EXECUTIVE BOARD MEETING
FRIDAY, JULY 21, 2000
PATTY KAHN’S CAMP, UNION ME

Members Present: Amy Averre, Linda Beaulieu, Deb Clark, Happy Copley, Nancy Curtis, Casandra Fitzherbert, Barbara Harness, Patty Kahn, Emily Scribner, Pat Spellman.

I. Call to Order  Amy Averre: The meeting was called to order at 10:25 AM. Amy thanked Patty Kahn for allowing the Board to use her camp for the meeting.

II. Secretary’s Report  Pat Spellman: Pat asked the Board if they wanted to include a listing of the slate of officers in the New Business section of the March 24, 2000 minutes. They decided this would be a good idea. The minutes of the March 24, 2000 meeting were approved with this addition.

III. Treasurer’s Report  Leslie Kelly: Leslie submitted her report to Emily. The only new expenditure since the spring meeting is $21.95 for Administration and Public Relations. Expenses for the manual update are not reflected in this report. Millinocket is a new HSLIC member, and Jeff Hamm is the librarian. Greg Curtis is no longer at NMTC; he is now the director at UMPI. UMPI may be joining HSLIC. Barbara noted that the expenses from the spring workshop are not reflected in this budget. Amy will contact Leslie to make sure those bills have been paid. Because of this omission, the Treasurer’s Report was not accepted by the Board.

IV. Committee Reports:

A. Archives  Marj Anderson: A report was not submitted.

B. Automation  Dan Philbrick: A report was not submitted.

C. Education  Linda Beaulieu: According to the survey results, 95 percent of the
respondents would like to see a course on the new DOCLINE and QUICKDOC for the fall meeting. Linda will contact Jay Daly to see if he would be available for the fall meeting. Other respondents suggested an education component addressing electronic journals and copyright.

D. Maine Library Association Barbara reported the HSLIC table received a wonderful response. The consumer health resources information was very well received. HSLIC was able to reach a lot of people with the handouts and power point presentation. Barbara was encouraged by this response and would be happy to return next year. Next year’s MLA Conference will be held May 6-8, 2001 at the Augusta Civic Center.

E. Maine Library Commission Sue Jagels: A report was not submitted. Sue e-mailed Amy. The commission has not met. Nancy Curtis mentioned that through a joint venture of UMO, the Maine technical colleges, and the Maine State Library, BIOSIS is available statewide until the end of the year. The Bio-Med coverage is extensive and worth experimenting with.

F. Membership Jane Harris: A report was not submitted. Amy will ask Jane to find out what is happening at NMTC since Greg left. Deb asked about the status of Blue Hill, St. Andrew’s, St. Joseph Hospital and Sweetser. Amy will investigate the status of their dues and DOCLINE access. Nancy asked if we should include membership criteria in the contract. [A question was raised as to whether Rumford Community Hospital still has DOCLINE. Linda mentioned that RCH is not affiliated with CMMC, and the situation is in flux. She will keep HSLIC apprised of any new developments.] Amy will find out if these institutions have paid their dues. She will write a letter delineating the terms of membership and informing them their noncompliance with membership requirements will result in the discontinuance of their membership. They will be given an opportunity to meet the requirements. These institutions will be informed they will have to pay for interlibrary loans if they are not members. If needed, they will be offered help to comply.

G. NAHSL Happy Copley: A report was submitted. The NAHSL board met on June 2, 1000. The 2000 Conference will be held in Newport, Rhode Island. The education classes are arranged. It will be similar to the Maine Conference with topic tables at lunch and mini-courses in the afternoon. Happy also reported that the IFLA Conference will be held in Boston in August 2001.

H. Newsletter Emily Scribner: Emily has started assembling articles and reports in HTML to put on the web page. She has met with Cindy and Dan to get on track with her new position. Since the newsletter is now online, the scholarship application form and calendar have been eliminated. They are available on the HSLIC website. The next profile will have a picture included. Emily asked members to submit appropriate pictures for inclusion in the newsletter. The deadline for submissions to the next
newsletter is August 18, 2000. Emily also mentioned the newsletter is not password protected because the technology is not yet in place. Newsletters will be published in January, April, August, and October.

