HSLIC Executive Board Meeting  
Central Maine Medical Center, Lewiston  
February 27, 2015  

Members present: Susan Bloomfield, Janet Bolduc, Shelly Davis, Chris Fleuriel, Ann Jordan, Judi Moreno, Christie Stuntz

Call to Order: HSLIC Chairperson Susan Bloomfield called the meeting to order at 9:42 AM. A quorum of board members was present.

Reports

Chair’s Report: Susan Bloomfield  
- All of the items on Susan’s list will be discussed in later portions of the meeting.

Secretary’s Report: Christie Stuntz  
- The minutes from the 10/31/14 meeting were accepted and approved.

Treasurer/Membership Report: Ann Jordan  
- 2015 approved budget: $5,400.00
- Spent: $0
- Revenue: $780.00 (Membership)
- As of 2/11/15, HSLIC has 17 institutional members and 3 personal members. Ann expects that there are more membership forms and payments in the mailbox, which will be checked in the next week or two. Ann also deposited $2,620.00 in checks yesterday, which haven’t cleared yet.
- Once the mailbox has been checked again, Ann will contact 2014 HSLIC members who have not renewed their memberships for 2015.

Resource Sharing Report: Megan McNichol  
- No report.

Online Services Report: Chris Fleuriel  
- Chris has updated the Executive Board list on the website. Please let her know if you have any corrections.

Professional Development Report: Janet Bolduc  
- Janet will update the scholarship form on the website to reflect the increased institutional dollar amount limit of $300.
- Janet has been working on the educational portion of the spring program. Dina McKelvy suggested the potential topic of an overview of medical education programs in Maine and how they affect hospitals. Janet thought we could also loop in educational institutions. Health literacy was suggested as another possible topic.
- Janet is looking for locations for the spring general membership meeting, and has suggested a potential date of Friday, June 12th.
- Janet will contact someone at NAHSL for HSLIC website permissions.

**Publicity Report:** Carin Dunay
- No report.
- Susan has asked Carin to update the website calendar. Janet will contact Carin with events to add to it.
- Susan’s article about health sciences librarians in Maine was published in the “MLA to Z” newsletter.

**Archives Report:** Shelly Davis
- Thanks to a very industrious student worker who worked some during the winter break, all of the past newsletters that were in the collection have been scanned, checked and uploaded to the website – http://nahsl.libguides.com/hslicnewsletter. There appear to be some gaps, but it is difficult to tell if there are actual issues missing as naming conventions (months vs. seasons) and numbering varies from year to year. If anyone has old HSLIC newsletters kicking around their offices or attics, I would be glad to take them for potential gap fillers!
- Meeting agendas and minutes and committee reports are next. A good chunk of these have been prepped for scanning (in chronological order, staples removed), and the same student worker will be working during spring break on this.

**NAHSL Board Report:** Beth Dyer
- No report.

**Maine Library Commission Report:** Cora Damon
- No report.

**Hospital Library Advisory Group Report:** Christie Stuntz
- An HLAG subcommittee has put together a free, day-long Symposium on Change Management for Health Sciences Libraries.
- From the announcement, “This free day-long symposium will begin with a keynote address that provides an overview of the tenets of change management. Following the keynote, we’ll hear from a librarian who’ll speak on the changes in professional, transferable skills in the expanded field of knowledge services. After lunch, we’ll tie it all together with a panel of regional librarians who successfully implemented changes within their professional skill sets as well as within their host institutions. We’ll end with a Q & A session with presenters.”
- Date: March 20, 2015 (Snow Date: April 10)
- Place: UMASS Medical School Campus, 55 Lake Avenue, Worcester, MA
- Room: The Cube, Albert Sherman Center (3rd Floor)
- Time: 8:30am- Registration; 9:30am- Program begins; Day will run from 8:30am-3:30pm. Lunch included.
- To register: http://tinyurl.com/p3nxmq9
If you have any questions, please let me know. We haven’t had a meeting since I became the HLAG rep at the beginning of 2015, so that’s all I have to report.

Maine InfoNet Report: Doug Macbeth
- Beginning with last year’s Maine InfoNet (MIN) Board’s Listening Tour, forged during a facilitated retreat and revised during many subsequent meetings, the MIN Strategic Plan has been completed.
- Here is the broad outline of the plan which can be accessed in its entirety at: http://www.maineinfonet.org/about/board/maine-infonet-strategic-plan-2015-2018/
- Maine InfoNet Strategic Plan 2015 – 2018:
  - Organizational Goals
    o Enhance the capacity to support the expansion of statewide Integrated Library System (ILS) services
    o Expand the number of libraries that actively participate in MaineCat
    o Develop the capacity to support current and future Maine InfoNet initiatives
  - Collection Access Goals
    o Provide leadership and management to maintain and enhance collection access to meet the needs of the public that compliment, extend, and enhance local library collections by facilitating statewide library partnerships
    o Determine Maine InfoNet’s role in facilitating partnerships in the creation of a Digital Library of Maine
  - Funding Goals
    o Ensure Maine InfoNet funding is sustainable
    o Develop a funding strategy to support the growth of Maine InfoNet

Old Business

Kevin Mannix Letter
- It was reported a few months ago that Kevin Mannix of WCSH was going to do a series on mental health issues. Susan emailed him earlier this week about HSLIC, and how HSLIC librarians were available to help people find credible mental health information on the internet. It was announced on Wednesday that he is leaving WCSH, and it is unclear if the mental health series will still happen. Susan will keep us updated.
- Susan also mentioned that in her outreach letters, she has been volunteering the services of HSLIC membership to Maine residents as a whole. Susan asked if HSLIC members were allowed to help people who had no affiliation to their institutions. Most members present said they were, but some either weren’t sure, or didn’t think they could.

New Business

Cairns Award
- Judi is updating the Cairns Award webpage and form.

Outreach/Membership Efforts
- There are HSLIC librarians on two of the state’s ILEAD teams.
- Ann shared a draft letter that she will be sending to HSLIC members when she receives their membership form and payment. If anyone thinks of anything to add to the letter, or has any
comments, please let Ann know. She will also be working on another letter to send to 2014 members who haven’t renewed their memberships for 2015.
- Ann will be working on updating the HSLIC super directory this year.

Discussion of Prorating Memberships
- There was much discussion concerning whether HSLIC should be offering prorated membership fees based on when in the calendar year an individual or institution applies for membership. We also discussed whether we should have a new member rate, prorate, or offer discounted membership.
- It’s unclear whether the board can change the membership fee structure without input from the general membership, according to the bylaws.
- The board decided not to change the membership fee structure at this point, but this is something that we might want to discuss at the next general membership meeting.

Review of 2015 Goals as stated at Fall Membership Meeting
- 2015 goals include: maintaining scholarships and mini-grants, continuing work on the archives, updating the disaster resources list, keeping the website up to date, looking into more resource sharing opportunities, and increasing membership.
- Ann and Susan will consult with Carin and Meghan about the increasing membership piece.
- Christie will send an email out to the hslic listserv with the disaster resource list so everyone can update their own institution’s holdings. Christie will compile the responses into an updated document.

Next Board Meeting
- Will probably be in April 2015.
- Susan will send out a doodle poll to schedule it.

HSLIC Chairperson Susan Bloomfield adjourned the meeting at 12:05 PM.
Submitted by Christie Stuntz, Secretary.