**HSLIC Fall Business Meeting and 40th Anniversary**  
**November 8, 2013**  
**Kennebec Valley Community College**

Present: Cadence Atchinson, UNE; Barbara Bartley, KVCC; Susan Bloomfield, SMCC; Janet Bolduc, CMMC; Deb Clark, SMLD; Janet Cowen, NAHSL; Nancy Curtis, UMO; Shelly Davis, St. Joseph's College; Carin Dunay, SMCC; Beth Dyer, UNE; Janet Elvidge, EMCC; Chris Fleuriel, VA Maine Healthcare System; Sue Jages, Invited Guest; James Jackson Sanborn, Maine InfoNet; Ann Jordan, Jackson Lab; Rebecca Jordan, Redington Fairview Genttos; Evelyn Greenlaw, USM-L/A College; Nancy Greneur, Invited Guest; Ruth Mare, Dorothea Dix Psychiatric Center; Doug Macbeth, Jackson Lab; Dina McKelvy, MMC; Megan McNichol, EMMC; Linda Menard, TAMC; Judi Moreno, CMCC; Melda Page, Invited Guest; Mary Piorun, NN/LM NER; David Smith, KVCC; Christina Stuntz, Mid Coast Hospital; Cindy White, EMMC; Stephanie Zurinski, CMLD;

**Call to Order:** (Shelly Davis):
- The business meeting was called to order by Shelly Davis at 9:47 A.M.

**Chair’s Report:** (Shelly Davis):
The Executive Board has met three times in 2013 – in February, June, and August. There will be a Board meeting on Friday, December 13 at Lewiston-Auburn College. This will be our traditional “hand-off” meeting, so all 2013 and 2014 officers, committee chairs, and delegates are encouraged to attend. With just a few weeks left of my “reign” as HSLIC Chair, this seems a good opportunity to reflect on the goals for 2013 established by the Executive Board.

- Bylaws revisions (and subsequent Policies & Procedures overhaul)
  The approval of the bylaws revision at the spring meeting necessitated the Executive Board reviewing and revising the HSLIC Policies and Procedures document. The two major changes, which will be discussed at the fall meeting, are:
  - Going from six standing committees down to four
    - Membership Chair position eliminated – responsibilities re-assigned primarily to Treasurer
    - Name change – Automation to Online Service.
    - Combined Scholarship and Education into one – Professional Development
    - Publicity and Resource Sharing - left as is
  - Divvying up responsibilities amongst Board officers and chairs for adding and maintaining content on the HSLIC website
  - Archives project
    The Executive Board approved a policy document (mission statement, scope of collection, format) crafted by the Archives Committee.
    - Thanks to an intern I had last spring; all of the old newsletters have been scanned. Student workers are in the process of ensuring that no pages were skipped; as soon as this review is complete, the newsletters will be uploaded to the website. And then, it’s on to the documents of the Executive Board and Committees.
  - Website transition to LibGuides
    The transition is complete. In the revised P&Ps, we have assigned responsibilities to the appropriate members of the Executive Board for managing and updating the various sections
  - Continued contemplation of the future of HSLIC
    At the HSLIC Executive Board meeting that took place on August 9, we had three of our colleagues from The Health Sciences Libraries of New Hampshire and Vermont joined us by phone. Deb Clark had been in contact with this group about the status of their organization as it had become known to her that they seemed to be struggling with membership, and the viability of their organization seemed uncertain. After speaking with them, the Executive Board decided to submit to HSL NH/VT a preliminary proposal for exploring the possibility of inviting their members to join HSLIC. Deb Clark and I crafted a memo, which was approved by the Executive Board and sent to HSL NH/VT in mid-September. It is my understanding that they received and considered our proposal at their meeting on September 27, however ultimately, they voted to dissolve. Had the HSL NH/VT folks been interested in our proposal, we would have had much discussion about this at the fall meeting. Since they did not, this is just an item of note.
I did reach out this year to Martha Ott at Kaplan University to encourage her to consider joining HSLIC. She is still considering...

I thank all of the members of the Executive Board for their work on these and other initiatives throughout the year. It has been a pleasure working with you all!

**Secretary’s Report** (Megan McNichol):
- Minutes from the 2013 spring meeting were accepted and approved.

**Treasurer’s Report** (Evelyn Greenlaw):
- This was the first year under the new January-December fiscal year budget, set at $5300. At this point, 11 months into the 12-month budget, we have spent half of our allocation.
- The highest expenditure was travel reimbursement for Board members at $982.94. Scholarships were the second highest expenditure at $674.50.
- We have a current balance of $17,521.80 in the checking account, of which $2671.01 remains unspent but allocated to this year’s budget, leaving $14,850.79 as our unallocated asset.
- I did incur late fees to both the Secretary of State and the UPS Store, in part due to the transition back to Treasurer and to my travel schedule. Picking up the mail in Portland (and getting the monthly bank statement) proved to be more difficult to do regularly. The new Treasurer may want to rely on a local TD Bank to run regular reports (as I often did) since we do not do online banking. The new Treasurer may also want to regularly have the mail batched and sent north.
- My recommendation remains that as long as the membership does not decrease nor the membership fee increased, the annual budget should not exceed the revenue (this year $4879.00). This will allow HSLIC to continue its contractual obligations and maintain a steady $15,000 asset in the checking account.

