HSLIC Executive Board Meeting  
VA Medical Center  
8/9/2013

Members Present: Susan Bloomfield, Deb Clark, Shelly Davis, Beth Dyer, Christine Fleuriel, Evelyn Greenlaw, Dale Kuczinski, Dina McKelvy, Megan McNichol.

Call to Order: HSLIC Chairperson Shelly Davis called the meeting to order at 10:10AM. A quorum of voting members was present.

Chair’s Report: Shelly Davis  
- Finishing up the Policy & Procedures document.  
- Website is still being updated.  
- The VT/NH discussion-see where the group is and what if anything HSLIC can do?  
- Preparing the slate of officers and the budget for January 2014.

Secretary’s Report: Megan McNichol  
- The minutes from the last meeting on 6/3/2013 were accepted and approved.  
- The minutes from a past meeting on 2/5/2013 were accepted and approved.

Treasurer’s Report: Evelyn Greenlaw  
- Evelyn distributed two budget handouts to the board. To date the HSLIC budget looks as follows:  
  - Checking account has in total $18,353.71  
  - Remaining budget for FY2013 is $3,652.92  
  - Administration and Public Relations has spent $190.32  
  - Program and Education has spent $593.23  
  - Scholarship has spent $249.50  
  - Travel Expenses, Reps has spent $614.03

Resource Sharing Report:  
- Cora has stepped down as chair. Shelly needs to appoint a new chair until the end of the year.  
  - The NEJM subscription has been paid. Bills will be coming out by next month.  
  - Dina received an email from the Annals of Internal Medicine about consortium purchase. Dina will pass this along to the new Chair once assigned.  
  - StaffRef-the DSMIV is being dropped. Can this be renegotiated with this vendor?

Automation Report: Chris Fleuriel  
- All the officers and chairs have editor status for LibGuides.  
- Membership page-all the updates given to Chris have been completed.

Education Report: Beth Dyer  
- The educational program for the spring meeting on May 30, 2013 was titled, “Find that Stat, Stat!” and was presented by Sonya Durney and Linda Putnam from the Reference Department of Portland Public Library.  
  - We had about 25 RSVPs from people indicating they planned to attend the meeting, with about 21 attending. However, a number of people did not stay for the afternoon session. 26 people completed the online survey to provide feedback on the meeting; 14 who attended and 12 who did not.  
  - Reasons for those not attending included: conflicting meetings at work, staffing coverage, lack of travel budget, and away on vacation. Those who attended were satisfied with the location, facility and food for the most part. A couple people noted that they’d like to see water as a beverage choice instead of only soda and juice. Water was actually the only beverage ordered from the caterers, but that request was somehow lost in the shuffle. Next year’s organizer should emphasize this.
The majority of attendees were very satisfied with the business meeting, with a few satisfied and one not satisfied. Comments were made saying that it covered a lot of ground, was organized with good discussion, and nice job, Shelly. One respondent felt the membership discussion was more drawn out than necessary.

The majority of attendees were very satisfied with the educational program, with a few satisfied and one not satisfied. Comments were made saying that it was an excellent program and great resources were shown. One respondent felt it did not grab their interest and left early.

For other comments on the meeting, suggestions for future meetings include Doodle poll to get more members to attend, using iTV for virtual attendance, and line dancing!

Suggestions for future topics include: tips and tricks on weeding; public relations; communicating the value of the library as place; advanced PubMed class; and two people would like to see something about apps for tablets and smart phones.

Membership Report: Dale Kuczinski
  o Meredith Solomon, from NNLM, asked about the status Dorothea Dix Hospital in Bangor.
  o Need to ask Cora Damon and Janet Cowan about the status of the NEJM assessment of dues.
  o As of 8/7/13 we have 1 unpaid member, 2 “paid” members whose checks have not been located (Evelyn has been off contract since June and mailbox has not been checked) and 35 paid members for the FY13 membership year.
    o Unpaid: Anderson, Marjorie
    o “Paid” with checks not located:
      * **Aroostook Medical Center
      * VA Medical Center
  o Paid:
    * Emily Scribner
    * **Bridgton Hospital
    * **Central Maine Community College
    * **Central Maine Medical Center
    * Dorothea Dix Psychiatric Center
    * Eastern Maine Community College
    * **Eastern Maine Medical Center
    * **Foundation For Blood Research
    * **Franklin Memorial Hospital
    * Husson University
    * Inland Hospital
    * +++Jackson Laboratory
    * *Kennebec Valley Community College
    * **Lincoln County Health Care
    * **Maine General Med. Ctr (Augusta)
    * **Maine General Med. Ctr. (Waterville)
    * **Maine Medical Center
    * Maine State Library
    * **Mid Coast Hospital
    * Northern Maine Community College
    * **Penobscot Bay Medical Center
    * Redington-Fairview General Hospital
    * **Rumford Hospital
    * Southern Maine Community College
• Southern Maine Medical Center
• St. Joseph's College
• **St. Mary's Regional Medical Center
• **Stephens Memorial Hospital
• University of Maine
• University of Maine at Fort Kent
• University of Maine at Presque Isle
• University of New England
• University of Southern Maine (Portland)
• University of Southern Maine (Lewiston/Auburn)
• Waldo County General Hospital

