HSLIC BOARD MEETING
August 7, 1986
10:00 a.m. - 2:00 p.m.
VA TOGUS
Building 205 Room 116

1. Secretary’s Report (attached) - K. Hunt

2. Treasurer’s Report - J. Littlefield

3. Committee Reports
   a. Program - S. Jagels
   b. Resource Sharing - C. Sheldon
   c. Education - M. Toner
   d. Scholarship - C. Hilt
   e. Archives - G. Kirkpatrick
   f. PR - M. Greven
   g. Automation -
   h. Ad hoc Membership - J. Morelli

4. Area Representatives
   a. Region I: D. Warner
   b. Region II: M. Shink
   c. Region III: C. Damon
   d. Region IV: C. Lavin
   e. Region V: D. Thibodeau

5. Delegates
   a. NAHSL Educ. Committee Rep: R. Rand
   b. NAHSL Rep: A. McKay
   c. MCHPE: M. Greven
   d. MLC: R. Rand

6. Old Business
   a. Incorporation
   b. Newsletter
   c. Other

7. New Business
   a. Fall meeting plans
   b. Budget
   c. Medlink Demo
   d. Other
PRESENT: Cora Damon, Maryanne Greven, Kathy Hunt, Sue Jagels, Judy Littlefield, Ann McKay, Jan Morelli, Melda Page, Cindy Sheldon, Mary Anne Toner

I. OPENING
The meeting was called to order at 10:20 a.m.

II. SECRETARY'S REPORT (K. Hunt)
With corrections noted, a motion was made by Cindy Sheldon and seconded by Mary Anne Toner and carried that the report be accepted.

III. TREASURER'S REPORT (J. Littlefield)
In the minutes of June 5th it was noted that the balance for the Scholarship Committee was $201.55. This proved to be a typing error, and correct sum should read $201.75.

The Administration line shows a minus figure. J. Littlefield asked the approval of the Board to deduct this from the uncommitted funds.

A motion was made by Mary Anne Toner and seconded by Kathy Hunt and carried that the report be accepted.

IV. COMMITTEE REPORTS
a. Program (S. Jagels)
The Program Committee has met twice with the CHEP people and once by telephone. CHEP has been working to find HSLIC a speaker for the Fall meeting. They have provided the Program Committee with a tentative theme of "Marketing Library Services" and John Soward as speaker. The meeting date has been set for October 10th, and the selected meeting location (Miles) has been rejected by CHEP as being too small. Alternative locations were discussed, with C. Damon offering NMMC. This will be presented to CHEP for approval.

Much discussion took place concerning the recovery of costs by CHEP and charging a registration fee to HSLIC members. A fee of $20./pp has been suggested by CHEP, with a higher fee to be charged to attendees outside the membership. In order to avoid this cost to HSLIC members, different committees were asked if funds could be taken from their budgets to cover the registration fee. M. Page talked with CHEP during the Board's discussion, and returned to report that CHEP would like HSLIC to contribute between $300 - 350.00 to help recover costs.

The Board decided to accept the speaker proposed by CHEP and provide the sum of money requested to help defray CHEP's costs from the HSLIC budget. If non-HSLIC members are interested in attending the program, a registration fee would be assessed them.

b. Resource Sharing (C. Sheldon)
C. Sheldon reported that she will no longer be the librarian at PenBay as of September 19th. She has provided library services to PenBay through her own company, and has not been an employee of that Institution. No new librarian has been appointed as of this meeting.

The Bylaws were reviewed to determine if Cindy met the requirements of HSLIC membership. After much discussion, it was determined that she did meet the requirements, and she will continue on the Board under her current status.
b. Resource Sharing (cont'd)

The Resource Sharing Committee held its second meeting in Bar Harbor on August 1st. The Committee will recommend that the HAMIC monograph list be used rather than issue a separate HSLIC union list of monographs. It is also recommended that the collection currently housed at Togus should remain at Togus as a retrospective collection. It was noted that HAMIC would retain ownership of the holdings until such time as HSLIC might wish to purchase those holdings. It is hoped that this will eliminate duplication of holdings, if all HSLIC members joined the HAMIC union list rather than send their cards to Togus. This will be presented at the Fall meeting.

The Committee discussed whether HSLIC members should be encouraged to join out-of-state groups (including Canadian health science libraries) and what the requirements would be to do this. This also brought up the question of HSLIC reactivating the old interconsortial agreements. A survey will be passed out at the Fall meeting to determine if the Committee should pursue this. M. Spears (EMMC) will look into out-of-state requirements.

"The Round File" will be a new column in the Newsletter, beginning with the August edition. M. Fleming (DHS) will be the contact person to send all updates in holdings to.

The DCOLINE meeting sponsored by the HSLIC Education and Resource Sharing Committees was held at MMMC on July 25th.

G. Damon is working on the new guidelines for referral centers. A question was raised as to whether referral centers should be open to bid. This will be discussed further during the September Committee meeting, and be presented to the membership at the Fall meeting.

It was noted that there will be no ILL coverage at the Jackson Lab from August 8 through August 15th.

c. Education (M. Toner)

The Committee met on July 17th at Mercy. C. Goddard has been recruited as a new member of this Committee. Suggested upcoming educational sessions are listed below:

1) a MEDLINE workshop for those who have had basic training, taught by HSLIC members. A questionnaire will be included in the next Newsletter to determine interest, and

2) statistic keeping be taught as a basic educational course. An instructor within the membership is being sought.

M. Greven expressed concern that a full day course on statistics might not draw enough interest. M. Toner will take this into consideration.

d. Scholarship (M. Greven for C. Hilt)

M. Greven read a letter of resignation received from C. Hilt. J. MacDonald (Millisocket) will be asked to chair this committee.

