Members present: Susan Bloomfield, Shelly Davis, Carin Dunay, Beth Dyer, Chris Fleuriel, Ann Jordan, Christie Stuntz

Members present by telephone: The phone was unexpectedly unavailable, so no one was able to call in.

Call to Order: HSLIC Chairperson Susan Bloomfield called the meeting to order at 9:59 AM. A quorum of voting members was present.

Welcome: Happy Halloween! Chris brought a delicious chocolate cake to share.

Reports

Chair’s Report: Susan Bloomfield
- This is the last board meeting of the year. The next board meeting will probably be in February 2015.
- We’re in good shape financially- thanks, Ann!

Secretary’s Report: Christie Stuntz
- The minutes from the 6/20/14 meeting were accepted and approved, with a correction to the spelling of Meghan Hardison’s name.

Treasurer/Membership Report: Ann Jordan
- 2014 approved budget: $11,400.00
- Spent: $7,806.75
- Remaining: $3,674.60
- We are looking very good despite our drop in membership. Only Administrative Expenses are over budget (by $81.27). This account was cut by $100 last year and I believe that needs to go back and we should budget at least $500 for Administrative Expenses next year.
- Everything else looks good, I anticipate more expenditures for Travel and Scholarship, however I expect both will finish under budget.
- The 2015 proposed budget will be discussed in the “New Business” portion of the meeting.

Resource Sharing Report: Megan McNichol
- No report.

Online Services Report: Chris Fleuriel
- Susan floated the idea of assigning portions of the website to members of the board to monitor for updates.
**Professional Development Report** - Beth Dyer

- We’ve awarded $1300 for 8 scholarships this year, and budgeted $2000. We probably won’t spend the remaining $700.
- Scholarship recipients should send a “Report of Educational Program Attended” to Beth within 30 days of the program, but Beth hasn’t been following up. Information gained from the educational program should also be shared in the HSLIC newsletter. Beth will send an email to the listserv reminding scholarship recipients of their reporting obligations.
- We awarded one mini grant for Judi Moreno’s GoPro project. Cindy White has also applied for a mini grant, and approval is pending Janet Bolduc’s input (she is the other member of Beth’s mini grant committee.) The two mini grants will use most of the budgeted funds for the year.
- We discussed lunch for the general membership meeting in mid-November. If we provide cash for members to purchase their own lunches, some people expressed interest in giving the extra money back to HSLIC, or donating it to charity. Susan will bring a basket for change to the meeting on November 14th.
- The education program at the November general membership meeting will be a pre-recorded webinar, “Making the Case: Using Assessments to Show Value and Make Decisions.” 1.5 CE’s will be offered to those who attend.
- Beth will remind the membership that funds may be available for AHIP certification, depending on the current budget. More information here: http://nahsl.libguides.com/hslicforms

**Publicity Report** - Carin Dunay

- The next newsletter will be published in December.
- The profile of Sally MacAuslan in the October newsletter was well-received, and Carin will plan on doing another profile of a current HSLIC member for an upcoming newsletter.

**Archives Report** - Shelly Davis

- Minimal progress has been made on scanning the archives since the last board meeting because of competing projects. It is unlikely that much progress will be made during this academic year because the St. Joseph’s College Library will be moving to an interim space, and eventually into a new library, which will be completed in 3-5 years.
- The board discussed whether it would be worth hiring a student who would dedicate some time to the scanning project. Shelly thought $500 to pay a student intern sounded reasonable, and will draw up an estimate.

**NAHSL Board Report** - Dina McKelvy

- No report

**Maine Library Commission Report** - Cora Damon

- Maine State Library is in talks with the Digital Public Library of America to serve as Maine’s “hub.” Libraries in Maine can submit data to MLS and they in turn tweak it and put it into the Digital Public Library of America’s system. (The Commission approved going forward with this project.)
Minerva was successfully converted to III’s Sierra product. No major problems have been encountered.

Minerva will be expanding its membership by adding new libraries Kennebec, Windham, Freeport and ME College of Art.

Possible HSLIC programs: ME State Library’s Re-maker Center, Digital Public Library of America.

Cora will send an updated report after the MLC’s 11/4 meeting.

**Hospital Library Advisory Group Report:** Vacant
- This position is still vacant following Maryanne Lamont’s retirement this summer.
- Susan wrote to Meredith Solomon in the NNLM-NER office, and Meredith said a HSLIC representative would be welcome to join HLAG. Susan sent an email to the HSLIC listserv earlier this week regarding the vacancy with instructions to contact Meredith Solomon if anyone was interested.
- Christie has offered to take the position if no one else in HSLIC has expressed interest by mid-November.

**Maine InfoNet Report:** Doug Macbeth
- No report.

**Old Business**

**Status of Resource Sharing Opportunities (NEJM, R2, Etc.)**
- Megan was not able to make the meeting, no report.

**Logo Improvement Project**
- Judi was not able to make the meeting, no report.

**Advocacy**
- Dina was not able to make the meeting, no report, tabled for now.

**Updating the Disaster Resource List**
- Dina was not able to make the meeting. Chris will contact Dina regarding the list, and whether it needs an update.

**Outreach/Membership Efforts**
- There was a discussion of the status of regional Docline ILL groups.
- Susan is still working on her Op/Ed.
- Susan and Ann will collaborate on writing a letter selling HSLIC to potential new members.
- Ann will send out membership renewal notices in December.
- The board touched on creating a policy for new HSLIC member fees, and whether their fee should be prorated, applied to the current calendar year, or applied to the next calendar year, depending on when in the calendar year they are applying for membership. This will be discussed in greater detail at the next board meeting.

**New Business**

**Upcoming Fall Membership Meeting**
- Most current board members will be returning for 2015. Beth will be stepping down as Professional Development Chair, and Janet Bolduc will be filling that position. Dina is considering stepping down as NAHSL Representative, and Amy Moore might fill that spot. The HLAG Representative spot is still vacant, as we discussed earlier in the meeting.
- At the general membership meeting, Ann will propose a 2015 budget of $6500, with expected expenses of about $4000. The only changes are an increase in the Administration and Public Relations Line to $500 from $400.
- Beth made a motion to increase the scholarship money cap to $300 maximum per institution, and keep the individual member maximum at $100. Ann seconded the motion and all present were in favor of it.
- Susan will ask Cora if MGMC will be a HSLIC member in 2015.

**NAHSL Conference post mortem/ Thanks to HSLIC for donation**
- The NAHSL conference went smoothly, and the reviews have been positive overall.
- Susan thanked HSLIC on behalf of the NAHSL Conference Planning Committee for their donation.

**Executive Board member elections/appointments**
- Discussed earlier in the meeting.

**Other Business**
- Susan recently read an article by Kevin Mannix of WCSH, reporting on mental health issues. In it, he welcomed suggestions for a new series. Susan discussed contacting him to tell him about HSLIC and health science librarians, generally, and their availability to help find health information. Susan will write to him.
- Linda Lord is retiring from the Maine State Library. We discussed acknowledging her service with a gift from HSLIC.

**Next Board Meeting**
- Will probably be in February 2015.
- Susan will check with the Maine State Library about meeting room availability.

HSLIC Chairperson Susan Bloomfield adjourned the meeting at 1:05 PM.
Submitted by Christie Stuntz, Secretary.