Minutes of the MEETING OF THE HSLIC EXECUTIVE BOARD

Friday, January 28, 2000

Acadia Hospital/Bangor, Maine

Present: Amy Averre, Deborah A. Clark, Happy Copley, Nancy Curtis, Barbara Harness, Jane Harris, Sue Jagels, Leslie Kelley, Sally MacAuslan, Gary Pelletier, Emily Scribner, Pat Spellman, Cindy White.

I. CALL TO ORDER - Emily Scribner: The meeting was called to order at 10:10 AM. Emily welcomed Deb Clark to the Board as the new chair of SCUM.

II. SECRETARY’S REPORT - Pat Spellman: The minutes were accepted as written.

III. TREASURER’S REPORT - Leslie Kelly: Leslie reported that the largest HSLIC expenditure was the contribution to the NAHSL Conference leaving $3,500 in the account. Millinocket Regional Hospital is a new HSLIC member, and three institutions have not paid their dues. The Board discussed charging the one HSLIC member not participating in Docline for loan requests. Deb suggested sending them a letter warning they will lose membership if they do not comply with their HSLIC obligations. If they do not respond or correct their ways, they will receive a letter informing them they are no long members of HSLIC. Gary Pelletier mentioned considering changing the location of the Post Office Box because he is moving to another location at the VA Hospital; the Board will look into options. Leslie submitted the proposed budget of $7000. She cut the Newsletter budget to $500 because it is now published online. Cindy felt it could be reduced to $250, but the Board reduced the Newsletter budget to $400. Leslie put additional money into the travel budget. Happy Copley mentioned NAHSL picks up her travel expenses. A question arose as to what should be covered under travel reimbursement. This is not stated in the by-laws, but it was instituted for Board members who represent HSLIC at meetings. This will be placed on the agenda for the next meeting. Leslie increased the Scholarships and Program and Education budgets. The Board decided to increase the Manual budget to $350 because Deb only has one copy and will need to print additional manual copies. The Travel budget was decreased to $200. Leslie increased the Administration budget to cover “life events”. She will make the suggested changes and the send them to the Board members.
IV. COMMITTEE REPORTS

A. Archives - Marj Anderson: A report was not submitted. Cindy will print a paper copy of the newsletter for the archives.

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

C. Education - Barbara Harness: Barbara is preparing a program for the spring membership meeting on April 28, 2000. She contacted Ellen Hall, but Ellen is not available on that day. Leslie Nichols is available for a program on “Nursing and the Internet”. She will give a two hour presentation (10:00AM - noon) on using the Internet for nursing research. This program will be of interest to both hospital and college librarians. MaineGeneral/Waterville has been booked for this program. Leslie has asked for an honorarium of $200 plus mileage. Members will be asked to contribute $5.00 toward lunch and HSLIC will pick up the difference. Barbara will send a confirming letter to Leslie. Emily will make Ed Donnald and John Stey aware of the date of the spring membership meeting.

D. Recognition of Life Events (Ad Hoc) - Marj Anderson: Sue Jagels reported that the committee examined various human resource policies and used them as a foundation for the following guidelines: Bereavement - donate a book to librarian’s library. Make a similar donation for family members (spouse, grandparents, children, siblings) of the librarian. It was decided that the area representative would be responsible for taking care of these situations. When a HSLIC member retires or leaves the profession, has a baby, adopts, or marries active Board members/HSLIC members will receive a book or gift certificate. Non-active HSLIC members will receive a card. This recognition will not exceed $25. The Ad Hoc committee did not discuss illness. Cindy wondered if the guidelines should be a policy and procedure in the manual. The Board decided not to include it because it fall under the responsibilities of the Board. It seems to be a more informal recognition that attempts to bring consistency and fairness to the process. Emily shared a thank you from Pat Goodwin/SMMC for the book HSLIC sent her upon her retirement. It was also decided at this time to donate a book to Betty Walker’s library in memory of her husband.

