HSLIC Executive Board Meeting  
12/13/2013  
Lewiston-Auburn College

Members Present by telephone: Beth Dyer, Dina Mc Kelvy, Megan McNichol

Call to Order: HSLIC Chair, Shelly Davis, called the meeting to order at 9:40AM. A quorum of voting members was present. Attendees introduced themselves.

Reports  
Chair’s Report: Shelly Davis  
- Shelly reported that at the Fall Meeting, the revised Policies & Procedures document was reviewed. No suggestions for edits were made, so they are official as presented. (No vote needed.) Shelly has uploaded the new P&Ps to the HSLIC website.

Secretary’s Report: Megan McNichol  
- The minutes from the August meeting were not approved at this time. The minutes were sent out but not reviewed in time. Approving the minutes was tabled for the board to review them.

Treasurer’s Report: Evelyn Greenlaw  
- Reviewed budget reports for December.
- Reviewed the 2014 budget from the Fall Meeting, which includes the $5,000 donation approved for the NAHSL conference.
- Please send Evelyn any travel reimbursements by 12/31/2013, which is the end of her term.

Resource Sharing Report: Vacant  
- Dina plans to follow up with Doug regarding the possibility of Maine InfoNet taking over payment logistics for the NEJM subscription.

Automation Report: Chris Fleuriel  
Chris reported that she is revising the Executive Board listing for 2014. Shelly asked Chris to get Ann (Treasurer) and Christie (Secretary) set up to be able to edit the HSLIC website in LibGuides as they will be Board members in 2014.

Education Report: Beth Dyer  
- There were two educational programs for the fall meeting on November 8, 2013: “Apps Aplenty! ipad Productivity Apps for Creative Librarians” by Barbara Bartley from KVCC, and “Maine’s Navigator Program and the Healthcare Marketplace” by Jacob Grindle from Western Maine Community Action.
  - 36 people RSVP’d; about 32 attended. Of the 32 attendees, 3 were from MaineInfoNet and 3 were honored guests who have retired from the organization. Of the remaining 26 HSLIC members, about 15 stayed for the afternoon sessions.
  - 30 people completed the online survey to provide feedback on the meeting; 22 who attended and 8 who did not. Reasons for those not attending included: date conflict, cost of travel and lodging expenses, location and content, not as relevant to job to justify conference.
  - Those who attended were satisfied with the location, facility and food for the most part. Several people did not like the separation of food and meeting; a few thought the auditorium seating arrangement was awkward and uncomfortable.
  - The majority of attendees were very satisfied (73%) or satisfied (27%) with the business meeting and there were no comments.
For the first education program (ipad apps), 63% were very satisfied, 26% satisfied, and 11% not all satisfied. Comments included: wish it was longer, too quick and not enough info, wish it had included Android apps too, great program – I learned a lot – very practical.

For the second education program (navigator system), 88% were very satisfied and 12% satisfied. Comments included: extremely useful, very good speaker and timely subject, he really knew his stuff and was an excellent presenter, for a dry subject Jake did a great job keeping me interested.

- General comments included:
  - I liked having the meeting at KVCC – nice 40th celebration! Beth did a great job! Thank you.
  - Overall, a very good meeting.
  - Well-prepared…nice anniversery presentations.
  - It was an excellent event.
  - Excellent job, Beth!

- The explanations JJ Sanborn (and the panel) gave were good.
  - Great job, thanks!
  - Suggestions for future educational topics included:
    - Focus on ways & reasons to convince hospital admin to keep professional librarians in hospital libraries.
    - Thanks for all that you do in coordinating this meeting. I’m sorry that I couldn’t make it.
    - Collection development issues: weeding, core titles identification, resource sharing.
    - How to help patients and practices assist people with healthcare.gov site
    - Collection development to stretch shrinking budget; search techniques.

- The HSLIC Treasurer (Evelyn) paid the caterer (Food for Thought Café from KVCC; Amie is the contact) directly but I believe it was between $550-600 total; and I thought the food was delicious, and heard a lot of agreement from attendees. The quote was $17 pp for breakfast and lunch. This is similar if not less than what we’ve paid other caterers in the past for cold lunches, so I would recommend using this caterer again sometime if possible.

- Our three honored guests were Melda Page, Nan Greenier, and Sue Jagels. They each spoke at lunch and unfortunately, we did not budget enough time for this celebration. Everyone was enjoying the reminiscing so we cut into the first education program by quite a bit. Barbara was very accommodating and was willing to work with the little time she had. Some people were frustrated by the short time, and the lesson learned is to allow plenty of time for special events in the future.
  - We gave small tokens of appreciation (plants) to the presenters and special guests.

- We came in under budget for this conference as well as the spring one; I believe there was still quite a bit left in this budget line at end of FY 2013.

- Cora Damon has offered to host the spring meeting at the new Maine General in Augusta. Suggestions for topics from the Board are welcomed.

**Membership Report:** Dale Kuczinski
- No report submitted.

**Scholarship Report:** Ann Jordan & Pat Bishop
- Ann reported she has nothing new to report since the Fall meeting.

**Publicity Report:** Susan Bloomfield
- The newsletter will be sent out Monday or Tuesday of next week. Susan is still looking for a replacement for the publicity chair position. The Calendar is up-to-date.