*owe $50 assessment dues **$41 NEJM discount

Scholarship Report: Ann Jordan & Pat Bishop
  o So far this year we have approved three scholarships. This year scholarships are limited to $200.00 per institution.
    • Dina McKelvey, Maine Medical Center $200.00
    • Deborah Clark, Stephens Memorial $49.50
    • Helen (Happy) Copley, St. Mary's Hospital $200.00

Publicity Report:
  o HSLIC Calendar - Updated. Still need posting assistance because of lack of access code(s).
  o HSLIC Newsletter - The June HSLIC Newsletter was posted on our website on schedule. Again, assistance was needed due to lack of direct posting access. (Thanks, Shelly!) The next issue is due in September. Notices will go out to the membership shortly.
  o Miscellaneous Publicity
    • 1 -- Regarding the article “Health Sciences Libraries” in the Maine Policy Review, I am still getting messages like this from Digital Commons:
      * Dear Author,
        Your Author Dashboard shows you had 6 new downloads in the past month of your 1 paper in DigitalCommons@UMaine. This brings your total readership to 133.

We are still drawing interest from those who did not receive print copies.
  • 2 -- In August 4th's Maine Sunday Telegram there was a Savvy Senior column entitled: “Savvy Senior: Use Only Trusted Medical Advice Sites.” It can be found at http://www.pressherald.com/life/homeandgarden/use-only-trusted-medical-advice-sites_2013-08-04.html. I wrote to the editor to plug health sciences librarians, another source of “valuable health information.” I included the link to the article in the Maine Policy Review for Editor Jim Miller’s convenience. If I hear back from him, I will let you know.

Archives Report: Amy Averre
  o No report.

NAHSL Board Report: Dina McKelvey
  o On August 9, 2013 The NAHSL board met at UMass Med School on June 28, 2013. Sally Gore, the current chair, discussed the possibility of having a survey/open forum for NAHSL members to better understand what they want from the organization. HSLIC members may receive an invitation to participate in this to ask the question why or why not someone chooses to be a member of NAHSL. The September board meeting will set aside substantial time for preparation of this discussion.
- There was some discussion of the NAHSL archives and creating a NAHSL Flickr account to compile pictures sent in from the membership. There was also some discussion of the difficulty – perceived and real – of using Wild Apricot for membership renewal.

- For CE – there are several offerings at the fall meeting, and one coming up in September: The Evolving Librarian: Responding to changes in the workplace and in healthcare / Michelle Kraft, MLS, AHIP (a.k.a. The Krafty Librarian) on Friday, September 20, 2013. Held at UMass Medical School, Worcester, MA.

- News from other states – CAHSL recently did a salary survey – results can be viewed on the NAHSL site. Also from CT – Hongjie Wang has received a Fulbright and will be in China for 1-2 years. In RI, the Lifespan system has restructured, and Maryanne Slocum is no longer with Lifespan.

- NH-VT continues to have problems with their membership and there was continued discussion of the future of that organization. There was a preliminary vote to dissolve, and was not binding. They wanted to know how their status would affect NAHSL conference (it would not). They are talking in earnest about the benefits and drawbacks of their organization in its current configuration. Their next membership meeting will be held at the NAHSL meeting in the fall.


Maine Library Commission Report: Deb Clark
- Next meeting is in September.

Hospital Library Advisory Group: Janet Cowen
- No report.

Maine InfoNet: Doug Macbeth
- No report.

Old Business:
- Continued revision of the Policies & Procedures as a result of the bylaws changes approved at the spring meeting.
  - Shelly will insert website duties of the chairs from the last meeting minutes (6/3/2013) into the policy & procedure manual.
  - Shelly will insert the HSLIC board members roles into the policy & procedures manual.
  - Any updates to the website from board members need to be completed by December 31, 2013.

