MEMO TO: HSLIC Executive Board

FROM: Margery Read

SUBJECT: HSLIC Executive Board Meeting
Tuesday, January 9, 1979, at 11:00 A.M. - 3:00 P.M.
Medical Care Development
295 Water Street
Augusta, Maine 04330

January 16 is Snow Date

I. Secretary's Report - Evelyn Greenlaw

II. Treasurer's Report - MaryAnn Spindler

III. Committee Reports:
   a) HSLIC Project Evaluation - Cora Damon
   b) Storage and Retention - Cora Damon
   c) Scholarship - Nancy Grenier
   d) Interconsortial Cooperation - Raynna Genetti
   e) NAHSL Planning Committee - Melda Page
   f) Spring Program - Mary Wandersee

IV. Goals for HSLIC
   (please bring HSLIC evaluation and December Newsletter)

V. Director's Report
   - New England Audiovisual Alliance

VI. Director's Evaluation - July - Nov. '78 - in relation to goals

VII. Other Business

OVER -
JANUARY SCHEDULE

January 4  HSLIC Future Planning
            NAHSL Planning
            Telelecture

January 8  Region II Meeting

January 9  HSLIC Board Meeting

January 11 Telelecture

January 15 Houlton

January 17 St. Andrews

January 26 Region III Meeting

(Handwritten note: Augusta Patric Time)
A regular HSLIC Executive Board meeting was held January 9, 1979, at Medical Care Development in Augusta.

Present: Margaret Speirs, Cindy Barbetta, Mary Anne Spindler, Margery Read, Evelyn Greenlaw, Gertrude Weir, Cora Damon, Eleanor Cairns.

Absent: Gabriele Kirkpatrick, Nancy Greenier, Lucy Butler, Marilyn Dean, Mary Wandersee

Gertrude Weir opened the meeting at approximately 11:10 a.m.

I. The Secretary's report was read, and the only change was: December 5th report, section VI, part 5 should read ... "Margaret Speirs will check in Region IV for interest regarding a regional educational committee", not "Northern Maine".

II. The Treasurer's report was read and accepted. The balance reads $3,465.19 as of January 8, 1979.

III. Committee Reports

a. HSLIC Project Evaluation

Cora Damon passed out a summary of the HSLIC Survey Result Sheet which she had blocked into "goals and objectives". The future of HSLIC will need to be limited to Education, Membership, Document Delivery, Funding, and NLM/NERMLS, as these are the areas in which HSLIC members are interested. Margery Read will type Ms. Damon's summary chart and distribute it. Ms. Damon said the Executive Board should prepare a written organizational structure plan for HSLIC members to vote on at the April meeting.

b. Storage and Retention

James McCampbell is proposing a new building, since the old Bangor airport buildings are not fire - or burgular - proof. If accepted, when proposed, the new building would not be ready for at least two years.

c. Scholarship

Our present scholarship guidelines requires that one-half of the dues be used for scholarship purposes.
At present, this would be $1,700.00 - a high figure. Should a percentage, instead, be allocated? A budget for the 1979 year should be completed soon. Margery Read will give the Board a breakdown of her costs, as well as check how much, and what, the MHA would be willing to donate once her term is over.

The scholarship committee's guidelines were changed to add in section III, "or the applicant himself," after the institution employing."

The motion was made, seconded, and approved to base the scholarship on a percentage of the dues each year.

d. Interconsortial Cooperation

Raynna Genetti's report will be ready in early February 1979.

e. NAHSL Planning Committee

Mrs. Read said that she had met with Melda Page, Cindy Barbetta, and Cora Damon, assigned responsibilities to chair persons, and picked up materials from Arlee May. She will be meeting in March with Sebasco Estates to block the rooms.

Presently, the NAHSL conference looks like: September 16-19.

Noon Sunday to Noon Wednesday

Sunday Noon - NERMLAC
Sunday Evening - HSLIC Welcome

Monday - CE courses
Monday Evening - Brown & Connolly wine/cheese

Tuesday Morning - Education
Tuesday Afternoon - Business Meeting
Tuesday Evening - Lobster Bake

Wednesday Morning - Education Meeting

Tentative theme: Budget Constraints and the Library

f. Spring Program

Discussion ensued regarding a possible "Management by Objectives" session at Mid-Maine.
IV. Goals for HSLIC

A discussion ensued regarding Cora Damon's summary, which transfers the HSLIC Survey results into a "Management by Objectives" grid. Margery will type and distribute.

V. Director's Report

Margery spoke on meeting with Lou Audette of the New England Audiovisuals Alliance, who is trying to organize AV librarians. He will be talking at the New England Hospital Assembly; he also hopes to create a union list of AV's, which we have started in 1978.

Mrs. Read also discussed her schedule for January, and spoke on beginning her ILL survey, to determine "load-levelling".

VI. Director's Evaluation

Mrs. Read said that she felt the evaluation was unfair, and based on irrelevant situations (over 1-2 years, rather than the past 6 months). She said she would like her evaluation to focus less on HSLIC's goals, and more on her job and functions.

Margery Read will prepare her list of goals for February - July 1979, and will be reviewed in July and November 1979.

Each Board member was asked to bring in samples of their institutions' personnel evaluations, and will devise a new form from those samples. Ms. Damon suggested the evaluation be more objective, such as the "Management by Objective" ones used at Mid-Maine.

There being no other business, the meeting adjourned at 2:58 p.m.

Respectfully submitted,

Evelyn A. Greenlaw
Secretary