HSLIC EXECUTIVE BOARD MINUTES

August 10, 1977

HSLIC Executive Board meeting was held August 10, 1977 at the MHA Office at 10:00 a.m.

Present: Melda Page, Margery Read, Nancy Greenier, Cora Damon, Friscilla Platt, Wendy Trolano, Rayna Genetti

Absent: Julie Tallman, Gertrude Weir, Marilyn Dean

1. The minutes of the last meeting were voted and accepted as corrected.

2. The treasurer reported $35 received in dues from Togus and $60 paid to UMO for four Maine Union List of serials. There is a total of $1170.50 in the HSLIC account. Wendy Trolano will check into a partial savings account or interest/checking account. Margery Read will notify regional representatives of dues delinquents in their areas.

3. Committee Reports:

   a) Rayna Genetti reported on her final draft of the bylaws. The principle changes not already voted on were the substitution of "HSLIC" for "organization", and the addition of an executive director clause in Article X: Amendment of Bylaws. Priscilla Platt moved that the bylaws be referred to the Advisory Committee for suggestions on Sept. 20; we will then take a final vote on them October 12, and then the whole membership will vote in November at the Fall meeting. The motion passed.

   b) Margery Read presented her "Job Description & Performance Appraisal Drafts". Eleanor Cairns found them fully acceptable now, but open to change. Rayna Genetti found #4 too vague concerning outside contacts. After discussion Rayna Genetti moved that the description and evaluation be accepted. Priscilla Platt seconded and the motion passed. The means of conducting evaluations was discussed with Margery and agreed upon. Future evaluations will take place at 6 month intervals in coordination with MHA evaluations. The director will evaluate herself and present her appraisal to the executive board according to the evaluation forms. The Board will discuss this in executive session and present their written evaluation to the Director for discussion. The means of evaluation was put in the form of a motion by Nancy Greenier, seconded by Rayna Genetti, and passed.

   c) Priscilla Platt read Julie Tallman's report on the Committee to make grant-monitoring forms; monitoring forms are not necessary, as the grant will not be a continuing source of funding. After discussion it was decided that the committee should devise an ILL statistics form, and serve as a participants' satisfaction committee.

   d) An announcement was made concerning the MLA North Atlantic Regional Convention: Montreal, Oct. 27-29, 1977. CE courses will be given Oct. 27. Eleanor Cairns will have all HSLIC members put on the mailing list.
e) The committee on Long Range Planning (Raynna Genetti, Jean Doty, Eleanor Cairns) was reported on by Raynna Genetti and Eleanor Cairns. They would like to see the central office develop the five regions for communications and sharing. Melda Page asked that the committee meet again and decide how to survey the membership according to the committee's written goals.

f) Margery Read reported that the Fall meeting will take place on November 4 from 10 to 4 at Waterville. The A.M. will consist of the business meeting. The P.M. will have 2 workshops: NERMLS quota system and the U.S. Government Copyright Office. The workshops will be publicized. Lunch will be purchased there.

g) Cora Damon reported on the possibility of HSLIC becoming either a Medical Library or Special Library subsection of the Maine Library Association. This was discussed. Eleanor Cairns moved we apply for membership as a special libraries group. Priscilla Platt seconded and the motion passed. Priscilla Platt moved that HSLIC participate in the 2 main meetings of MeLA as a special libraries group. Passed. Melda Page appointed Cora Damon to contact Richard Gross at Lewiston P.L. concerning our participation.

h) Margery Read reported on the Serials Union List. It was unanimously decided not to make a new HSLIC only union list of serials. Instead, we will have the Maine Union List revised and recoded to fit the New England Union List of Serials. The printout should be completed at UMD by Spring 1978. Eleanor Cairns moved to accept the above proposal. Passed.

i) Melda Page read Jean Doty's report on the Monograph Union List meeting. A variety of alternatives was discussed; a survey will be compiled to ascertain the membership's needs.

j) Raynna Genetti reported on the NERMLS quota system for interlibrary loans: 10-250. These can be contested by our representative (Raynna). She pointed out that this should stimulate inter-consortial cooperation.