- HSLIC website
  - Progress on editing rights for distributed management-Dale, Susan, Anne and Megan should all have access to NAHSL LibGuides admin rights to update their chair reports.
  - Regions chart-Dale has deleted both the regions chart and took out the word “regions” from the current membership list.

- Contacting the Health Sciences Libraries of New Hampshire and Vermont Association to discuss the future of both of our associations, opportunities for collaboration, etc.
  - On the conference call today was: Gary Strubel, Southwestern VT Medical; Betsy Merrill, (Alice E.), Northeastern VT Regional Hospital; Stacy Win, Copley Hospital; Maureen Dunn, Concord Hospital.
    - All the members spoke about membership dwindling, hospital libraries closing, and the difficulty to get participation from the hospital librarians that are left. There are 30 people in the NH/VT organization and 16 are active members. Meeting attendance is usually very small. There are many more part time positions than ever before. At the last meeting, members took a straw poll and it was in favor of dissolving the group entirely. These four individuals talked with the HSLIC board to see what could be offered to their NH/VT group.
Shelly and Deb will work on a proposal. The particulars of the proposal will be shared to the board once it is drawn up. The board will send the proposal to the NH/VT group by September for their fall meeting. Then, the NH/VT group will let HSLIC know if they accept or decline the proposal. By October, HSLIC will need to bring it before membership for a vote before anything is finalized.

- NAHSL 2014 – news/updates
  - The CPC is meeting on August 16th, and one of the things we’ll be discussing is our Invitation to NAHSL 2014, which is “delivered” at NAHSL 2013. We may be asking HSLIC members who are at NAHSL 2013 in Falmouth to assist – depending on what we decide to do. There will be a table, with area information, etc., but I think the CPC will be staffing the table. If we do something else at the business meeting, that’s when we might enlist HSLIC assistance.

New Business:
- Resource sharing and Resource Sharing Chair
  - Susan will be emailing the list-serve for volunteers to serve as the resource sharing chair.
- Fall 2013 membership meeting – date, location, program, etc.
  - There was much discussion around the location and the program for the fall membership meeting. Possible meeting dates are: Oct 15th or 18th. There is a USM educator that Evelyn knows who knows about “apps” for phones and tablets for educational uses. Beth will send out a doodle poll to membership.
- Celebrating HSLIC’s 40th anniversary
  - This year marks the 40th anniversary of HSLIC. At the fall meeting, a celebration will be commemorating this anniversary. Some meeting spaces were discussed: Maine State Library, Maine Medical Association and the Senator (a restaurant in Augusta). Beth will send out a doodle poll to membership to choose a location. Also, Shelly will look through the archives for old pictures to show and will invite previous hslc members to join us for the anniversary celebration. Susan will write up a template letter about the 40th anniversary for all members to send to their administration for medical library month in October.
- Travel Reimbursement Rate
  - The current IRS rate for travel is 56.5 cents. The HSLIC rate is .55 cents. The travel reimbursement rate was discussed. The board will look at the budget again at the next meeting to see if the rate needs to be adjusted, if travel goes over budget.
- Preparing slate of officers for 2014
  - Deb Clark will be emailing the list-serve for volunteers to serve on the HSLIC board. The positions that need to be filled are: Chair-1yr, Vice Chair-1yr, Treasurer-2yr and Secretary-1yr (according to the Bylaws, Revised May 2013)
- 2014 Budget
  - The budget needs to be presented and voted on at the fall meeting. Evelyn and Nancy will put together a draft proposal to present to the board by Aug 27th. The board will need to vote on it by Sept 6th in order for it to be presented to membership, at the fall meeting in late October.
- Getting more mileage out of the health sciences libraries article in MPR?
  - Sending it to our hospital administrators
  - Shelly will add a link to our web page.
  - Does MLA have a copy?
  - Announce it again at the fall 40th anniversary meeting.
- Healthcare assistance – HSLIC response to the recent news that librarians will be recruited to help people get signed up for insurance under President Barack Obama’s health care overhaul.
  - Discussed the topic at length about whether a flyer should be made. So far just public librarians will be participating and beginning in October. The public has from October-January to get signed
up. Susan will contact Peggy, at the Maine State Library, and ask what the State Library is doing? Susan will report back to the board. Deb attended a seminar on this at www.healthcare.gov. Should HSLIC put together a flyer?

Other:
- The next board meeting will be in November. Shelly will send out a doodle poll to fellow board members to choose a date and location for the next meeting. This will be a joint meeting of the current and new board.
- The Annual Meeting and 40th anniversary celebration will be in October. Place and date TBD.

Meeting was adjourned at 2:55PM
Submitted by: Megan McNichol, Secretary