TO: HSLIC Executive Committee  
FROM: Rachel Dutch  
RE: Meeting

There will be a HSLIC Executive Committee Meeting June 8, 1977 at 10:00 a.m. at the Veterans Administration Center. Please go to Melda's library first.

AGENDA

1. Introduction of new members
2. Question of Margery's title
3. Report on the Advisory Board
4. Report from Margery
   HSLIC - Preliminary outline
5. Date for the next meeting
6. Other business

By:laws comm.

Melda P.
Regina C.
Nancy C.
Wanda T.

RD/mb
A meeting of the Executive Board of HSLIC was held June 8, 1977 at 10:00 a.m.


Absent: Marilyn Dean

The HSLIC Executive Board met at Togus VAC. New members were introduced, and then the question of Margery Read's title was discussed, as the grant and calling cards read "Director", while her job description reads "Coordinator". Margery stated that the problem was symptomatic of other HSLIC problems, but she would be happy to abide by the group's decision. After some discussion, Nancy Greenier called the question, which Rachel clarified. Nancy Greenier moved that Margery be called "Director". The motion carried, and Melda Page reaffirmed the use of HSLIC in Margery's title in order to maintain HSLIC's identity.

The Advisory Board has been formed. Minutes of the meeting were distributed. There was some question as to how this came about, and Margery Read and Rachel Dutch concurred it was formed by the MHA. The Board's function was questioned by Melda Page. Margery replied that the arrangement was loose, though she knows she reports to them, and asked for suggestions. Priscilla Platt suggested we send the Advisory Board HSLIC Executive Board minutes.

Melda Page asked how the Health Systems Agency was tied in to the Advisory Board. It was felt that HSLIC should be in communication with them.

Priscilla Platt inquired about the attitude of the Advisory Board toward HSLIC. Margery Read replied that they were interested. Priscilla suggested that minutes of advisory meetings be sent to HSLIC, and Margery volunteered to do that. The Advisory Board members' titles were furnished.

Margery began her HSLIC Director's Report. She felt that the HSDI survey is very costly ($7000 per year) and not very helpful. It had been suggested by David Fink. Nancy Greenier moved that we invite Dr. Gerard Barber and Ms. Janet Brysh of HSDI to explain their survey and services to us. The motion carried.

Margery Read also discussed inservice education. She is working on programs, and hopes to have HSLIC cooperation in giving workshops. Julie Tallman will be doing the "hands on" portion of a one day HSLIC AV workshop. Information on this will be sent in July. Other AV possibilities: AV acquisition, selection, and ILL. It will carry a small cost and may include medical education directors.

Priscilla Platt questioned the cost of speakers. Margery thought HSLIC could pay just the flight charge of a possible Chicago participant. Wendy Troiano suggested Malcolm Brantz, head of U. Conn's Medical AV Library, as a less expensive alternative. Eleanor Cairns suggested Wendy Fink as a later workshop visitor. Melda Page recommended a social service workshop. Margery requested a formal structure for her part in setting up workshops. Rayna Genetti felt that it was wonderful for HSLIC to co-sponsor workshops. Eleanor Cairns read the director's job description which gives Margery the authority to set up workshops. Melda Page suggested regularly scheduled HSLIC board meetings in order to facilitate communication.
Margery spoke on the upcoming cataloging workshop to be presented on interactive television. Hospitals processing this: St. Mary's, CMMC, Augusta General, VAC, and MMMC.

Margery Read asked for our suggestions on a HSLIC flier. It was decided she should bring her suggestions to the Executive Board.

Margery Read said the membership list needs to be straightened out and more people contacted. This could be up to the Treasurer. The inclusion of the Union List in HSLIC dues was debated by Eleanor Cairns. The problem of ILL's and dues was also debated.

Margery brought up Doug Kramer's (MHA) request to serve on the executive board as grant administrator. Raynna Genetti felt that this would injure HSLIC's identity as a group of librarians. Priscilla Platt suggested he receive a copy of the HSLIC board minutes. Nancy Greenier moved that it was not necessary for Doug Kramer to be invited to serve on the HSLIC Executive Board. The motion carried.

Margery Read stated she has been asked to serve as a consultant to small cooperatives, the members of which are HSLIC members. Discussion ensued, involving the amount to charge (revenue would go to HSLIC) and duties involved (evaluations etc.) This concluded the director's report.

A committee to draft the bylaws was set up. Volunteers were; Nancy Greenier, Melda Page, Raynna Genetti and Wendy Troiano. They are to report on their progress at the next board meeting. Examples to follow were suggested by Margery Read and Raynna Genetti.

Eleanor Cairns announced that the annual meeting of New England Regional Council on Library Resources and Nursing (Oct. 20 & 21 in Durham, N.H.) will feature Gerontology as its theme. Eleanor is chairing it, and hopes Maine librarians will attend.

It was agreed that board meetings should be monthly. The second Wednesday of the month was chosen. July must be an exception; July 14, MHA 10:00 a.m.

Melda Page suggested that the Treasurer's report should be given at every meeting. Wendy Troiano, Sec./Treas., agreed. Margery Read reported on the grant budget. It will run March 1 - March 1. $3000 has been spent to date. Wendy Troiano reported that the HSLIC account, aside from grant money, resides in Jean Doty's name, and suggested that the fees and dues records should be centralized with the director's secretary, but the calling of members and treasury report duties would remain with the Sec./Treas. This was discussed and felt to be a workable possibility and Margery reported she would discuss it at the next board meeting.

Melda Page stated the need for guidelines in evaluating the director's job performance. This is to take place in September (See end of meeting).

Complaints were voiced about preparation of a new HSLIC Union List. Arguments in favor of a HSLIC list: there are too many libraries other than medical, many small libraries are not listed, and the new Maine one is already out of date. A supplement or the use of the UMO computer were suggested. Melda Page suggested just sending changes and additions. Raynna Genetti called for interlibrary loans organization and policies - more than just a new union list. Melda suggested a yearly one; the group concurred, but time was presented as a problem. Melda suggested a card file format.

MEDLINE service was discussed after Eleanor Cairns explained that MMC's free service is just for physicians. Rates for MEDLINE searches were discussed. EMMC hopes to have a terminal in January; services will then be divided regionally. Billing is still
being worked out.

Raynna Genetti suggested that all HSLIC executive board members receive the minutes from the past year. Margery Read said she would distribute them.

Melda Page requested a copy of the grant and accompanying papers. Julie Tallman furnished her copy.

Raynna Genetti asked for bylaws suggestions, as well as suggestions for evaluating the director's position. A committee to develop guidelines for evaluating the HSLIC Director's performance was set up: Melda Page and Eleanor Cairns volunteered, and Rachel Dutch volunteered Jean Doty.

The meeting was adjourned at 12:30.

Date of next meeting. Thursday, July 14, 1977 at the MHA, 10:00 a.m.

Respectfully submitted,

Wendy E. Troiano,
Secretary-Treasurer HSLIC
Executive Board