HSLIC Executive Board  
Medical Care Development, Inc., Augusta, Maine  
June 9, 1981

**Indicates further action required

PRESENT: Jean Doty, Janet Morelli, Bonnie Drew, Judy Littlefield, Ellen Johnstone, Mary Anne Spindler, Cora Damon, Nancy Greenier, Ann McKay.
EXCUSED: Don Bertsch, Cindy Williams, Evelyn Greenlaw

I. CALL TO ORDER: 10:15 a.m. Mary Anne reviewed business meeting procedures, noted that written reports will be required.

II. SECRETARY'S REPORT: Ann McKay read the minutes of the last Executive Board meeting, April 14, 1981. The minutes were accepted as read. Minutes of the Annual Spring Meeting were distributed to members present, will be mailed to those excused, and will be discussed at the next Executive Board meeting.

III. TREASURER'S REPORT: Cora Damon reviewed a written report (in Secretary's notebook), noting a balance of $5214.64 as of June 8, 1981.

IV. COMMITTEE REPORTS

A. SCHOLARSHIP: Mary Anne explained that Tony Geer is unable to chair this committee due to difficulty in arranging time and travel from work; Peggy Weir had been hesitant to accept the position when approached. **Jan Morelli volunteered to chair the committee and will ask others if they would be interested in serving. As chairperson, Jan will write up a short notice for the HSLIC Newsletter informing members of the availability of scholarships and will obtain committee materials from past committee chairperson, Gabriel Kirkpatrick.

B. ARCHIVES: Gabriel Kirkpatrick (chair), Mary Wandersee, Kathy Smith, and Ann McKay have their first meeting scheduled for Thursday, June 11. A tentative organizational scheme has been proposed, and the group will start sorting actual records at this meeting.

C. RESOURCE SHARING:

**1. ILL Subcommittee - Sheila Johnson organizing this.

2. Interconsortial Agreements - No new developments. **Cindy and Evelyn will be meeting and working on details of union list exchanges, statistics that should be kept by (a) regional centers and (b) other users. Meanwhile, regional centers should keep track of the number of calls received and the number of titles requiring verification in interconsortial union lists as a result of these calls. Other users (calling regional centers) should keep track of the titles they borrow from other consortia.

D. PROGRAM: Same committee members as last year, as follows - Wendy Troiano, Don Bertsch, Rayonna Genetti. Looking at November as tentative month for Fall Meeting, to avoid conflict with other library activities in October and to allow for more time for Board action between Spring and Fall Meetings.
**V. EDUCATION COMMITTEE:** To meet after first Executive Board meeting and choose chair. Membership constitutes the 5 area representatives and the NERMLAC Education Committee representative (Ann McKay).

VI. NERMLAC REPORT

Jan Morelli attended the last NERMLAC meeting, held in May, as alternate for Cindy Williams. **She will get together with Robin Rand, who also attended, and submit a written report. Jean Doty mentioned that the draft standards for health science libraries which were discussed at the NERMLAC meeting were of particular interest. HSLIC’s nomination of Cora Damon to be our NERMLAC Interlibrary Loan Committee representative is still pending their approval.**

VII. OLD BUSINESS

A. UNION LISTS

1. Maine Union List of Serials (MULS) - Mary Anne read a letter from Sam Garwood, the man at UMO coordinating the computerized union list project. His letter reported on the May 13th meeting of the Larger Libraries Group (which subsidizes the MULS project) and on the results of a questionnaire survey which had been made of MULS participants earlier this year. The majority of respondents (32 to 4) preferred hard copy to microfiche format for the union list. A tentative increase could be as high as $35 per copy, but they "might be able to hold the cost to $30." HSLIC has budgetted for union lists @ $30 each; if the price is raised, the additional expense could be covered by a dues increase next year. Information on the up-coming publication of a new union list will be distributed in June; the closing date for entries and revisions will be September 1981; and publication is slated for the end of the year. Mr. Garwood noted in his letter that the larger libraries contribute $250-$500 each to support the publication of the MULS and that HSLIC and MLA might be able to make yearly contributions as well, if they so desired. The Board agreed that HSLIC has no additional funds to contribute, and **Mary Anne will communicate this decision to Sam Garwood.**

2. National and Regional Efforts - Copies of an article from the NLM News on MEDLARS III and its implications for serials union lists were distributed. **Area representatives will contact each member in their region to tell them of the MULS publication schedule this year and either urge them to correct their computer print-out of holdings (if they receive one from UMO) or help them get in touch with Sam Garwood at UMO to receive a print-out of their holdings.**

B. OTHER

1. NELA/Hospital Section Representative - It was reported that Tony Geer has had difficulty in receiving institutional backing to actually attend meetings as Maine's representative to the Hospital Section of the New England Library Association (NELA), and a recommendation was made to nominate another person to fill this role. Nancy Greenier, however, reported on a conversation she had had with Melda Page (currently chairperson of the NELA Hospital Section), in which Melda had pointed out that her group was now in the last few months before the election of new officers and that it would be her advice to wait until their new slate had been elected before sending another Maine representative. The Board agreed to follow this counsel and will bring up the
matter again in the fall, leaving Tony Geer as the liaison with NELA for the moment.

