**Further action required.**

HSLIC Executive Board  
Monday, June 20, 1983  
Camden Health Care Center, Board Room  
Camden, Maine

PRESENT: Don Bertsch, Jan Morelli, Diane Carroll, Judy Littlefield, Maxine Brady, Kathy Hunt, Amy Averre, Mary Wandersee, Nancy Creenier

GUESTS: Melda Page, Gabriel Kirkpatrick, Sue Jagels

Call to order.

I. Announcements

A. HSLIC Manual (Melda Page)

The manual will probably be ready earlier than December, 1983. The section representatives will meet next on June 30. It was thought that libraries not involved in writing the manual could help with the photocopying of it. If anyone has ideas of topics to add to the outline, they should let Melda know as soon as possible.

B. Maine Consortium of Health Professions Education.

Melda attended the meeting at Ogunquit, Maine in June when new officers were elected. The new president is David Dixon, Rural Health Associates. The organization will be evaluating ITS and telephone conferencing in Maine.

C. Northern Maine RAISE (Don Bertsch)

Money granted to Northern Maine RAISE to produce a slide tape show about medical libraries will be transferred to HSLIC. Anyone interested in finishing this project should contact Don.

II. Secretary's Report. (Diane Carroll)

The minutes of the HSLIC Spring meeting written by Bonnie Drew were distributed and approved with one correction.

III. Treasurer's Report. (Judy Littlefield)

Report was read. (See written report). Judy requested a committee to help her with budget. It was suggested that she invite people from her area to help her. Please send all HSLIC business to Judy at: HSLIC, Box 395, Togus, ME 04330.
IV. Committee Appointments

A. Education Committee - Sue Jagels, Chair, and five Regional Representatives.

B. Resource Sharing Committee - Jan Morelli, Chair, Robin Rand and Diane Carroll.

C. Archives Committee - Gabriel Kirkpatrick, Chair, Kathy Smith and Diane Carroll.

D. Program Committee - Wendy Troiano, Chair, and Christopher Lavin.

E. Scholarship Committee - Charles Hitt, Chair.

V. Committee Reports

A. Education Committee. (Sue Jagels)

Julie Quain, NY Academy of Medicine, is willing to come in October or November to give a MEDLARS update. Melda reported CHEP would be willing to pay her expenses.

B. Program Committee. (Don for Wendy)

The Fall meeting will be held in the Bangor Area.

C. Resource Sharing Committee. (Jan Morelli & Diane Carroll)

1. A meeting at NAHSL has been set up for Thursday, October 6 from 4:30 - 6:00 to discuss region wide policies and procedures.

2. The VA Togus has agreed to collate the AV union list.

3. The HSLIC Regional Interlibrary Loan System: Guidelines for all HSLIC members were approved (See attached) and will be published in the July newsletter.

4. Don Bertsch strongly recommended an educational session that would involve local consortium and regional representatives.

5. The Board approved reimbursement to Regional Centers for three holdings lists. This is a one time expense to HSLIC.

6. Diane requested that states for which HSLIC has formal or informal ILL agreements should be added to the mailing list. Don referred this to the Publications Committee to develop guidelines for adding people or institutions to the mailing list that are not HSLIC members.

7. HSLIC will provide free copies of MULS to the membership in 1984.
D. Scholarship Committee. (Don Bertsch)

Will HSLIC be able to fund $1000 in the future without a dues increase?

E. Ad hoc Groups

** Don recommended the development of an ad hoc membership and public relations committee. The Executive Committee will consider this in August.

F. Newsletter. (Nancy Greenier)

Send all materials for the newsletter to Ann McKay. Nancy and Ann will be co-publishing the newsletter this year.

VI. New Business

A. Opinions and tomatoes – Don’s address to the Board.

1. Don does not see his position as chair of HSLIC as a director or president. He believes HSLIC is a cooperative and all opinions are valuable. He sees the Board commenting and voting on committee proposals and spending more time on future planning.

2. Procedure – the Board will have two types of meetings: Workship meetings (4-5 hours long, i.e., budget) and information and decision meetings (2 hours). The Board will meet every other month. The committees should meet in alternate months.

3. The major priorities for next year are:

   a. To plan for the future.

   b. To set goals and objectives using the planning document by September.

   c. To finish the HSLIC manual.

   d. To improve public relations on what HSLIC does – development of a brochure. Don asked Gabriel if she would be willing to work on a paper to be presented in Denver about the history of HSLIC. Ann McKay would be willing to help develop a poster session.

   e. To spend all of the time needed to do an excellent job on the NAHSL meeting to be held in Maine October, 1984.

   f. To form a committee to investigate grant and foundation funding.
B. NAHSL Progress. (Nancy Greenier)

In order to fill the gap left by the demise of NERMLAC, NAHSL will become more structured. It is possible the Executive Board will be expanded to include the President of each state group. Strategic planning sessions may be planned.

C. Conference Reports

1. The steering committee will consist of three NAHSL members, including the 1984 Chairperson of NAHSL (Nancy Greenier), the 1984 Treasurer of NAHSL, (Marion Levine), and one other member, as well as all the committee chairpersons of all of the conference planning committees.

2. Every member of HSLIC will be asked to serve on a committee. This includes Exhibits, Publicity, Financial, Correspondence and Minutes, Evaluation, Hotel coordination, CE Courses, Registration, Social Events, and Program Committee. Please give Nancy your preference. Guidelines and pitfalls are listed in her NAHSL manual and the most cited problem was "Did not start soon enough!" Robin and Maryanne Spindler are choosing the site. Nancy will report more about the committee in August.

D. Other New Business.

Don suggested that a local meeting be held in each HSLIC region. Possible topics of discussion would be: Interlibrary loan procedures, review of HSLIC goals and direction, discussion of NAHSL, 1984 committees and updating MULS listing. The Resource Sharing Committee will be meeting on June 23 with the Regional Centers and will discuss these proposed training sessions.

VII. Old Business.

A. HSLIC Planning Document.

The planning document was reviewed and duplicate statements were delegated to just one committee. An executive committee was developed and will include: Kathy, Amy, Mary, Maxine, Judy and Don. All committees are to take the planning document, past goals and objectives, and other annual activities and write up goals and objectives for 1983-86.

** These should be given to Don by August 15th.

** B. Don asked that there be a draft of the budget by August 15th.

Meeting adjourned.

Respectfully submitted,

Diane Carroll
Secretary
DC/spd