Minutes of the MEETING OF THE HSLIC EXECUTIVE BOARD

Friday, March 24, 2000

MaineGeneral Medical Center/Waterville

Present: Amy Averre, Linda Beaulieu, Deborah Clark, Happy Copley, Nancy Curtis, Casandra Fitzherbert, Barbara Harness, Jane Harris, Sally MacAuslan, Gary Pelletier, Emily Scribner, Cindy White.

I. CALL TO ORDER – Emily Scribner: The meeting was called to order at 9:53 AM.

II. SECRETARY’S REPORT – Pat Spellman: The minutes of the January 28, 2000 HSLIC Executive Board meeting were accepted with corrections.

III. Treasurer’s Report – Leslie Kelly: Leslie submitted an updated report to Emily. Emily noted the following expenditures: $30 for the video on the world’s largest library; $37.95 for Dan’s trip to EMMC to consult with Cindy; $500 to pay the MULS updaters. Leslie is mailing the first round of renewal notices out at this time. She sent a copy of next year’s budget which includes the changes made at the last meeting. The Board accepted Leslie’s proposed budget for next year.

IV. COMMITTEE REPORTS

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

B. Automation – Dan Philbrick: a report was not submitted.

C. Education – Barbara Harness: The education programs are set for the April 28, 2000 Spring Meeting. Barbara handed out a flyer detailing the spring meeting information. The flyer will be e-mailed and snail mailed since checks will be required with registration. Barbara expressed concern the RML reports scheduled for 1:00 PM will run
over due to numerous DOCLINE questions. Emily will ask the RML representatives to keep their presentations short so there will be adequate time for questions.

D. Maine Library Commission – Sue Jagels: A report was submitted. Sue encouraged HSLIC members to respond to PUC questionnaires that were distributed via e-mail. She also encouraged support of the MSLN and circuit riders. Cindy mentioned that Bangor Public Library received a New Century Grant and set up a document delivery program in the Bangor area. This is a pilot program for a system that may eventually be provided statewide. EMMC has already seen a savings in postage.

E. Membership – Jane Harris: Jane contacted St. Andrews Hospital because they have a Loansome Doc account set up. They are a member and are listed as an active docuser. Jane will check with Leslie to verify their dues having been paid to HSLIC.

F. NAHSL – Happy Copley: The NAHSL report will be in the next newsletter. The NAHSL Board had a productive meeting March 3, 2000. Joanne Aspri is now the chair of the Rhode Island conference. Kim Lavoie is the new program chair. The layout looks good and will be similar to the previous conference. The education courses are set and will be listed in the newsletter. Mary Ann Slocum, currently By-Laws chair, will be the incoming NAHSL chair. Mark Gentry has moved to Yale and will continue as Automation chair. Jane Kaplan is on the benchmarking task force for MLA.

G. Newsletter – Cindy White: Cindy would like more items for the newsletter. Dan checked with RML to see if just the newsletter could be password protected, and it can. We would have to decide what the password would be. The Board decided to use “melda” (not case sensitive) as a password.

H. RAC – Gary Pelletier: Gary submitted a copy of the agenda for next week’s RAC meeting. He asked HSLIC members to submit any questions they may have to him for presentation at that meeting. He will be attending the Interlibrary Loan meeting the following day. He also reported that the VA/Togus library will not be getting Ariel because of problems with the fire walls.

I. Resource Sharing – Amy Averre: A report was not submitted. Amy reminded members to go into docuser and update their library information. The MULS updaters have agreed to continue for another year.

J. SACCE – Marj Anderson: A report was not submitted.

K. Scholarship – Sally MacAuslan: A report was not submitted. Sally mentioned that SMLD and CMLD are both having workshops on copyright. Scholarship funds are available for those workshops. Anything over $25 is eligible for a scholarship.

L. SCUM – Deb Clark: A report was submitted. Section III has been updated. Section IV (Elected Officers) has been updated and will be distributed at the Spring Meeting. Please let Deb know if you know of anything that needs to be changed in the manual. To
facilitate ease of use, she has made a Table of Contents for the By-Laws. The change to the “scholarship” language will be presented to the membership for approval at the Spring Meeting. The Board decided to change scholarship wording to “within a month”, and “receiving future scholarships.” The new scholarship policy and procedure will appear in the newsletter. Deb mentioned at the last meeting that new binders need to be purchased. The Board felt they should remain green. Deb will print the manual and updates double sided so the binder will not have to be so large. She will have a few binders on hand for new members or if libraries lose their copies.

V.

AREA REPORTS: Submitted to the newsletter.

VI.

OLD BUSINESS

A. Cairns Award – Selection Committee: The recipient of the 2000 Cairns Award was selected during the lunch break by the Selection Committee made up of Emily Scribner, Chair; Amy Averre, Chair-elect; Pat Spellman – Secretary.