4. Old Business

a) Co-Chairperson election results: 23 total votes: 15 for Raynna Genetti and 8 for Mary Wandersee. Thanks were extended to both for their willingness; congratulations to Raynna.

b) Director's Report –

1. Workshops

   AV: Margery Read wants to enlarge group of people involved

   Margery is working on a patient education workshop with HERC and MeLA; also a management workshop with Dr. Chin.

   A cataloging video tape will be available to HSLIC, as well as the Brandon List – contact M. Read.

   Melda Page appointed a Committee for Educational Planning, in order to determine what needs to be taught: Gabriel Kirkpatrick, chairperson, Isabel Carrol, Kathy Smith.
2. Grant Budget

Margery Read proposed that with an MHA donation of $5000, HSLIC can have the grant for a third year. Her budget included $500 professional materials, a raise, and the director's car rental with a $3000 year equipment budget. It did not include workshops, or board travel funds. Margery Read will send a copy of a line itemed budget to each board member before discussion at the September meeting.

c) The goals were already endorsed by the Board; the Committee on Long Range Planning should incorporate these into their 5 year plan.

d) Medline Service: EMMC and CMMC are working out a consistent service charge.

5. New Business

a) Director's report by Margery Read:

1) Cooperative serials buying will not yield a discount, so there is little point. Jobbers were briefly evaluated by Board.

2) Cooperative binding: Margery Read will survey membership for interest.

3) Cooperative acquisition: discussed. Raynna Genetti will sample HSLIC for what out of state ILL's are made, in order to discover what journals are needed in Maine. Melda Page described her method of keeping user statistics for journals.

4) Catalog cards on NELINET'S OCLC System: Margery Read reported briefly—will describe in newsletter – Augusta area only.

5) AV Union List reported on (M. Read)

Committee:
Margery Read, Chairperson
Pat Butler
Gabriel Kirkpatrick
Isabel Carroll
Aileen Jones
Judy Littlefield
Bill Cohen
Lois Estes

6) Central Storage – there will be a charge. Maine has a committee working on this. HSLIC Committee:

Nancy Greenier, Chairperson
Jean Doty
Eleanor Cairns
Julie Tallman
7) State Medical Libraries were discussed regarding Margery Read's report. Dr. W. Bristol, Medical Care Development, is working on funding. Alternatives as to form are:

a) Decentralized (Portland, Augusta, Bangor)
b) State Library administration
c) Part of existing medical library with additional people and materials

This has been done in Iowa and Idaho. It was discussed in terms of backing, and the Executive Board agreed to pursue the idea of a State Medical Library. Melda Page appointed a Committee to study idea:

Rayna Genetti
Eleanor Cairns
Melda Page
Jean Doty

b) Incorporation: Margery Read reported that it would enable HSLIC to apply for and administer grants, but involves a legal fee and annual auditing. Priscilla Platt suggested discussion be tabled to a date when HSLIC may wish to apply for another grant. The membership concurred.

c) Margery Read distributed "Statement on a Library Education Program for Maine" by the Chief Librarians of the University of Maine. It discusses methods of training professional librarians and para-professionals, and calls for a survey of Maine library staffing needs. Melda Page appointed a committee to draft a recommended statement to be sent to the University librarians:

Priscilla Platt
Mary Wandersee
Sheila Johnson

d) Margery Read distributed her "Evaluation of HSLIC Project 1977-79" outline. The Board will review it at their Sept. 14 meeting.

e) Melda Page appointed a HSLIC Contract Revision Committee (deadline - Nov. 9th meeting):

Kathy Smith, Chairperson
Wendy Troiano
Jane Macdonald

f) Margery Read spoke on the idea of an interconsortia cooperative and union list center. She called for a center in which to collect union lists, and from which to answer telephone inquiries. Discussion began and was tabled.
g) Replacement of District II Representative:

Raynna Genetti moved that the other person whose name was up for the original nomination (Rose Ricker, Pineland) be renominated at this time. Passed.

h) Melda Page appointed a Spring Meeting Committee:

Gertrude Weir, Chairperson
Mary Wanderssee
Nancy Grunier

The next Executive Board meeting will be on September 14, 1977.

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Wendy E. Troiano, m.b.
HSLIC Secretary/Treasurer