A Committee report was distributed with the verification of funds remaining for scholarships.

e. Archives (M. Greven for G. Kirkpatrick)

No report.

f. Public Relations (M. Greven)

M. Shink has resigned from the Committee.

Materials have been received from Togus and EMMC.
g. Automation (M. Greven)
   M. Greven read a letter of resignation from D. Hamson. D. Warner has been asked to chair this committee.

h. Ad Hoc Membership (J. Morelli)
   It was noted by J. Morelli that the correct title of this Committee should read "Ad Hoc Unaffiliated Health Professionals." There have been no recent meetings.

V. AREA REPRESENTATIVES
   a. Region I (M. Greven for D. Warner)
      No report received. M. Toner reported that they met on July 16th with Sea Coast librarians (N.H. Hospital Association).
   b. Region II (M. Greven)
      M. Shink no longer works at FMH. There has been no replacement named. M. Greven asked that no ILLs be sent to that institution until further notice.

   M. Fournier (CMMC) will serve as Region II Rep.
   c. Region III (C. Damon)
      M. Wandersee is still on leave from DHS. M. Spindler resigned from MCD and there is some question as to who will cover library services at MCD.

      S. Laney (RFGH) is filling ILLs and requesting searches from Togus. It is unknown how many hours she is available for library services.

      G. Kirkpatrick has had an article published. This will be reported in detail in the next Newsletter. A copy of the layout of the herb garden that she designed will be in the next Newsletter, also.
   d. Region IV (C. Lavin)
      No report received. C. Damon reported that the librarian for St. Joseph's will be coming on board on Monday, August 11 (John Shirefes).

      S. Jagels reported that K. Train is the new part time temporary at EMMC. There has been a meeting to try to reorganize the Six County Consortium. This has been placed on hold due to the resignation of C. Hilt.
   e. Region V (D. Thibodeau)
      No report.

VI. DELEGATES
   a. NAHSL Education Committee Rep (R. Rand)
      No report. M. Toner noted that Finegloss will be a speaker at NEHA, as well as a program on how to run a one person library.

   b. NAHSL Rep (A. McKay)
      There will be a sharing session at the 1986 NAHSL Conference to present issues and concerns of state groups. One representative from each state group will be asked to attend this session. It is hoped that a round table will result from this session. The round table could be held at different locations throughout New England.

      A. McKay asked if HSLIC wanted to meet at the NAHSL conference. It was the consensus of the Board that a meeting was not necessary.

      Maine is scheduled to hold the 1989 NAHSL Conference. The 1987 Conference will be held in Manchester, VT. No definite location has been set for the 1988 Conference (MA).

      A. McKay is leaving the NAHSL Executive Committee. J. Glover will be asked to be the State Rep to this Committee. Based on the documentation in the February 6th Executive Board minutes, A. McKay was asked to write a job description/responsibilities for the State Rep to this Committee. After a Bylaw check, it was determined that this person is appointed to this Committee.
VI. DELEGATES (cont'd)
  c. MCHPE (M. Greven)
      The next meeting will be held on August 15th.
  d. MLC (R. Rand)
      No report received.

      M. Page gave a brief report on the State Automation Planning Committee
      and where that all stands. It has reduced the scope of what it is going
      to accomplish, and progress has been very slow. Retrospective conversion
      is the focus at this point.

VII. OLD BUSINESS
  a. Incorporation (J. Littlefield)
     In follow-up to the minutes of June 5th, the HSLIC box is shown as the
     address for incorporation purposes. Also in follow-up, HSLIC can begin
     work on the tax exempt status before receiving incorporation status. Two
     CPAs from the Augusta area have been contacted for estimates on the cost
     to work on tax exempt forms. Each person estimated a full day of work at
     approximately $400.00. Both reported that an audit is not required and
     could be very costly. It was also determined that it is not necessary to
     apply for State tax exempt status separately from Federal status. Once
     we have filed for the status, HSLIC can begin to act as if we were tax
     exempt. B. Drew will be contacted to find where the copies of the final
     forms can be found.

     A letter has been sent to RFGH (D. Lorimer) thanking him for his work and
     advice on the incorporation status, and explaining the application of
  b. Newsletter (J. Morelli)
     J. Morelli asked that committees submit their meeting dates for inclusion
     in the next newsletter.
  c. Other
     It was decided to cancel the December Executive Board meeting.
     There will be no Board meeting in October due to the Fall meeting.

     The November Board meeting will be held at CMMC.

VIII. NEW BUSINESS
  a. Fall meeting plans are noted in the Program Committee section of these
     minutes. It was decided that the meeting packet will be a separate mailing
     from the CHEP registration packets.
  b. Budget
     Due to the many changes in committee membership over the last two months,
     the Board will discuss the committee budgets at the September 4th meeting.
     A copy of the proposed budgets should be available for review by the Board
     at that time. M. Page recommended that the Newsletter budget should not be
     less than $1000.00, and that there should be more money budgeted for meetings.
     M. Greven recommended that more money be budgeted for scholarships.
  c. Other
     Steve Hunter has contacted M. Greven regarding presenting a MEDLINK demonstration
     at the Fall meeting. The Board did not feel the need for such a demo at
     this time. M. Greven will contact Mr. Hunter.

     S. Jagels will purchase a gift and card from the HSLIC membership to present
     to C. Hilt.
IX. CLOSING

The meeting was adjourned at 1:00 p.m.

It is to be noted that G. Pelletier of Togus provided the Board with demos on DOCLINE, DialMail, and MEDLINK prior to, during, and after the Board meeting.

Respectfully Submitted,

Katherine J. Hunt
Secretary