AGENDA

HSLIC EXECUTIVE BOARD MEETING

Tuesday, August 1, 1978

Thompson Wing Auditorium
Central Maine Medical Center
Lewiston, Maine 04240

1. Introduction - Raynna Genetti

2. Secretary's Report - Rose Ricker

3. Treasurer's Report - Claire Bradshaw

4. Committee Reports:
   a. HSLIC Project Evaluation - Cora Damon—material will be distributed at meeting
   b. Storage and Retention - Cora Damon
   c. Standing Committees
   d. Other

5. Old Business:
   a. Maine Union List of Health Science Serials
   b. Goal Attainment Scaling—material will be distributed at meeting
   c. JCAH Consulting Project—see attachment
   d. State Medical Library Project
   e. Other

6. New Business:
   a. Maine Hospital Association Role
   b. Future Funding
   c. Future Planning
   d. NERMLS Quota—go over material in last HSLIC newsletter (July)
   e. North Atlantic Health Sciences Libraries Conference
   f. Other

7. Director's Report
   a. Medical Library Association Meeting
   b. White House Conference—see attachment
   c. Meetings
   d. Workshops
   e. Other

WE WILL EAT IN THE HOSPITAL CAFETERIA SO YOU CAN BUY OR BRING YOUR OWN LUNCH. PLAN TO STAY UNTIL 3 P.M.
A regular HSLIC board meeting was held August 1, 1978 at Central Maine Medical Center in Lewiston.

Members Present: Rayna Genetti, Cindy Barbetta, Claire Bradshaw, Eleanor Cairns, Gertrude Weir, Cora Damon, Margaret Spier, Rose Ricker, Margery Read

I. Mrs. Genetti opened the meeting at 10:20 a.m. by introducing the new Officers and Regional Representatives. She explained that she will be trying to get out the agendas for future meetings a week ahead of time, and will try to send out necessary documentation on items to be discussed at the same time. She stressed the importance of attending all meetings in order to keep up with what is going on. Mrs. Genetti had made a survey of Board members to see which dates and place of meetings might be most convenient; the consensus was for the second Tuesday of the month, with alternate sites. Thus, the next meeting will be on September 12 at Eastern Maine in Bangor, if Mrs. Spier can get clearance.

II. The Secretary's Report was accepted as distributed. Mrs. Ricker and Mrs. Read had both written to Miss Staats at the Jackson Laboratories, thanking her for hosting the Spring Meeting, and for providing a most interesting program.

III. The Treasurer read and distributed her report, indicating a balance as of June 30 of $2,729.73. She read a list of the disbursements, and stated that current membership includes 46 libraries, a new member being the J.A. Taylor Osteopathic Hospital in Bangor. Mrs. Read will be sending out a new membership list. The new By-Laws, which are now in effect, call for monthly written treasury reports; Ms. Bradshaw had prepared one, and gave it to Mrs. Read for filing. By-Laws also call for presenting a proposed budget at the meeting, so Mrs. Genetti asked Ms. Bradshaw to come up with one in September or October.

IV. Committee Reports

   a. HSLIC Project Evaluation

      Rough drafts of an explanatory letter and of a survey questionnaire were passed around. Ms. Damon explained that the material was based primarily on previously ascertained objectives, and the survey hopefully would let us know where we have been, where we are going, and could be used as a planning document. It will also give people a chance to say what is on their minds, the information gleaned being less statistical but more subjective. It is most important that these surveys are filled out, we want as many replies as possible,
and may have to use area representatives to "badger" people into answering. If a library has more than one employee, all those desiring to fill out separate surveys may do so. Board members decided to take the rough drafts home to study them and were requested to call back Ms. Damon or Mrs. Genetti by August 3 regarding any suggested changes or comments. The mailing can then be made on the 4th or 7th. Mrs. Read had some questions as to how the returned information was going to be coded or scaled, which will present some problems, but we are not really looking for statistical information, just need to know how association members are feeling in general.

