AGENDA
HSILC EXECUTIVE BOARD MEETING
at
Central Maine Medical Center
Hiebert Hall
(Ground Floor)
Nov. 4, 1977
10:30 a.m.

BRING YOUR LUNCH AND BE PREPARED TO STAY UNTIL 3 p.m.

1. Secretary's Report - Troiano

2. Treasurer's Report - Troiano

3. Committee Reports -
   a. Pamphlet - Dean
   b. ILL Notebook - Platt
   c. Long-Range Goals - Cairns
   d. Monograph Union List - Doty
   e. Maine Library Association - Damon
   f. Spring Meeting - Weir
   g. Continuing Education - Kirkpatrick
   h. Storage and Retention - Damon
   i. Library Education - Platt
   j. Contract - Troiano
   k. Interconsortia Cooperation - Genetti
   l. NEHA Exhibit - Ricker
   m. Rates for Calendar 1978 - Genetti
   n. Union List of Periodicals - Platt
   o. Other

Old Business:
   a. Countway and ILL Survey - Genetti
   b. Incorporation - Read
   c. Director's Report - Read
      (1) Workshops
      (2) Binding Contract
      (3) Other
   d. Fall Meeting Critique
   e. State Health Sciences Library Proposal (please study attached and be prepared to discuss)
   f. Other

New Business:
   a. Vice-Chairperson
   b. Meeting Schedule
   c. Other

*Note change of meeting place and time.
A regular meeting of the HSLIC Executive Board was held November 9, 1977 at Central Maine Medical Center.

Members Present: Margery Read, Raynna Genetti, Cora Damon, Rose Ricker, Gertrude Weir, Marilyn Dean, Wendy Troiano

Member: Absent: Priscilla Platt, Nancy Greenier, Eleanor Cairns

Raynna Genetti as new Chairperson expressed her disapproval of the lack of attendance.

I. Secretary's Report - Wendy Troiano.

The minutes were accepted as amended. The Justifiable Rate Schedule Committee was adjusted. Claire Bradshaw, Medical Care Development, is replacing Barbara Thompson (formerly MCD) and Germaine Castonguay, Franklin County Memorial Hospital, should have been included. Wendy read the letter from Camden Community Hospital and Health Care Center requesting information about HSLIC services. Margery will answer it.

II. Treasurer's Report - Wendy Troiano

$45.00 was paid to UMO for Union Lists, and
25.00 to Smith and Stein for Margery's office visit to discuss the incorporation of HSLIC.
35.00 was received from AMHI in dues. There was $5.78 interest on the new N.O.W. Account. The total in the treasury is $1342.19.

The new possible members contacted by Margery must send a contract to the Treasurer and pay for the Maine Union List of Serials ($15.) New 1977 members will not have to pay the rest of the HSLIC dues.

The Secretary was asked to write letters of thanks to Melda, the two speakers for the Fall Meeting, and Dr. Bristol, MCD.

III. Committees

a) Pamphlet - Marilyn Dean

The format will be changed, with a noticeable "HSLIC". Raynna Genetti expressed the need for more information in the pamphlet. Printing was discussed. Margery will investigate MHA's printer. Raynna had 600 library pamphlets printed for $100.

b) Interlibrary Loans Notebook - discussed by Margery Read

Draft copy is made; it will come out soon for every member, and will contain a membership list. The Membership List was discussed again. Margery will see that a separate list is typed and distributed.

c) Long Range Goals - two handouts discussed in terms of what type of document
the organized one is. Decided it gives a direction to HSLIC, although not all the details have been agreed upon, and there is some repetition. Raynna moved that the committee will continue to explore the suggestions and will decide on a use for the List of Long Range Goals.

d) Monograph Union List - Ann McKay and Jean Doty

Raynna read Ann's report which stated: "Not enough books were borrowed.... the larger libraries did not show sufficient interest in the project... The amount of work involved would be greater than the benefits derived." It was "recommended that the project of establishing a central book catalog for HSLIC be dropped for now." Gertrude Weir moved that HSLIC accept the committee's recommendation. Passed.

e) Maine Library Association - Cora Damon

We can hold a meeting with MeLA even if we are not an official section. The dates are May 10, 11, 12 at the Ramada Inn, Bangor. Speaker possibilities were discussed: legal information; government documents.

f) Spring Meeting - Gertrude Weir

Dates - "...decided not to meet with the MeLA - too much at one time. Possibly Mar., avoiding the week of Patriot's Day.

Place - Gertrude will confirm Bar Harbor - Jackson Laboratory

Speaker - possibly Joan Staats, Librarian and Dr. Strong, Head of School of Osteopathy.

Marilyn Dean moved that Gertrude Weir look into holding the Spring Meeting at Bar Harbor, with Joan Staats as a speaker on libraries and the health sciences. Passed. A definite date will be arranged and a tentative schedule will be ready for the next meeting (Dec.) Morning - business meeting.

g) Continuing Education - Report from Committee (Cathy Smith, Isabel Carroll, written by Gabriel Kirkpatrick)

Margery stated a need for this input. Marilyn Dean stated that Region V needs basic help.