B. Ariel Grant – Amy Averre: Not much progress has been made. Husson has been having problems with Ariel when firewalls or certain networks are involved. There have been numerous configuration problems they were not made aware of by Ariel. A new version of Ariel is due in 8-10 months that should address some of these problems. Emily asked if we should delay the grant application? Barbara heard a solution would be using the Ariel server, but she does not know how this works. There are still questions about it having to bypass firewalls. Emily suggested collecting “problems” with Ariel and see if the new version addresses these issues. Gary suggested telling Patty Kahn the Ariel grant/equipment would be a priority for HSLIC in negotiating a new contract. She might be able to use it in her talks with UMASS because support from UCONN has been limited.

C. Program at Maine Library Conference – Barbara Harness: Twenty dollars has been sent to reserve a “plug” and table. The exhibits in the auditorium of the Augusta Civic Center must be in place for the entire conference – May 7 – May 8. A survey of consumer health collections open to the public was sent out to members, but few have been returned. Barbara will collate this information and present as a handout. The HSLIC table will have individual membership forms available, a consumer health websites handout, and a power point presentation. Sally suggested having books on the table, and Barbara encouraged members to send their favorite consumer health websites to her for inclusion in the handout. Barbara asked for volunteers to man the table at the conference. She is still looking for the HSLIC banner.
D. Prorating Membership Dues – Jane Harris: Emily compiled responses from the questionnaire posted on the listserv and Jane summarized. (see handout) Most members felt it was fair to prorate. The method used was in question. Method of dividing the fee into 12 equal parts would prove a headache to the Treasurer. The most sensible method seems to be splitting the fiscal year in half allowing a 50 percent discount off the dues fee when a new institutional member joins 6 months or more past the beginning of our fiscal year. This manner of prorating fees would be a one time deal. It would not apply to late fees or lapsed members. The Board unanimously agreed to this prorating option. This is not a by-laws change, but could be included in the Procedures and Policy section of the manual. Emily noted that the policies and procedures provide the “specifics” of carrying out the by-laws which are a guideline. Emily asked Deb to bring questions about the By-laws up at another meeting and consider an Ad Hoc by-laws committee to look into updating the by-laws. The Board voted to place this new policy on prorating membership fees under Policies and Procedures in Section IX, Appendix 2. (12 in favor, 1 opposed) Emily thanked Jane for the time she spent on this project.

E. P.O. Box Location (new location) – Emily Scribner: With Gary’s precarious situation at the VA/Togus library, it was thought the P.O. Box should be with the Treasurer, so she/he can get membership info/checks immediately. The P.O. Box should be wherever the Treasurer is located. Emily thought it should stay in one location, but the Board did not see a problem with the box remaining with the Treasurer who is elected for a three year term. The Board decided the box can change location with the Treasurer. Emily will ask Leslie to get a P.O. Box in HSLIC’s name.

F. Other – Emily brought up the issue of who is eligible for travel reimbursement. Page 9A2 of the manual reads “a trip where a member represents HSLIC at a meeting and reports back to the Board.” Those eligible must be a designated HSLIC representative, but there can be extenuating circumstances approved by the Board.

VII. New Business

A. Slate of Officers – Cindy White: Cindy provided the Board with the Nominating Committee’s proposed slate of officers for 2000-2001 (see handout). Heather Kemp (MMC/Region I representative) will have to get approval from her new Director. Linda Beaulieu has agreed to be the Education chair for the upcoming year. This slate will be presented and voted upon at the Spring Membership Meeting.

B. By-Law Changes – Deb Clark: The Board discussed Sec. II, Article 5 regarding who is eligible to vote at Board meetings. Only the Executive Committee votes. The various committee chairpersons do not vote. No changes were made to this by-law. The Board also discussed Section II, Article 6, Sec. 3. Are some committees, like Automation and SCUM, permanent enough to warrant inclusion? It was decided this was not a by-laws
issue because they are listed in Policies and Procedures. Deb will write a SCUM Committee description to be included in the list. Under “Policies and Procedures”, Article III, Committees, Sec. 4, the Board decided to add a sentence stating the Resource Sharing Committee chair is responsible for arranging MULS updaters agreements and receiving MULS updaters reports. Deb provided a Table of Contents that the Board agreed should be included in the manual. In conclusion, no changes to the by-laws were recommended or approved.

C. Consumer Health Collection Survey – Barbara Harness: See VI, C.

D. Other – Competition for the RML contract. Emily stated that HSLIC should not take a stand as an organization, but we are free to take a stand on the issue as individual libraries. Casandra reported that Innovative Interfaces, Inc., is not supporting MULS; MULS updates that have been submitted to Innovative Interfaces, Inc. have not been input. Whatever Innovative is doing to update MULS, it is not working. Casandra will continue to monitor this problem.

VIII. Next Meeting – Amy Averre (chair-elect): A meeting was not scheduled at this time. Amy will talk with Patty Kahn about having a July meeting at her camp in Union.

IX. Adjournment: The meeting was adjourned at 2:42 PM.

Respectfully submitted,

Patricia Spellman

Secretary