b. Storage and Retention

After receiving results of a survey several months ago, which indicated that the majority of HSLIC members wanted back holdings kept at Orono, Ms. Damon contacted Dr. McCampbell, but has not yet had a reply. She will follow this up before the next meeting. It might be that we will have to go with a double system, i.e., those who want to go with UMO and those who want to work out a shared storage plan. Other suggestions previously looked into were briefly noted for the new Board members--a central depository and microfilms.

c. Standing Committees

The two called for by the By-Laws are Program and Resource Sharing: so far no members have volunteered. Another letter will be sent out shortly--hopefully there will be sufficient volunteer response. The Scholarship Committee will probably be giving a report at one of the next two Board Meetings. A member of the Board should be on each committee, though not necessarily acting as chairperson.

V. Old Business

a. Maine Union List of Health Science Serials

A couple of members have noted that the list does not contain all the health science materials, and that some useful titles had been left out. Mrs. Read had checked and found the reason for one omission, also she had not included any chemistry journals. What Mrs. Read can do is send out an addendum of those titles not included. Togus, Eastern Maine, Central Maine, Pen-Bay and Regional/Bath will submit lists of those titles which they think should be included. UMO is updating their complete Union List, so there may be another one published next Spring. It is most important that HSLIC members continue to send in their own updates--the Newsletter will request people to do so, as well as requesting that they let Mrs. Read know which titles should be included in the addendum.

b. Goal Attainment Scaling

Mrs. Read said that trying to evaluate a consortium is a very difficult thing to do, particularly as we had set goals in the beginning, and things do change as they go along. Members' satisfaction is not the only way to figure out how well a consortium has
could get in with Dartmouth and the University of Vermont in a sort of Northern New England arrangement. At the June 28 meeting at the University of Massachusetts, which Mrs. Read attended with 15 representatives from major medical libraries throughout New England, they began asking the representatives how they felt about the NERMLS quota system. In general, people acknowledged that we have to have it and eventually a payment system, but no one likes it. There are difficulties in passing on costs, although Miss Cairns said she is already making charges to her physicians. It was noted that where charges had been instituted, fewer requests were made, clients being more selective, but presumably this will level off, then there will be more demands for service. NERMLS will go with their free quota stamps until next May, so there will be no charges from them until then. The question was raised as to whether they should maintain the restricted list of titles (AIM) without a charge; as a result, they have abolished the restricted list. Another question was how should quotas be established; right now they have based their quotas on people’s borrowing patterns for the last five years, placing a maximum that any one library could receive 250 stamps. There are all sorts of questions, so something will be sent out in the next newsletter, asking for input to take back to the next meeting. In the meantime NERMLS has assigned quotas, a list of which was sent out in the last newsletter, and HSLIC will set up a pool of unassigned stamps which can go to people who have not previously borrowed or with special needs. This presents the serious problem of who will get the pool stamps; HSLIC should get an ILL Committee started soon to be working on this project. Again, borrowing patterns are not necessarily reflective of clients’ actual needs, since some patrons won’t order what they really need when they are told they are going to have to pay for it.

Mrs. Genetti said that the old NERMLS Task Force will be phased out; there will be new NERMLS By-Laws, under which a 35-member NERMLS Advisory Board will be formed. Some people will be serving on the Board by virtue of their positions (i.e. State Librarians), and each recognized Health Science Library group in each state (i.e. HSLIC for Maine) will be able to elect two people to serve three-year terms on the Board. There will be more guidelines later; numerous committees will be set up to go over many matters—no one on the Advisory Board will serve on any committee, so there will be plenty of opportunity for many more people than the 35 Board members to get involved.

b. North Atlantic Health Sciences Libraries Conference:

Sometime last Fall HSLIC offered to host the 1979 conference in Maine. This year’s meeting will be in Boston, and Mrs. Genetti received some information from the planners there as to how they are planning for their conference. She passed around a listing of the number of committees the planners have, and the tasks assigned to each committee. We have to be thinking about doing the same, and finding out who will actually be willing to spend time on planning for the Maine Conference. Mrs. Read has been invited to the next meeting of the Boston planning committee, and she has been asked to become Chairman Elect (due to the resignation of the present incumbent, and the suitability of a person from the
been doing--another way is goal attainment scaling, which Mrs. Read briefly described. This would also be useful information for her to send back to Washington in her grant report. Mrs. Read had planned to have the HSLIC Advisory Board complete the scale, but they have not been active recently, so perhaps it might be better to have a committee do it. A copy of the scale was passed around, and Mrs. Read would like to have everyone's comments on it, as well as any ideas as to who should fill it out. Members should let her know within the next two weeks regarding any suggestions or changes.

c. JCAH Consulting Project (which is tied in closely with Future Funding):

Mrs. Read gave the background on this project--JCAH recently issued new guidelines regarding hospital libraries, and many Maine libraries do not meet these standards. MHA sent out a questionnaire, and a quick count indicated some 30 hospitals with inadequate library services. So far 14 hospitals indicated they would like to look into a shared consulting service, and 7 have said they would participate. Mrs. Read would plan to start this consultation service in November, as well as a ten-hour course in basic library procedure over the Telelecture system. The service would include four on-site visits per year, and payment would be based on the number of beds per hospital.

The whole future funding picture is quite complicated--our grant expires in November, two years from its starting date, but since Mrs. Read was not hired until March 1977, there are unexpended salary and other funds, which we have asked NLM to allow us to use to extend our grant period to March 1979. MHA would allow $10,000 to operate up to June 30, 1979, with the JCAH Consulting Service being provided for one year up to November 1979. With these overlapping dates, and the uncertainty of what NLM is going to do about extending our grant, firm commitments are not possible at this time. Another possibility might be for Mrs. Read to work for MHA on other projects, and then join HSLIC as a member, so that she could continue to do some work for HSLIC as a committee member, etc. Mrs. Genetti noted that when the two evaluations discussed above are returned, the Executive Board will have to work very hard to get plans organized for the future, based on the information received.

d. State Medical Library Project:

Mrs. Read reported that Maine is only able to fill 59% of its own ILLs whereas other states fill some 80% of their own requirements. There is a great need for a State Medical Library, and this project was to investigate state funding for such a library. Representative Libby Mitchell indicated willingness to sponsor such legislation, however now feels that in view of "Proposition 13" attitudes, there is no further hope of pursuing this project at this time.

VI. New Business

a. NERMLS Quota

Mrs. Read has been asked to sit on the NERMLS Task Force on ILL, with which Mrs. Genetti has also been involved, and perhaps Maine
upcoming host state filling that position). This is such a big project, HSLIC members will have to be willing to work on it. Mrs. Genetti thought that perhaps we should poll the membership, university libraries, state library, etc., as to where the Conference should be held, since the site should be picked within the next month or so. Various locations--Bar Harbor, Augusta Civic Center, Treadway/Samoset--were briefly discussed. Motion made that Mrs. Read and Mrs. Genetti should sit down and work out details regarding a survey letter, and begin making plans. So voted.

c. Nominations:

Gertrude Weir volunteered to fill the vacant Vice-Chairperson position, and was invited to the Board Meeting pending formal election. The Region V representative has left to go back to school, so that slot is vacant; four new librarians are coming into Aroostook--possibly Barbara Tilly, Cary Memorial will be interested. Mrs. Genetti is to approach her, and she will see if she can get approval from her hospital. According to the new By-Laws, the Chairperson can appoint people to fill out Officers' vacancies (other than Vice Chairperson); the Secretary is having to resign since she is leaving Pineland's library. Suggested persons for this position included the Marine Colloids' librarian, the new AV librarian at the VA, Germaine Castonguay at Farmington, Evelyn Greenlaw from St. Mary's, or possibly someone from the University system.

d. Other:

Togus now has the Lockheed data bases, and Mrs. Page will be providing us with information about this for the newsletter. The By-Laws have a provision for Honorary Affiliates (non-dues paying, non-voting members). Mrs. Genetti suggested that Ms. Staats be invited to become an Honorary Affiliate of HSLIC. Everyone concerning this suggestion will be offered at the Fall meeting.