Committee responded primarily for the non-professional group.

Margery stated:

-also need professional inservice education
-mentioned possibility of scholarships - discussed. Raynna felt continuing education is a personal and institutional responsibility - would need written criteria for a scholarship - Margery will devise sample form. Idea discussed and tabled.

-regional chairpeople will survey their memberships as to their continuing education needs
-possibility of taking care of paraprofessional needs at the regional level, and MLS level needs at the state level. (whole membership)

For next meeting Margery will suggest five statewide programs for all members, and she will work, with the regional representatives, on para-professional education. Raynna stated this will be discussed again.
h. Library Education

Minor changes were made in Priscilla Platt's letter to the State Library Committee. Rose Ricker moved that the letter be sent. Passed.

i. Contract - Wendy Troiano

Changes made:

Underline "return contract" and add "before Jan. 1"
cross out classes of membership
single space - elite type
At top: "which became effective 1978"
Middle p. 1 - don't separate meetings from rest of sentence
top p. 3 should be "C) 1), 2), 3)"
Next line should be "The dues for calendar year 1978 is $35. and includes one free HSLIC Union L's of Serials".
Will send one copy.
"Procedures for HSLIC Contracts and Dues" approved. Gertrude Weir moved the contract be accepted as amended - Marty will send it out - passed.

j. Interconsortia Cooperation - Rayna Genetti

Working on customized agreements with other consortia - coming slowly but worthwhile.

k. New F and Hospital Assembly Exhibit - Rose Ricker

She described her idea, using a Maine state map and library pictures. Margery will send in the application - theme: "Cooperation Statewide". Cora will look into displaying the poster at various places statewide, e.g. Maine Medical Association, MEA, Maine State Nurses Association.

l. Rates for Calendar 1978 - Rayna Genetti

Committee changes as noted in amendment of minutes.
Future budget was discussed on the basis of Rayna's report. The decision was made to set the dues at $35, and that this would include the HSLIC Union List of Serials.

m. Union List of Periodicals - Margery said she would pull non-HSLIC titles of interest, e.g. management

IV. Old Business

a) Countway and ILL Survey - Rayna Genetti

Rayna asked that the seven libraries surveyed get together to decide on serials for purchase. They should discuss starting dates, how to set uniform rates or free service, and how to choose periodical titles.

The problem of how to avoid overloading the large Maine libraries with inter-library loans was discussed. Requests for periodical interlibrary loans in other areas of the country have been routed to the small libraries first, and then the larger places. It was decided that HSLIC should send their journal requests to more small libraries.
b) Incorporation

Margery passed out the letter from the Smith & Stein law firm which explained the costs and possible benefits of HSLIC's incorporation. The letter was not read. Voted to accept the letter.

c) Director's Report - Margery Read

1) Workshops as reported at Fall meeting. Margery will work along lines of regional desires as shown in reports.

2) Binding contract - difference in costs

3) AV Union List

Margery will start with the four largest libraries. The work will be done by a Simmons library school student who will be in Maine for the summer. HERM may partially fund and a proposal has been made to AMEC to underwrite the entire project.

Updating ability was questioned - would be done by individual library each time a new catalog entry was made.

d) Fall Meeting Critique

We might hold it in only one place in the future, improve promotion. Judged a success, but a little rushed for the speakers.

Bylaws follow-up - Rayna

Revisions reviewed. Auditing, as suggested by Sue Knowlton (Fall meeting) discussed. Marilyn Dean moved the ballot should require 2/3 of membership. Method for ballot on Bylaws discussed.

e) State Health Sciences Library Proposal

Discussed by Margery. Funding: salary from State, book work and insurance by a hospital or state library. Matching basis for contracting libraries: library gives service in exchange for deposited journals. Margery has contacted many people out of state for suggestions.

Questions asked: Who will coordinator report to? State Library? MCD? Who will control this program? Will state funds be reliable? How does this report tie in with MCD's proposal? (Margery's answer - a portion of their report; Margery wants to deliver the talk, supported by HSLIC members).

Margery will work out a proposed one year plan so that we understand the proposal. Will be discussed at December meeting.

f) Next meetings: First Wednesday of the month (December 7, 1977) at MHA.
g) Vice Chairperson

The Board decided it is best to select a Vice Chairperson on a temporary position to finish out this term until the next regular election.

Nominees: Tony Geer (Mercy Hospital)
Sheila Johnson (UMPG)
Pat Butler (Regional Memorial)

The nominees will be contacted, and then the Executive Board will vote. Rayna asked Cora Damon to remain serving as the past chairperson. Cora accepted.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Wendy E. Troiano
Secretary/Treasurer HSLIC