Members Present: Amy Averre, Susan Bloomfield, Deb Clark, Janet Cowen, Shelly Davis, Beth Dyer, Christine Fleuriel, Ann Jordan, Dale Kuczinski, Judi Moreno, Dina McKelvy, Megan McNichol.

Call to Order: HSLIC Chairperson Shelly Davis called the meeting to order at 9:40AM. A quorum of voting members was present.

Chair’s Report: Shelly Davis
  o No report.

Secretary’s Report: Megan McNichol
  o The minutes from the meeting on 11/27/2012 were accepted and approved. The 2/5/2013 is still left unapproved. Will distribute a copy at the next executive board meeting in August.

Treasurer’s Report: Evelyn Greenlaw
  o No new report since Spring Meeting on 5/30/2013.

Resource Sharing Report: Cora Damon
  o No new report since Spring Meeting on 5/30/2013.

Automation Report: Chris Fleuriel
  o Chris spoke to Nathan Norris and Sallie Gore from the NAHSL board and they said there is enough storage on LibGuides for the archives.

Education Report: Beth Dyer
  o The results of the survey monkey are as follows: 19 responses; 13 attended; 6 did not attend. Overall, the attendees were happy with the educational program. Beth will send a second email out to general members to try and get more survey responses from the others that did not respond the first time.

Membership Report: Dale Kuczinski
  o No new report since Spring Meeting on 5/30/2013.

Scholarship Report: Ann Jordan
  o No new report since Spring Meeting on 5/30/2013. Dina has submitted her essay for scholarship.

Publicity Report: Susan Bloomfield
  o No new report since Spring Meeting on 5/30/2013.

Archives Report: Amy Averre
  o Archives were discussed under New Business.

NAHSL Board Report: Dina McKelvy
  o The current NAHSL chair is Sally Gore (UMASS) and she reported on the themes of her tenure. Sally is a heavy user of social media and would like to focus on ways that we can better share our knowledge. Related to that, we attended a workshop with Sherry Pagota, a professor at UMASS about professional uses of social media in health care. Sherry was an excellent presenter, and we learned a lot about Twitter, Facebook and Linked In.
  o The 2013 annual meeting will be at Falmouth, MA from Oct 26-29.  http://nahsl.libguides.com/nahsl2013
  NAHSL 2014 will be in Rockport, ME from Oct 19-21, 2014.
  o The professional development scholarships will now be available for use for other expenses related to conference attendance. In the past, it was only available for the cost of registration.
There was some news from the NH/VT chapter that their membership is dwindling and they are concerned about the status of the organization. At this time there are no plans to dissolve.

**Maine Library Commission Report: Deb Clark**

**Hospital Library Advisory Group: Janet Cowen**
- There was a phone conference on 6/5/2013. The RML is conducting an analysis of hospitals in the New England region. They are looking for ways they can help hospital libraries in the New England area.

**Maine InfoNet: Janet Bolduc**
- Janet will be relinquishing her delegate position on the board; Doug McBeth is interested in replacing her. They will figure out the transition and let the board know.

**Area Representatives: News & Member Issues** (Final report as these board positions were discontinued with the bylaws revisions)

**Region 1-Beth Dyer**
- No report.

**Region 2-Judi Moreno**
- No report.

**Region 3-Ruth Mare**
- No report. Ruth is on extended leave. Dale, the membership chair, will follow up with the secretary at Dorothea Dix Psychiatric Center and he will report back to the board.

**New Business:**
- The executive board positions are restructured. 9 voting members and 4 non-voting delegates. Area Rep Region I, Region II and Region 3 positions are eliminated as of this meeting. The duties of the Nominating Committee Chair were assigned to the Vice Chair and the duties of the Membership Committee Chair were assigned to the Treasurer. The new quorum number for voting going forward is 5. Starting in 2014, there will be four committees. *In the below list the four committees are starred.*
  - Chair
  - Vice Chair
  - Secretary
  - Treasurer/Membership
  - *Online Services (formerly Automation)*
  - *Professional Development(formally Education/Scholarship)*
  - *Publicity*
  - *Resource Sharing*
  - Archives/Historian
  - NAHSL Rep.
  - HLAG (Hospital Library Advisory Group)