E. Maine Library Commission - Sue Jagels: See submitted report. The MLC met in December 1999 and discussed construction grants for public libraries. The New Century Community Grants were discussed. There is a total of $472,000 to be disbursed. A database survey was posted on MELIBS this week, and Sue urged HSLIC members to answer the survey so there will be a demand for databases medical libraries need. Karl presented an update on Maine InfoNet. He is training the four quick start libraries, but the other Full Management System libraries will receive formal training from Innovative Interfaces. At the InfoNet Advisory Committee meeting, Karl reported that they are moving ahead with the retrospective conversion process. Hardware needs are being examined to see what kind of small grants will need to be made. Ill policy will be discussed at the next meeting. Maine InfoNet will remain the name of the statewide system. Other suggestions were made but were met with various objections. Sue encouraged HSLIC members to let her know your thoughts on the system so she can voice them to the committee. Don Wisner reported on the dire situation at the VA/Togus library. Part of the library is scheduled to be eliminated and 2 librarians are on the RIF
F. Membership - Jane Harris: Millinocket Regional Hospital is a new HSLIC member; they will be in Region IV. Jane reported that HSLIC may have 2 potential individual members. She mentioned that one of the benefits of individual memberships is the subscription to the newsletter. Now that it is available on the webpage, anyone can access it. Emily noted that individual members may also be on the listserv and can attend educational programs. Jane asked if HSLIC library job openings should be placed on the webpage. The Board was concerned that it would not be kept current, and job openings are posted on the listserv. The Board directed Jane to work on a membership information page with an html membership form that can be downloaded and printed. It was decided that since members would have to mail a check, they could include this form. The form could also include any contact information. Because a member joined 2/3 into the year, a question arose as to if their membership dues should be prorated. This member (Millinocket Regional Hospital) did pay a full years dues. In the past UMFK and Blue Hill were prorated because they joined six months into the year. Would this cause some institutions to want to join so they could be prorated? The Board agreed to table the discussion on the topic. Cindy suggested posting a question about prorating dues on the listserv. Emily will make this posting.

G. NAHSL - Happy Copley: The NAHSL treasury is in good shape due to the success of the last two conferences. Pam White has been hired by the RML as the new consumer health coordinator. The NLM is discussing a national interlibrary loan billing system based on EFTS. There has been a change in the Board since the November 3, 1999 meeting. The Rhode Island conference planner is retiring and will not be around for the conference. Her co-chair will now chair the conference. She is not anxious to be NAHSL chair the following year. Mary Ann Slocum has been approached to be NAHSL chair next year, and she has agreed. The Newport, Rhode Island conference is October 22-24, 2000. Barbara reported that the educational offerings have been finalized. On March 30, 2000 a powerpoint presentation will be available at Lewiston-Auburn College from 9:30 AM - 1:00 PM. It will be $25 for NAHSL members and $40 for non-NAHSL members. Educational programs offered at the annual conference in Newport, RI include a full day program on evidence based medicine and a program on managing the information glut. Half day programs on how to use search engines, information gathering behaviors in health care professionals, measuring customer service, and solo librarians in the medical care setting, are tentatively scheduled. Happy reported that Cora Damon does not want to serve on the NAHSL education committee next year. HSLIC will have to find a new representative before October.

H. Newsletter - Cindy White: The first electronic newsletter edition [v. 25(3)] is on the webpage. The response has been positive. Area representatives will print a hard copy for those members in their areas who need them. Cindy asked if the Board wanted the newsletter password protected. This would give a benefit HSLIC could sell. Questions were raised as to whether we want some of this information on the web. Since this seemed a valid concern, Cindy was asked to explore what should be password protected. She will check with Dan and report at the next meeting. Cindy was congratulated on achieving the milestone of electronic publication of the newsletter.

I. RAC - Gary Pelletier: Gary will attend the meeting in April. It appears the RAC may disband. VA hospitals in the region are looking at getting Ariel. He will talk with the libraries about how they went about getting Ariel. Gary reported that the VA hospital library in Manchester has been closed.
He has not heard anything about the status of the VA/Togus library. The feeling is that VA hospitals can get all the information they need off the Internet, so the hospitals do not need libraries. He suggested HSLIC libraries take the VA libraries out of their routing tables because the libraries are inconsistent. Many interlibrary loan requests are sitting uncollected. The VA has a new e-mail address which he will post on the listserv.