2. SMACH - Mary Anne had been approached, as Chairperson of HSLIC, to endorse a library resource development grant currently being investigated by the Southern Maine Association of Cooperating Hospitals (SMACH), and she wanted to determine the Board's opinion before giving approval. Jan Morelli, whose institution is one of 9 participating in the grant project, briefly outlined the scope and purpose of the grant, as well as the implications for the hospital libraries involved. It was her feeling that the project would be complementary to HSLIC efforts rather than competitive. After some discussion and a reading of the letter from grant coordinator Mark Voyvodich seeking endorsement, the Board agreed that **Mary Anne should write a letter in support of the SMACH library resource development grant project on behalf of HSLIC, encouraging cooperation between the two groups.

IX. NEW BUSINESS

A. NEWSLETTER

1. Logo - Mary Anne has commissioned her sister to design a new HSLIC logo for the newsletter; the fee for this service will be $10. The next Newsletter will go out on the old letterhead.

2. **Nancy plans to include in the Newsletter a survey to determine what members expect and want from this publication.

B. ADMINISTRATION FUND

A fund of $100 has been budgeted in the past for administrative expenses but barely tapped. Suggestions were made for needed items for which this money could be used, as follows:

1. Logo design - $10.

2. File box for Treasurer's records. **Cora will check with the Archives Committee for storage options and will price portable files.

3. Computer print-out of HSLIC (only) journal holdings in the MULS computer file. This could be used in working with NERMLS and with other consortia in New England regional ILL transactions and future union list efforts. Approximate cost for 1 computer print-out = $50-$60. **Mary Anne will investigate specific printing options and costs.

C. MANUAL ON MEDICAL LIBRARIANSHIP IN MAINE

Last year's Planning Committee had proposed the development of a manual on health science librarianship in Maine. This could be done in conjunction with Sheila Johnson's committee to develop an ILL manual and avoid duplication with that effort. Outside funding sources such as CHEP could be tapped to help support publication costs. The Board was in favor of the idea, and a committee may be set up at a future meeting. **Meanwhile, Board members owning samples of similar manuals developed elsewhere were asked to review them, bring them to the next meeting, and be prepared to present them to the Board as a whole for discussion.
D. GOALS AND OBJECTIVES

The need for a more formalized procedure of establishing and evaluating goals and objectives was recognized and the following structural options were discussed:

1. an ad hoc goals and objectives committee, to be designated each year;

2. a standing goals and objectives committee, established by amendment to the HSLIC By-laws and elected each year;

3. a standing committee, established as above, but always made up of the area representatives or some other combination of elected officers;

4. a committee of the whole (=Executive Board).

It was decided to form an ad hoc committee for this year, which will report back to the Board at its September meeting on a) structure and procedure of setting HSLIC goals and objectives and b) specific goals and objectives for the up-coming year. A draft form of the latter will be due in September and the final form in October. Members of the Ad Hoc Goals and Objectives Committee for 1981/82 will be the Treasurer, chair of the Education Committee, and chair of the Resource Sharing Committee. (Mary Anne will serve as alternate in cases where Evelyn Greenlaw, chair of Resource Sharing Committee, cannot attend.)

E. AREA REPRESENTATION AND BOARD STRUCTURE

It was brought to the attention of the Board that Bonnie Drew had been nominated and elected as Regional Representative for Region IV, although her institution (Redington-Fairview Hospital, Skowhegan) is in MHA Region III. This oversight will not require any revocation of Bonnie's election, as representation by MHA region has been done by tradition rather than written mandate. This issue brought up the question of the validity of MHA-established regions for HSLIC purposes. Other options, such as grant-centered groups rather than geographically-oriented regions, were discussed and will be topics for the Goals and Objectives Committee to develop further.

F. OTHER

1. Annual Meetings - It was agreed that "too much" has been included in annual meetings, particularly with regard to committee reports. The recommendation was made and approved to have each committee prepare a written report of its activities at least one month in advance of the up-coming annual meeting, to be distributed in the HSLIC Newsletter to members for their review prior to the meeting. Amendments and revisions, if any, could then be proposed at the meeting and the final form of each committee's report accepted. This would allow everyone to thoroughly familiarize him/herself with committee activities and would save much time and tedium at the annual meetings.

2. Grants - Mary Anne called for Board input as to areas of need which could be supported by grants. She noted that there had been much talk about HSLIC's seeking a grant to subsidize cooperative cataloging and expressed a desire to explore the depth of this need as well as anticipated commitment on the part of HSLIC members in initiating such a project. It was decided to do an initial investigation on a possible HSLIC cooperative cataloging grant project, as follows:
**a.** Regional Representatives will poll their membership by telephone survey to determine interest in such a project;

**b.** Jean Doty will do a literature search to determine the extent and success of similar efforts elsewhere;

**c.** Mary Anne will contact Cherie Haitz, re: NLM and other grants.

**The next Executive Board meeting was scheduled for Saturday, August 4, at the home of Cindy Williams in Wiscasset. The meeting adjourned at 1:15 p.m.**

Respectfully submitted,

Ann McKay

Ann McKay
Secretary

AM/dgh