I. RAC ◊ Gary Pelletier: A report was not submitted.

J. Resource Sharing ◊ Casandra Fitzherbert: Casandra is not aware of problems and issues with QUICKDOC because USM does not have it. Other libraries report a problem with requests being cancelled within 24 hours. Casandra will recommend to members (via the list) checking DOCLINE at the end of each business day. Linda has had problems with libraries who have not updated their collections in SERHOLD. Requests are then being routed where they should not be routed. Happy volunteered to e-mail Ed Donnald and ask him to reiterate the necessity of updating holdings in SERHOLD.

K. SACCE ◊ Marj Anderson: A report was not submitted.

L. Scholarship ◊ Sally MacAuslan: A report was not submitted.

M. SCUM ◊ Deb Clark: Some members have not picked up their updates; Deb will place a reminder in the newsletter. Dan would like to take over the directory and have Deb handle other manual issues. He will print out a new directory for the spring meeting. It was proposed that Dan make all changes in the directory, place those changes on the listserv and bring copies of the updated directory to the spring meeting. In Section 2 of the By-Laws, the article numbers are incorrect. Deb would like to have it reprinted and distribute it at the fall meeting. Patty suggested a revision date be put on the pages. Emily mentioned the section on the newsletter in ◊ Policies and Procedures ◊ needs to be updated. She will send the changed language to Deb. Deb would like to redo the pagination in Section 6 (Interlibrary Loan). With all the recent ILL/DOCLINE changes, the pagination needs to be updated. Deb asked that members send copies of any forms they use to her for inclusion in Section 10 (Forms). These could be helpful to other libraries. Deb will ask for these forms via the listserv.

V. Area Reports: Area reports are submitted to the newsletter.

VI. Old Business:

A. Maine Library Association Conference: See IV, C. The Board felt it was important to have a presence at the MLA Conference and will plan on participating again next year.
B. Spring Meeting Evaluations: Linda has looked over the evaluations to get ideas for the education component of the fall meeting.

C. Maine Hospital Association Luncheon: At this luncheon, Barbara Harness was awarded the Cairns Award. There was a nice turnout, and it was a very enjoyable occasion. A question was raised about the selection committee for the Cairns Award. Emily said the selection committee is composed of the elected officers. She compiled selection procedures which will be distributed and discussed at the next board meeting.

D. Membership Dues: See IV. F. and Treasurer’s Report.

E. DOCLINE/QUICKDOC: See IV. J.

F. Other: Amy questioned the status of the Ad Hoc Life Events Committee. Sue Jagels has compiled the necessary guidelines. The board suggested placing these in the procedures section of the manual.

VII. New Business

A. UCMP Subscriptions: Amy questioned the necessity of members maintaining their UCMP holdings. BHSL is considering removing UCMP holdings membership as a requirement because libraries are dropping out of UCMP. It would be cheaper for libraries to join BHSL if they did not have to belong to UCMP. All other BHSL membership criteria are similar to those of HSLIC. Members were asked to e-mail Cora with any suggestions regarding UCMP. If UCMP is no longer a BSHL membership requirement, BSHL membership should be promoted among HSLIC libraries. Many libraries are maintaining their UCMP memberships because of the current state of flux; most appreciated is UCMP’s specificity.

B. Handbook and Automation: See IV. M.

C. Other: The Board discussed having the fall meeting at EMMC or EMTC. If the meeting were at EMMC, the members would be able to see Maine InfoNet in action. Amy asked about the status of the mailbox at Togus. Amy will e-mail Leslie and ask her to get a P.O. Box in Fort Kent. The P.O. Box will move with the election of the Treasurer every three years. Amy listed a few goals for the current year. She would like to improve communication between members. She would also like the board to reevaluate members who are not complying with the HSLIC contract.
VIII. Adjournment: The meeting was adjourned at 2:44 PM.

Respectfully submitted,

Patricia Spellman

Secretary