC was discussed. An example of travel reimbursement would be a designated representative, who travels to attend Maine Library Association program planning meetings.

NEWSLETTER: Amy Averre has purchased Dream Weaver to format newsletter items. The next newsletter will come out the beginning of September. A discussion was held on what the need and content of the newsletter should be now that it’s online. Consensus was to continue in similar format.

ARCHIVES: Deb Clark would like to see a list of HSLIC book/tape holdings posted to the web. The collection development policy should be reviewed to
determine scope/subject content of items to be purchased. A health librarianship subject related HSLIC collection could complement the professional library collection at the Maine State Library.

SCUM: Cindy White will send new bylaws to Stew for posting on the web. Deb has list of new board members and committee chairs, which also will be posted. Happy Copley offered to update the professional organization section. Cindy will solicit Ariel addresses for the directory. A committee will review Section 9 on policies/procedures this fall/winter.

NAHSL: Happy Copley reminded members to plan to attend the 2002 conference. Information is on the web. Ed Donnald has agreed to continue as NAHSL Chair for 2002-2003. He wants to investigate a regional deal with RML for OVID full-text journals. He would like to meet with two representatives from each state at the RML. CAHSL has negotiated a deal for a group of CAHSL libraries.

MAINE LIBRARY COMMISSION: Barbara Harness reported there are no meetings until September. New EBSCO and some literary databases have been added to the state database offerings. Members should continue to watch for additional ones.

MAINE LIBRARY ASSOCIATION: Barbara Harness reported the conference will be held May 4, 5, 6, 2003. This is a conflict with the Medical Library Conference in San Diego. Ideas for speakers are welcome or if anyone wants to help plan the program, they can contact Barbara. The next meeting is August 21 at the Gardiner Public Library.

AREA NEWS:
Janet Cowen attended an Informatics workshop; Maryanne Lamont and Rachelle Blais published an article on hospital archives.
Patty Kahn has only one user left for MD Consult. Lois Dutch has joined Freeshare & was looking at MD Consult. VA-Togus library won an Uplift award. EMMC is building another building, while the Brewer campus is on hold.

OLD BUSINESS:

MULS: We will continue to pay our updaters for MULS for this year. Amy will get our updaters contracted and updated. UNE does their own MULS updates directly and Amy will look into whether other HSLIC members could. Eighteen to twenty members probably would prefer to do their own updates.

CAIRNS AWARD: Dan Philbrick sent a thank you note to HSLIC. Information for the Maine Hospital Association luncheon was obtained too late for our participation.
NEW BUSINESS: HSLIC Calendar. Sue Jagels was thanked for her work on collecting information for the calendar. Amy Averre will compile the calendar in the future.

FUTURE MEETINGS:
August 2, 2002: Dean 1 at Thayer in Waterville is booked unless Patty Kahn’s camp is available.
September 20, 2002: Conference Room 5 at MaineGeneral-Augusta is booked.
December 6, 2002: Dean 4 at Thayer in Waterville is booked.
February 7, 2003/April 4, 2003: Conference Room 1 at MaineGeneral-Augusta is booked.

ADJOURNMENT: Deb Clark adjourned the meeting at 2:20 p.m.

Respectfully submitted,

Barbara Harness