Mrs. Read showed a booklet, "Libraries of Maine," prepared annually by the Maine State Library. This does not include any special or Health Science Libraries. She called Carolyn Nolin to ask if HSLIC members could be included in the booklet. Mrs. Nolin agreed that we could be in, if we wanted to be. It was suggested that the area representatives contact their area people to see if they wished to be included, and if so to supply the correct information. Cynthia Arnold, also of the State Library, is making a listing of the special libraries in the state; Mrs. Read will see her this week to find out what she wants, and if it is similar material, perhaps the area representatives could obtain this information at the same time.

Last Spring there was discussion about Maine having a sub-contracting library. When Mrs. Read last went to Boston, they felt that it does not look like a sensible thing to do at this point, since it would cost a NERMLS stamp for each transaction. As the situation changes, and if there is to be no more free service, that might be the time to revive this idea.
VII. Director's Report:

a. Medical Library Association Meeting:

Mrs. Read said that this was not a very interesting meeting, and Miss Cairns confirmed same. There is going to be a new group for hospital librarians which is going to get out a newsletter four times a year. Reports of the various meetings and workshops will be published in the MLA Bulletin.

b. White House Conference:

Maine's will be held in April of 1979. Mrs. Read has written to Mrs. Nolin about HSLIC's participation. She had gone to the MLA White House Conference meeting, and has been appointed to be their representative in Maine. A real problem appears to be in the make-up of the conferees--delegates must consist of one-third consumer representation and two-thirds professionals, and it takes a long time for them to understand each other's viewpoints. Mrs. Read has contacted Mrs. Polstein, who is coordinating the Conference in Maine and would like to get a list of the proposed delegates, so that we might be able to lobby for some of the things HSLIC is interested in. Pennsylvania did this at their Conference, October 31 - November 1, 1977, and came up with some very good recommendations. Mrs. Polstein is to be invited to HSLIC's October Board meeting.

c. Meetings:

Mrs. Read had a Regional meeting in Aroostook, which had 100% attendance. They discussed ILLS, using Medline, what NERMLS does, etc. She reminded regional representatives that they are responsible for setting up educational meetings in their areas, and would like to have one in each region during the next couple of months. Many suggestions have been made regarding topics which could be offered.

d. Workshops:

1) Medical Information and the Layman--date set for October 27. Only cost will be for the lunch. Mrs. Read is still lining up people for panel lists.

2) Budgeting, also Volunteer Budget Review Organization (essential for self-evaluation)--if enough people are interested in this, Mrs. Read can arrange for two speakers from MHA and Dr. Chen. Perhaps this could be scheduled for our Fall meeting. Mrs. Genetti noted that NERMLS, in their new budget, have provided money for workshops; possibly this could pay for Dr. Chen. If Mrs. Read will put together a tentative package, the Program Committee could go over it, and approve or make further suggestions.

3) The Telelecture course will be starting in November for the shared services JCAH Consulting Project.
4) Miss Cairns would like to have a Copyright workshop: she thought there must be court cases coming up, and she wanted to know more about what's going on.

VIII. Next Board Meeting:

September 12. The Board will be taking up Mrs. Read's six month's evaluation, based on (a) her self-evaluation, and (b) discussion as a group.

In closing, Mrs. Genetti stressed the home work to be done on (a) HSLIC Project/Evaluation; (b) Goal Attainment Scaling; (c) Committee appointments; (d) future funding and planning. The importance of completing and returning the various surveys as they come out cannot be over-emphasized.

Respectfully submitted,

Rose Ricker/Secretary

RR/sew