**New Business**
- Revisions to Policies & Procedures document
  - Updating the document has now been completed. In January 2014, these changes will take effect. See this year’s chairs report for specifics.
- Review/approve 2014 budget
  - After much discussion today the budget for 2014 was amended and approved by the membership.

**Projected Expenses**
- Administration and Public Relations $5,400.00
- Archives $0.00
- Mini-Grants $1,000.00
- Program & Education $1,500.00
- Scholarships $2,000.00
- Travel Expenses for the Board $1,500.00
- **Total proposed expenses** $11,400.00

**Projected Expenses**
- 35 institutional members pay revenue $5,250.00
- Projected individual member revenue $90.00
- Fundraising $100.00
- **Total projected income** $5,440.00
- **Proposed net expenses** $5,960.00

- Election of 2014 Executive Board officers
  - The 2014 board was presented as is and was passed. The new officers are as follows:
    - Susan Bloomfield, SMMC-Chair
    - Judy Moreno, CMCC-Vice Chair
    - Ann Jordan, Jackson Lab-Treasurer
    - Christina Stuntz, Mid Coast Hospital-Secretary
Committee Reports

Archives (Amy Averre):
- The Archive Committee includes Shelly Davis, Jeff Christiansen, David Smith and me.
- The archives are currently housed in a file cabinet at St. Joseph’s College.
- This committee has not met since April 2013.

Automation (Chris Fleuriel):
- Pictures are needed to update HSLIC website. Please submit them to Chris Fleuriel.

Education (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.
- 25 people RSVP’d; about 21 attended. 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. The majority of attendees were very satisfied with the business meeting and educational program.
- Suggestions made for future meetings included Doodle poll to get more members to attend, using ITV for virtual attendance, and line dancing!
- Suggestions for future educational topics included: tips and tricks on weeding; public relations; communicating the value of the library as place; advanced PubMed class; and apps for tablets and smart phones.
- So, the fall meeting program will include a session on apps by Barbara Bartley at KVCC. It will also include a timely session on the Affordable Care Act’s health navigator system by Jacob Grindle from Western Maine Community Action.
- About 35 people are planning to attend the fall meeting, including some special guests who helped found the organization and will help us celebrate HSLIC’s 40th anniversary.
- Please take a moment to complete the online survey after the meeting to provide feedback on the programs. The link to the survey will be mailed shortly after the meeting.
- As always, suggestions and ideas for future program topics are encouraged and welcomed.

Membership (Dale Kuczinski):
- Inland Hospital from Waterville no longer has a librarian (Jeff Christianson) working once a week. The future of Inland hospital as a HSLIC member is unknown at this time.
- As of 11/5/13 we have 1 unpaid member, and 38 paid members for the FY13 membership year.
  Unpaid:
  Anderson, Marjorie
  (Emailed her on 8/14/13 to inquire about membership, she responded that she would send ck.)
  Paid:
  Janet Cowen
  Emily Scribner
  **Aroostook Medical Center
  **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
Publicity (Susan Bloomfield):

- HSLIC Newsletter (Since Spring Meeting)
  - Volume 36; #2: Posted to website June, 2013
  - Volume 36; #3: Posted to website in September, 2013
- Calendar-Updated
- Other
  
  I created an Affordable Care Act flyer/template for HSLIC member use. It is located under “Forms” on the HSLIC webpage.

Resource Sharing (Vacant):
- No report.

Scholarship (Ann Jordan & Pat Bishop):
- So far this year we have approved 5 scholarships
  - Dina McKelvy, MMC $200.00
  - Deborah Clark $49.50
  - Helen (Happy) Copley $200.00
  - Chris Fleuriel $200.00
  - Megan McNichol $200.00

This year scholarships are limited to $200.00 per institution, we still have $1,150.50 remaining. One of this year’s scholarships was for a two-part webinar workshop (read about it in the latest HSLIC Newsletter). No event is too small to request a scholarship to attend, as long as it costs at least $20.00.