- Revision to the Policies & Procedures, as a result of the bylaws changes approved at the spring meeting.
  - All these changes were gone over in length. These changes will take effect on 1/2014.
  - Work on the P&Ps by the Executive Board will continue; we plan to have a finalized document to share with everyone at the Fall meeting. (Unlike the bylaws, this document does not require the approval of the general membership.)
o Contacting the Health Science Libraries of New Hampshire and Vermont (HSL NH/VT) to discuss the future of both our associations, opportunities for collaboration etc.
   • Deb Clark (Vice Chair) is reaching out to this group to get a sense of what they see as the future of their organization and to discuss possible opportunities for how we might collaborate/join forces.

o Archives
   • The policy document Amy Averre (Archives Chair) sent out in advance of the Spring meeting (mission statement, scope of collection, format) was officially approved. Historical materials pertaining to the formation of HSLIC will be both scanned and retained in paper format. The plan is for all archives material (with the exception of IRS and other sensitive financial documents) to be available on the HSLIC website. In the near future, an external hard drive will be purchased to serve as a backup.
   • photos will be available in hard copy
   • HSLIC banner will be kept as part of the archives.
   • Past minutes are being transferred to the Chair, Shelly Davis after this meeting today.
   • A scrapbook of key documents (example; the official certificate of the beginning of HSLIC) will be kept once the archives project is complete.

Old Business:

o Chris Fleuriel (Automation Chair) is working with the NAHSL Board to ensure that those members of the Executive Board have administrative logins for the LibGuides site.

o HSLIC Website - management and updating all the tabs and assigning ownership over maintaining. It was agreed that we should distribute responsibility for maintaining and updating sections of the HSLIC website (http://nahsl.libguides.com/hslic) to appropriate members of the Executive Board.
   •  Home tab- HSLIC Calendar & Related Events: Publicity Chair is responsible; Welcome Chair: Chair is responsible; HSLIC Members in Action: Online Chair is responsible.
   •  Join HSLIC tab-Membership Chair is responsible.
   •  About Us tab- HSLIC brochure: Publicity Chair is responsible; Map: Peggy O’Kane is responsible; About HSLIC: Publicity Chair is responsible; Purpose of HSLIC: Publicity Chair is responsible; History: Publicity Chair is responsible; Anniversary Section: Chair is responsible; HSLIC Membership Directory; Membership Chair is responsible; HSLIC Executive Board Page: Chair is responsible; Past HSLIC Officers: Chair is responsible; Distinguished Award; Publicity Chair is responsible.
   •  Forms tab- AHIP Scholarship Form: Professional Development is responsible; Cookbook Order Form: Publicity Chair is responsible; Eleanor C. Cairns Award Nomination Form: Vice Chair is responsible; HSLIC Membership Form: Membership Chair is responsible; Mini-Grant Application: Scholarship is responsible; Reimbursement Form: Treasurer is responsible; Scholarship Form: Scholarship is responsible.
   •  HSLIC Manual tab- Name change to Governance: Chair & Vice Chair is responsible.
   •  Meeting Minutes tab-Secretary is responsible.
   •  Librarian Resources tab- HSLIC Listserv; LINKS: Library and Reference Resources: Online Chair is responsible; Other Helpful Resources: HSLIC’s Facebook page: Patty Khan; Disaster Resources List: Online Chair is responsible; HSLIC Mentor: Online Chair is responsible; MARVEL - Health Science Databases, 2012: Publicity Chair is responsible; OPAC Shortcuts: Resource Chair is responsible.
   •  Newsletter tab- Publicity Chair is responsible.

o NAHSL 2014-No new report since Spring Meeting on 5/30/2013.
Other:
- The next board meeting will be on 8/7/2013 or 8/9/2013. A doodle poll will be emailed to board members.
- Five HSLIC members are going to the Maine Hospital Association Allied Health luncheon at the Samoset in Rockport, to honor Nancy Curtis, the 2013 Cairns Award winner.

Meeting was adjourned at 2:11PM
Submitted by: Megan McNichol, Secretary