MEMO TO: HSLIC Executive Board
FROM: Margery Read
SUBJECT: HSLIC Executive Board
Tuesday, 27 February 1979 from 10:00 a.m. to 2:00 p.m.
Regional Memorial Hospital
Brunswick, Maine

Because the original HSLIC meeting date on 13 February conflicts with a meeting called by Gary Nichols at the State Library, we have changed the date to 27 February. This meeting will serve as both February and March meeting.

1. Secretary's Report
2. Treasurer
3. Spring Program
4. Membership
5. Director's Goals and Evaluation Procedure
6. Nominating Committee Report
7. Budget
8. Director's Report

Would the 5 regional representatives please survey their regions as to their ideas on membership, i.e. who should belong to HSLIC.

MR/sew
HSLIC EXECUTIVE BOARD
March 6, 1979

A regular HSLIC Executive Board meeting was held March 6, 1979, at Regional Memorial Hospital in Brunswick.

Members Present: M. Read, C. Barbetta, M. Speirs, C. Damon, G. Weir, and E. Cairns

Members Absent: M. A. Spindler, E. Greenlaw, G. Kirkpatrick, and M. Dean

I. Secretary's Report

Accepted as read.

II. Treasurer's Report

A. 006-14-0793, social security number of person who began as HSLIC treasurer. Whose number is this?

B. $133.05 interest earned in 1978 for HSLIC.

C. Each item of the budget was discussed.

D. Mrs. Read suggested that HSLIC affiliate with Maine Hospital Association for accounting purposes. Affiliation costs $100.00. Might be solution to provide central office and staff. No obligation is involved. Ms. Weir noted that it might be a good thing for HSLIC to investigate.

III. Spring Program

Held at Mid-Maine Medical Center, Thayer Unit, May 25. "Management by Objectives. All day meeting. 9:30 a.m. to 5:00 p.m.

- Registration and coffee 9:30 a.m.
- Business Meeting in morning 10:00 a.m. to 12:00 noon
- Lunch 12:00 noon to 1:00 p.m.
- Workshop 1:00 p.m. to 4:00 p.m.

Need to get notice out. Margery Read will send it out. An honorarium will be offered. Buffet lunch. Ms. Weir will put together agenda.

IV. Membership

Discussion of who should belong to HSLIC? Ms. Damon said those institutions without libraries should be assessed extra money to make up for the lack of collection. Statement in the bylaws as to who
can be a member:

Just hospital libraries
Health related libraries
Everybody
Don't exclude hospitals without librarians

Research libraries and special libraries have representative groups. Possibly, others should belong to those.

Don't charge for ILLS.

Must come up with written report for spring meeting. Some limitations are needed.

Ms. Damon suggests excluding non-libraries-agency members. Nursing schools should be included. (1) Health related institution with (2) designated library person. Charging for ILLS can't be dictated by HSLIC. Try not to establish charges. Each institution must be able to set its own policy. (3) Requirement may be willing to do ILL.

*Regional reps must survey to find out what requirements are needed for HSLIC membership--needed by April Executive Board meeting.

V. Director's Goals and Evaluation Procedure

Ms. Read noted that her other duties aren't ongoing and don't happen each year. The needs of each library varies with others.

Miss Cairns mentioned that Ms. Read serves as a liaison person with other institutions and libraries, to apprise HSLIC membership of what's happening in other libraries on local, state, and national levels.

Ms. Read said that her evaluation may be based upon her accomplishment of the goals stated and by the deadlines stated. George Spino, Director of Personnel at Regional Memorial:

cooperativeness
self-initiative
planning and organization
leadership
job knowledge
necessary skills
quality and quantity of work
judgment demonstrated
reliable judgment

VI. Nominating Committee Report

Chairman - C. Barbetta, Regional Memorial
Vice Chairman - E. Greenlaw, St. Mary's
Secretary - Ann McKay, Central Maine Medical Center
Treasurer - M. A. Spindler, MCD
Region I - G. Weir, NECOM
Region II - S. Wyman, Stephens Memorial
Region III - J. Littlefield, Togus
Region IV - M. Speirs/J. Doty, Eastern Maine Medical Center
Region V - M. Dean

Submitted by Lucy Butler, Ann McKay, and Wendy Troiano.

VIII. Budget

Budget must be presented to general membership.

An ad will be placed in HSLIC newsletter about scholarship funds available to HSLIC members.

A. Some meetings have been rescheduled. Ms. Read is going up to Aroostook County sometime in March. Must visit all HSLIC members by November. Between March 16-22 (5 hospitals).

B. Is teaching cataloging at LTI 3/29.


   One-Third of Ms. Read's time is spent on HSLIC.

D. ILL business. Ms. Read has written three letters to New England Library Board. Cora suggested using Raynna's form for "7 larger libraries in Maine." Ms. Read suggested random sampling. Those involved in N.E. Library survey were involved in NELINET.

Union List will be out in August. C. Campo is putting in updates until printing date. Medical libraries are last to be entered.

What do we want to accomplish by this survey?

1. Who is borrowing from whom?
2. What's being borrowed?
3. Is system being used appropriately?

Ms. Read to make up sample size, time, etc. Send ILL's to smallest library!!

E. Wage and Salary Scale. Ms. Read brought job description of a medical librarian.

   AHA survey--job description. January Executive Board minutes
   Two levels--I with prof. degree
   II without prof. degree

F. Everything that isn't Ms. Read's salary and travel belongs in overhead. Is cheaper to lease the car--is cost effective. 4 cents gallon of gas. Ms. Read seldom stays overnight at a hotel--usually with a friend.

1978-79 - $3,000 is good figure for travel budget.
Salary can be lowered. Not a new library school graduate. Must be able to travel.

IX. New Business

A. Dillingham's representative, John, visited Eleanor Cairns. $7.00 per volume. John is not on a schedule yet. Cutting out all small hospitals. MMC staying with Dillingham's.

Next date for HSLIC Executive Board Meeting: Tuesday, April 24, 1979, at Maine Medical Center, 10:00 a.m. to 2:00 p.m.

contact Eleanor B.

Respectfully submitted,

Evelyn A. Greenlaw
Secretary