HSLIC Executive Board
January 18, 2002-Friday
MaineGeneral Medical Center-Augusta

Present: Amy Averre, Linda Beaulieu, Deborah Clark, Happy Copley, Barbara Harness, Jackie Hittner, Dina McKelvy, Dan Philbrick, Emily Scribner and Cindy White.

Call to Order by Amy Averre-9:40 am.

SECRETARY’S REPORT. Minutes were posted via e-mail and revised as directed. Approved.

TREASURER’S REPORT. Sister Jackie clarified the status of HAMIC scholarship funds. They’re to be reflected as a separate line until expended. The organization’s balance is $18,281 plus a CD, which will mature in February. She also reported that we did not file an annual report with the state last year. The state’s recognition of HSLIC as a non-profit group was lost, so we need to resubmit papers with a payment of $30 (usually fee is $20). An address is needed for HSLIC as it’s associated with a Federal ID. She recommended we lease a mail box at Mail Box Etc. The fee is $180 for 15 months. Jackie made the motion, Deb seconded, and the board approved. Sister Jackie will pick up the mail there. They will forward mail for an additional fee, if needed. As soon as a post office number is assigned, Sister Jackie will let Dan Philbrick know and board members. Dan will post to the web site. All locations where the address is listed, will then be corrected. Sister Jackie is writing a treasurer’s manual. It will be kept by the treasurer as a guide with the Chair having a backup copy.

ARCHIVES. Marj Anderson sent word that the Archives are well.

AUTOMATION. Dan Philbrick continues to update HSLIC links on the UMASS web server. He is now updating the web site directly. He requested UMASS create a listserv for the board members. They’re waiting for their computer area to do this.

EDUCATION. Dina McKelvy reported eight people have signed up for the PDA satellite conference, which will be hosted at MaineGeneral Medical Center in Augusta. If people want to stay, they can earn an additional 1.5 credits for discussion. She reported that she cancelled Jay Daley for the spring education meeting. She solicited topics for the workshop. Board members suggested health law/regulation web searching and managing e-serials (Serial Solutions, how to organize online serials).
MAINE LIBRARY ASSOCIATION. Barbara reported that time and room assignments for conference workshops will be made end of January and beginning of February. Due to exhibit booth staffing concerns, a discussion followed about whether to display as RML or as HSLIC. It was decided to focus on promoting HSLIC. Several handouts will be created. The HSLIC listserv will be contacted to recruit help for the exhibit and ideas for the handouts (best consumer health books/audiovisuals). It was also suggested that we give out pens with HSLIC’s web address. A budget of $250. was approved by the board for pens and handouts.

MAINE LIBRARY COMMISSION. Barbara urged members to complete the interlibrary loan delivery survey and still submit it, if they haven’t. A vendor will be asked to provide price quotes to the State based on the survey result.

MEMBERSHIP. Sister Jackie will send original copy of HSLIC agreement and photocopies of members’ checks to Jane Harris. Jane has followed up with all members, who have not paid. She can enlist area representatives to help her with contacting those institutions which still have not paid. It was recommended that we e-mail in pdf and Word renewal agreements by April 1, 2002 and then start follow-up by May 15.

NAHSL. Happy Copley attended the last meeting on December 7 and submitted her report. The last conference made a profit of $16,000., so they want to expend more on education. A Spring CE will be offered at UMASS on bioterrorism. NAHSL membership needs to be paid by March 15, so one can receive member rates on programs and scholarships. NAHSL 2002 Conference will be September 22-24 at Attitash.

NEWSLETTER. Emily Scribner set February 8 as deadline for submissions to the next issue. Names for profile columns were suggested. If anyone has articles, she would appreciate getting them.

RESOURCE SHARING. Deb Clark shared a thank you note from Maryanne Lamont for a memorial book. She is holding a meeting on February 1 to review HSLIC bylaws. She would like to pursue improving document delivery time. Suggestions: routine fax for members; subsidize fax machines for libraries without them; use Prospero (UMASS server rental space); subsidize scanners/Ariel. Current receivers of Ariel RML project reported that they’re receiving items within 24 hours from UMASS. They’re pleased with the project, but they still haven’t started to send. They’re investigating buying items to do sending. To proceed with Deb’s suggestions, Deb will draft an e-mail on listserv to: 1. tell members about Ariel, its requirements; and 2. see what members’ needs are for starting Ariel i.e. computer, scanner, software (e-mail to be sent first to board members for input). Amy will contact Deb Sibley (UMASS) to see if rental
space would be available at UMASS for storing documents and whether any grant monies would be available for assistance for other members to get Ariel-related equipment. A HSLIC goal of 80% of membership being capable of receiving documents electronically and of 50% of membership being capable of sending documents electronically (Ariel) within two years was discussed.

Scholarship: Sister Jackie reported that Sally has had no applications for scholarships.

SCUM. Cindy White has sent Dan manual updates. It was decided that the manual should be password protected at the website.

Area 1: Bridgeton hospital has moved but not the library; St. Joseph’s is live with Minerva; Area 2: Construction at L-A College is done; and Happy is enjoying the Literature and Medicine series; Area 4: Husson will have New England accreditation survey.

Old Business:

Northern Links: Dina McKelvy reported on a meeting held in December with Patty Kahn, Barbara Harness, Jackie Hittner and Janet Cowen. She suggested there could be two models to share electronic databases. First model, each institution has its own designated concurrent users with one vendor negotiated discount to all the institutions. Second model, we would have to create a web site through which all institutions would be serviced and we would have one block of users with first come first get concept. We would not be able to tell which institution is using what. This would be time consuming for our organization which has no dedicated staff for this model as do other consortiums that we’ve talked with such as in Buffalo. For the first model, we do not know if we would have enough users/institutions, which would create a bigger discount than the 20% Medical Library Association one for MD Consult.

CD Maturity. The board felt due to low return that it was not worth rolling over our CD. We do need a reserve of $8-10,000. The rest might be used for educational programs or some subsidizing of Ariel technology to members.

New Members. Emily Scribner will contact UM-F about membership. It was suggested that Jane Harris work with area representatives to contact institutions in their areas about membership.

Cairns Award. Amy will put out a call for nominations on the listserv and Dan will post the form to the website.
Nominations of HSLIC officers. Emily will chair the committee with Cindy and Happy helping her. Deb Clark will be incoming Chair. Dan would like to “retire” from the Automation position.

Next Meeting: March 8 at MaineGeneral Medical –Augusta- Conference Rm 2 with snow date as March 15 in Conference Rm 1 (same location).

Adjournment: 2:40 pm by Amy Averre

Submitted: Barbara Harness, Secretary.