**Archives Report:** Amy Averre
- No report submitted.
NAHSL Board Report: Dina McKelvy
- Dina McKelvy reported that she would have to leave the HSLIC meeting early as she has a NAHSL Executive Board meeting by conference call today. She will report out to the HSLIC Executive Board listserv if there is any pertinent info to share from this meeting.

Maine Library Commission Report: Vacant
Hospital Library Advisory Group: Vacant
Maine InfoNet: Doug Macbeth
- Ann mentioned Doug is at a Maine InfoNet meeting today; Shelly will contact him asking him to send any updates to the Board listserv.

Old Business:
Review 2013 goals
- Shelly reported on the 2013 completed goals at the Fall meeting.

Travel reimbursement rate
- For FY13 there is $14.00 left in the travel budget. It will be covered from the overall budget. For FY14 there is $1500.00 and a smaller executive board. This should help keep us from going over budget next year. Susan made a motion to leave the travel reimbursement rate as is (.55/mile); Chris seconded. The motion was approved.

$41 NEJM discount
- In a previous year, some HSLIC members overpaid (by $41.00) for their NEJM subscriptions. It was decided they should deduct this amount from their next HSLIC membership renewal. Evelyn will talk with Dale about firming up the list of folks who are still owed this $41.00. For the 2014 renewals, libraries still needing this reimbursement will be prepared a distinct invoice for the established membership fee MINUS $41.00.

New Business:
Review duties of Board members
- The 2014 HSLIC Executive Board is as follows:
  - Chair – Susan Bloomfield
  - Vice Chair – Judi Moreno
  - Treasurer – Ann Jordan
  - Secretary – Christie Stuntz
  - Archives Chair – Shelly Davis
  - Online Services Chair – Chris Fleuriel
  - Professional Development Chair – Beth Dyer
  - Publicity Chair – VACANT
  - Resource Sharing Chair – Megan McNichol
- The recently revised Policies & Procedures document, which lists Board member duties, was reviewed.

Filling Maine Library Commission vacancy
- Deb Clark resigned from the Maine Library Commission after becoming the new SMLD Consultant. Shelly will contact Linda Lord about suggesting a HSLIC member to fill this vacancy.

Goals for 2014
- Increase membership – Susan has been looking through the Maine Hospital Association directory for possible new members. At the next Board meeting, we’ll look through the list, note what we know about these institutions, and find out who to contact regarding joining HSLIC. For academic institutions, there are 16 listed with the Maine State Board of Nursing as having nursing programs. Those not already HSLIC members will be approached.
- Continued development of the HSLIC website
New logo for HSLIC – Judi Moreno suggested that perhaps graphic design students at CMCC could be involved in a design contest? She will investigate.

Renewal form for 2014
- Susan made a motion not to raise the dues; Evelyn seconded. The motion was approved.
- Dale had drafted renewal forms for institutional as well as individual members; Shelly sent these to Ann. We will need to have a separate form for our new membership category – Associate members. Ann offered to draft this. We will also need to prepare a special renewal form for those folks still needing the NEJM reimbursement ($150-$41 = $109).
- It was decided that anyone new joining HSLIC in 2014 would be charged the full membership rate; no proration would be offered.

Scholarships for 2014
- Budget amount for scholarships = $2000
- In 2013, we offered $200 per institution / $100 per individual. For 2014, it will be $250.00 per institution/ $100 per individual.
- The forms will need to be updated; the AHIP form is fine as is. Ann will transfer all of her files (as Scholarship Chair) to Beth (as Professional Development Chair for 2014.)
- Mini-grants for 2014
  - Mini-grants have been brought back for FY2014 with $1000 in the budget. Each grant will be awarded up to $500 per institution. Ann will send all her files on the mini-grants to Beth.

Mailbox
- The mailbox has not been checked in a while as Beth misplaced the key. Evelyn called the UPS store where the HSLIC mailbox is and asked that everything in the box be forwarded to her. She is not sure what the cost will be but will update the Board as soon as she knows.
- Ann currently has a key to the box and will find out what the cost would be to have the mail automatically forwarded to a UPS store in Ellsworth. If this is not possible, or is too costly, Ann will get Beth a replacement key so that she can retrieve the mail and get it to Ann.

Other
- The issue of notifications (within HSLIC and to the greater Maine library community) of when hospital libraries closed was raised by Dina. Recent examples being Deb’s departure from Stephens Memorial, the notice about the library closing at Inland, and Happy’s departure (today being her last day) from St. Mary’s (which was a surprise to many...)
  o Folks were curious about the status of DOCLINE at these places; Susan offered to contact NNLM to find out.
  o This will be rolled into the 2014 goal (and future discussions) regarding membership.

Next Board Meeting: Susan will send out a Doodle poll for a meeting in either January or February.

Meeting was adjourned at 12:20PM
Submitted by: Megan McNichol, Secretary & Shelly Davis, Chair