J. Resource Sharing - Amy Averre: Amy surveyed libraries in December about DOCLINE not surviving Y2K/January 2000. In the event of problems, the majority of libraries wanted to use e-mail, and the next most popular response was faxing Ala forms. Amy asked area representatives if their members would be ready for the new DOCLINE on March 20, 2000. The Region IV libraries were ready. A number of libraries are having problems with browsers they were told were compatible but are not. Amy will once again ask area reps to ascertain the status of their libraries. She encourages libraries to use the test website to check their browser. At that point it will be up to the individual libraries to upgrade. An urgent posting will appear on the listserv asking libraries if they have done their Docuser update, and if they have searched SERHOLD. The posting will ask for specific examples of the glitches that have been found by other libraries. Amy spoke with Fran Johnson at NLM about an Ariel grant, and Fran was encouraging. March 1, 2000 and June 1, 2000 are the deadlines for submission. Amy mentioned those libraries interested in the grant should contribute to the grant application process. Kathy Brunjes has written successful grants, and Emily suggested speaking with her for advice. Amy will survey libraries to determine hard interest in Ariel. Gary, Barbar, and Amy will look over the feedback from this survey.

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

L. Scholarship - Sally MacAuslan: Sally has not received reports from those who have received scholarships. Sally wondered if we could tell them they will be ineligible for future scholarships if they do not submit reports. It was decided this should be placed in the policies section of the manual.

M. SCUM - Deb Clark: Dan has sent Deb the manual information since she is taking over as the new chair. She noted that Section V - Professional Organizations is finished and on disk. Deb asked for members to send her any organization that need to be added to the list. Section IV - Super Directory was updated last year. This will be addressed at the next meeting.

V. AREA REPORTS - submitted to newsletter.

VI. OLD BUSINESS

A. Ariel Grant - Amy Averre: See IV. J. “Resource Sharing”.

B. Program Sponsorship at Maine Libraries Conference - Barbara Harness: HSLIC will have a table for the exhibit area at the conference May 6 - 8, 2000. She is waiting for the information packet. HSLIC will not be charged for the table, but there will be a $20 charge for an outlet. The table space will be tight. Barbara would like to use an ongoing powerpoint presentation. The table will be manned Sunday and Monday. Deb Clark has volunteered to help Barbara with the powerpoint presentation as well as developing a handout. It was also suggested that the HSLIC
banner be used at the table. Barbara will contact and ask to have a spot saved for the HSLIC table. It was suggested that a list of consumer health libraries in Maine be provided. It is good for public libraries to know where to direct their patrons.

C. Maine Library Association Participation - Emily Scribner: HSLIC is concerned with maintaining a link to MLA. Emily read the by-laws and HSLIC belongs to SLG which has been disbanded. HSLIC as an organization does not have a seat/place in MLA. HSLIC will have to maintain a presence by sponsoring tables at their conference, etc. The Board did not feel this needed to be pursued further.

D. Maine InfoNet Update - Cindy White: see submitted report. EMMC has documented their experiences with Maine InfoNet. They will rework this journal and post on the website to help those contemplating full management participation in Maine InfoNet. The database consisting of the 4 start-up libraries (EMMC, Belfast Public Library, Curtis Memorial Library and Bath Public Library) is available at [http://130.111.64.52]. Karl Beiser is training the start-up libraries. Cindy likes Maine InfoNet so far and thinks it is similar to URSUS. Any libraries with questions may contact EMMC.

VII. NEW BUSINESS

A. Cairns Award: Nominations for this award are requested to be submitted by March 1, 2000. The award will be presented in the spring by the Maine Hospital Association. Emily has made a few modifications to the form which is available on the webpage. HSLIC is not obligated to award the Cairns each year. The committee reviewing applications cannot have a nominee on the review committee.

B. Next Year’s Budget: See III. Treasurer’s Report

C. Prorating Membership Dues - IV. F. Membership Committee Report

VIII. Next Meeting: The next meeting of the HSLIC Executive Board will be held on March 17, 2000 at MaineGeneral Medical Center/Augusta in Room C next to the library. March 24, 2000 was chosen as a snow date with the meeting to be held either at MaineGeneral/Waterville or St. Mary’s Regional Medical Center/Lewiston.

IX. Adjournment - The meeting was adjourned at 2:45 PM.
Respectfully submitted,

Patricia Spellman

Secretary