Updates

Maine Library Commission (Deb Clark):
- The position of Maine Library Commission is vacant. If anyone is interested please email Deb Clark.
NAHSL CPC (Janet Cowen):

- The Committee has met four times since the last HSLIC meeting, both in person and via video conference. We continue to work on the program as well as the opening reception (at the Lighthouse Museum in Rockland).
- NAHSL 2013 was recently held in Falmouth MA. At the conclusion of the business meeting, the NAHSL 2014 CPC invited attendees to “Widen the Lens,” next year’s conference. Janet was dressed as a lighthouse and stood at front of the room with a strobing headlamp and a rotating search lamp, while Dina McKelvy, Ann Jordan, Beth Dyer, Patty Kahn, Cindy White, Happy Copley, and Cadence Atchinson, dressed in foul weather gear and life-saving equipment, struggled through the rough waves (the audience/the current library and healthcare environment) moving towards rescue and solutions. While navigating the waters, the intrepid seafarers distributed laminated invitation cards on which we had affixed uncirculated Maine quarters with the Pemaquid lighthouse. In the background a lighthouse in a churning ocean, with a strong beam was displayed and a foghorn sounded every 8 seconds. Once all the committee members made it to the lighthouse, we showed a short PowerPoint that highlighted the Rockport/Camden area. Thanks to Beth for creating the PowerPoint.
- Because Deb Clark has moved on as Consultant for SMLD and will not serve as our Sponsorship Chair, we need someone to take on this responsibility. Sponsorship involves contacting vendors, libraries, local businesses, etc. requesting financial contributions. We have forms and letters that have been used in the past, and others on the CPC can provide guidance and assistance. Costs for conference attendees can be kept lower with the support of our sponsors, so you can make a very important contribution to the NAHSL membership by volunteering for this position. Please consider joining the NAHSL 2014 CPC as Sponsorship Chair, and contact me for further information.

NAHSL Board (Dina McKelvy):

- The sponsorship position on the NAHSL 2014 planning committee is vacant and needs to be filled.
- On Oct 19-21, 2014 NAHSL will hold the annual conference in Rockland, ME. The theme is: “Widen the Lens.” The program speakers so far are Stephen Abram, Sally Gore and Paul Harris.
- This years’ 2013 NAHSL meeting in Falmouth, MA, attendance was lower than expected. MLA being held in Boston this year may have attributed to this year’s low attendance. Despite low attendance the program was strong.
- The new chair of NAHSL 2014 is Rich Kaplan from Massachusetts College of Pharmacy. Cindy Steward from Dartmouth will be NAHSL chair in 2015.
- The VT/NH state medical library group has officially disbanded. Dartmouth College, NH, is still willing to hold conferences for NAHSL.

Maine State Library (Deb Clark):

- Revised standards for public libraries have passed.
- The IRS tax revenue from 2013 gained the Maine Library $14,000. An e-book collection will be purchased with this donation.
- New links to the Affordable Care Act on the Maine State Library website.
- On November 14th A Friends of the Library tea will be held.
- There is a new certification program for all librarians and associate staff. You can sign up to take courses on web junction.
- There is a new technology petting zoo (for resources) that will be traveling around the state in the delivery van.
- Cornerstones of Science, a new project that will launch in June 2014. [http://www.cornerstonesofscience.org](http://www.cornerstonesofscience.org)

“It works to improve community life and scientific literacy by strengthening public libraries capacity to serve as gathering places for informal scientific discovery. With support from
Cornerstones, libraries help people of all ages better understand how science and technology affects their daily lives and can inform their choices."

- Maureen Sullivan will be speaking at Spring Council on May 29th and 30th.

Maine InfoNet (Doug Macbeth):
- No report.

NNLM/NER (Mary Piorun): NN/LM NER Associate Director
- Currently having a good year so far at the NN/LM in New England. Completed 8 months of the current budget which will finish in April 2014.
- Mid-contract site visit December 11, 2013
- An open position is available to serve on the COI Health IT for NNLM.
- An open position on the HLAG group (Hospital Library Advisory Group) is also available.
- Meredith Solomon is the new Education & Outreach Coordinator for National Network of Libraries of Medicine/New England Region. Her email is meredith.solomon@umassmed.edu
- Two upcoming classes. One is PubMed Basics Webinar on November 13th and the other is Emergency Preparedness Summit at UMass Medical School on November 22nd.

Other
- Membership voted to lower the price of the HSLIC cookbook to $5.00 today.

Adjournment
- The business meeting was adjourned by Shelly Davis at 11:39 A.M.

Submitted by: Megan McNichol, EMMC

**Maine InfoNet focus group 11:30-12:15PM**
- A small panel of speakers spoke to HSLIC this morning about the strategic priorities of Maine InfoNet for this year. The panel consisted of these four individuals: James Jackson Sanborn; Executive Director, Steve Podgajny; PPL, Pauline Angione; Small Libraries and Doug Macbeth; HSLIC. The strategic priorities for FY2013-2014 include:
  - Create Momentum for a Next Generation System
  - Engage in a Strategic Planning Process
  - Examine Staffing of Maine InfoNet
  - Execute an Effective Communication Plan
  - Convene Two Statewide Library Summits
  - Outreach to Maine Library Organizations and Partners
  - Explore Membership Models
  - Initiate Activity or Projects Leveraging the Maine Info Net Collaborative 501©3 organization

**Education Program 1:00-3:00PM**
- Apps Aplenty!-iPad Productivity Apps for Creative Librarians; Barbara Bartley and Stephen LaRochelle; KVCC
- Maine’s Navigator Program and the Healthcare Marketplace; Jacob Grindle; Western Maine Community Action