HSLIC EXECUTIVE BOARD MEETING MINUTES

Friday, October 26, 2001

MaineGeneral Medical Center/Augusta, ME. 04330

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

I. CALL TO ORDER: Amy Averre called the meeting to order at 10:15 am.

II. SECRETARY’S REPORT: Minutes by Pat Spellman were submitted and approved.

III. TREASURER’S REPORT: Amy Averre announced that Jackie Hittner has accepted this position as Gary Pelletier resigned. Jackie announced there has been no balance since May, which was $18,770.82. The bill for the June workshop food of $406.98 still was to be paid. Jackie has looked through most of the items transferred from Leslie Kelly. Several institutional membership checks have not been cashed. The address for the current treasurer has been posted to the web site. NAHSL votes in their officers in October but they don’t take office until January; which allows for a smooth transition. Jackie did report she changed the address for HSLIC’s listing in the American Library Directory to the incoming chair, Deborah Clark and she also changed our web address.

Jackie Hittner, Amy Averre and Deborah Clark met at Peoples Bank to sign for check writing capability. HSLIC bills can be paid with Jackie’s authorization, when the treasurer is unavailable.

A CD will mature at Fleet after the first of 2002. Since all CDs and other investments are earning low interest; we need to consider and review what we should do with our funds. It was agreed to review this closer to the maturity date.

IV. COMMITTEE AND REPRESENTATIVE REPORTS

A. Archives. Marj Anderson reports access is available and all is well.

B. Automation. Dan Philbrick reported that updates for the HSLIC website now need to go
through Shawn (RML) and then they go to UMASS to get completed. He has to upload to Shawn; troubleshoot and reload to Shawn. There are still absolute links which transfer to UMASS and then go to UCONN. They work but this does slow the process. Dan wondered if we could get our own domain and web provider. Ann Jordan made a motion to get our own domain and Deb Clark seconded it. It was voted and passed by the board. It was suggested that Dan start investigating other possible Internet providers for our web site, e-mail and listserv. On November 9, we can discuss with the RML our concerns with the website hosted by UMASS.

Minutes on the website were also discussed. Deb Clark moved that all approved executive and general meeting minutes will be posted separate from the newsletter, with a password, on the web.

The board approved this change. There will be also a separate treasurer’s section with that report and it will also be password protected. Minutes will be on the website for 3 years, after which they will be archived. The secretary will post minutes to the board via e-mail soon after meetings, and the board will approve them via e-mail. The secretary will then send the corrected minutes to Dan for posting to the web. Paper copies of the minutes will be sent to the archives after 3 years.

Dan reported some member institutions have no representatives on the listserv. He will run a report monthly to see who is not on. Jane Harris can contact and remind institutions that they need to be on the listserv as part of membership, so they get our announcements, membership renewals, etc.

SCUM chair, Cindy White will send manual updates to Dan for the web site.

C. Education. Dina McKelvy reported the fall meeting will be on November 9. The RML will be there with lunch following. Karl Beiser will give an update of Maine Info Net between 1 and 2 pm. So far 25 have indicted they will attend. She has invited Jay Daly for May 3, 2002 for a possible spring meeting. It was the only date that Jay was available. There was some concern expressed about how relevant his presentation would be (not everyone uses Quickdoc and it will also depend on the status of his product by that date). The Maine Libraries Conference dates are May 5-7, which will be close. It was recommended that we leave the date of May 3 and revisit it later. The RML’s presentation on November 9 may suggest we present something on Prospero/Arial. The education committee may meet at Bar Harbor at lunch time.
D. Maine Library Association. Barbara Harness is working on the Program Committee and reported she invited Karen Hersey to repeat her copyright electronic licensing program and Donna Berrymore (RML) to present NLM Gateway hands on. She indicated that there was interest for a one hour how to do a reference interview program. Deb Clark indicated she would be willing to do that. It was also agreed we would do an exhibit (partnership for consumer health with other libraries) and explore with the RML a possible exhibit application for development of a brochure on our consumer health collections.

E. Maine Library Commission. Barbara Harness reported that she attended a September 12 meeting and submitted a written report. High priority is being given to setting up a statewide document delivery program similar to UM-Orono’s. Legislative funding will be explored or a New Century pilot project.

F. Membership. Jane Harris was not present. Amy Averre was concerned that members didn’t download web agreements. Membership chair needs to follow-up. Jackie reported that a process has been developed: check goes to treasurer; treasurer puts info into file, deposits check and sends membership form to membership chair; membership chair will send e-mail to member that check was received. Twenty-three memberships have been received. Those sent between May 3 and May 25 are misplaced. Amy Averre will check with Leslie Kelly (make sure she has no other files) and Gary Pelletier (did some send checks to VA address instead of Leslie’s?). The membership chair will then follow-up and request institutions with missing checks to cancel them and reissue them—no late fee will be charged and they may deduct any fees for cancellation of previous check. Checks should all be sent now to Jackie Hittner and address should be in newsletter too. Membership chair will submit updated membership directory to automation chair.

G. NAHSL: Happy Copley reported that membership in NAHSL is due by March 1, 2002. It can be paid online and is needed to qualify for conference discount rates and scholarships. As NAHSL scholarship chair, Kathy Brunjes still had funds left this year—the scholarship limit is $150. Peter Jones /R.I. will be the new NAHSL membership chair. Spring CEUs will be offered—probably one location in N.H. or Southern Maine.

H. NEWSLETTER. Emily Scribner. Deadline will be November 9. All committee reports/news should be e-mailed to her.

I. RESOURCE SHARING: Deborah Clark. She reported that she was looking forward to the RML’s discussion about Prospero. Northern Links was also discussed. Patty Kahn indicated she had not heard much from Ellen Hall and would follow up by re-contacting her. We wondered if we should approach the NH-VT state group directly to see what the interest is in a consortia formation with their states. This needs to be done before we try to incorporate.

J. Scholarship. Sally MacAuslan was not present, but she was concerned whether Dina and Maureen had received their NAHSL scholarship funds. Reports are needed from them. Dina received her $150 check during the meeting. The board reviewed the amount that could be requested for a scholarship. Emily moved that scholarships be limited to $200/per person/per
year. Linda seconded. Board approved by vote.

K. SCUM. Cindy White will submit updates to Automation Chair.

V. Area Reports. Most news will be in the newsletter. Linda reported CMMC would have an open house on October 29; Patty Kahn will attend a Health Fair on Oct. 27; Cynthia Arnold is now at Brunswick; Area 5 is now represented by Theresa Martin.

VI. NEW BUSINESS:

Significant life events: Cindy White will formalize into a procedure for the manual how HSLIC will respond to a member’s significant life event. It was decided that the previous report in the minutes was not easily available, when it needed to be implemented. Area representatives will be charged with the procedure. If they’re involved as the recipient, then the secretary will do this. Book plates will be inserted when a book is given. Marj Anderson offered some with an alternative suggested of HSLIC stationery.

VII. FUTURE MEETINGS:

The board agreed MaineGeneral in Augusta was a convenient place for most to meet. Future dates for meetings: January 11 with January 18 (snow); March 8 with March 15 (snow).

ADJOURNMENT: Meeting adjourned at 2:30 PM.

SUBMITTED BY: Barbara Harness, Secretary.