HSLIC EXECUTIVE BOARD MEETING
April 6, 1989
10a.m. - 2p.m.

Samoset Resort, Rockland, Maine

1. Secretary's Report (attached) - Ann McKay, Bath Hospital

2. Treasurer's Report - Judy Littlefield, VA

3. Committee Reports
   a. Program - Sue Jagels, EMMC
   b. Resource Sharing - Cora Damon, MMC
   c. Education - Nancy Cohen-Spiegel, FBR
   d. Scholarship - Jane MacDonald, Millinocket
   e. Archives - Gabriel Kirkpatrick, KVMC
   f. PR - Mary Anne Greven, CMMC
   g. Automation - Debbie Warner, St. Joseph's College

   PLEASE REMEMBER ALL ANNUAL REPORTS ARE TO BE READY AT
   THIS MEETING. BRING 60 COPIES, PLEASE!

4. Area Representatives
   a. Region V: Marilyn Dean, TAMC
   b. Region IV: Amy Averre, Husson
   c. Region III: Nancy Greenier, MCD
   d. Region II: Maurie Shink, CMVTI
   e. Region I: Nancy Spiegel, FBR

   ANNUAL REPORTS PLEASE!!

5. Delegates
   a. MCHPE Rep.: Maryanne Greven
   b. MLC: Robin Rand

6. Old Business
   a. Slate of Officers, 1988-89
   b. Other

7. New Business
   a. Spring Meeting Packets
   b. Education Session - Spring Meeting
   c. Manual/ New Members
   d. Other

   The major focus of this meeting is to organize ourselves
   for the pre-Spring meeting mailing. We will also be discussing
   the HSLIC Manual.

   Directions are on the enclosed brochure. Lunch is being
   prepared so you must let me know if you won't be attending
   (799-7303, ext. 230). We will have a tour of the facilities
   following our meeting (around 1 p.m.). Members of the 1989
   NAHSL hotel liaison committee have been invited to attend
   (Patty Kahn and John Shirrefs).
HSLIC Executive Board ** indicates further action required
The Samoset
Rockport, Maine
April 6, 1988 10:15 a.m.-1:15 p.m.

PRESENT: Amy Averre, Don Bertsch, Cora Damon, Nancy Greenier,
Maryanne Greven, Sue Jagels, Judy Littlefield, Ann McKay,
Jan Morelli, Nancy Spiegel, Debi Warner.

GUESTS: Patty Kahn, John Shirrefs.

I. Secretary's Report (Ann McKay)

One correction was noted; written report approved as corrected.

II. Treasurer's Report (Judy Littlefield)

Written report approved. Forty-five institutions have paid their dues to date. Judy has sent reminder letters to the other ten.

III. Committee Reports.

A. Education / Program (Nancy Spiegel / Sue Jagels)

Guy St. Clair had to cancel his second workshop at the MLA/MEMA Conference due to another (international!) engagement; however, he promised to do a subsequent educational session for HSLIC at a later date (e.g., in the fall). Nancy explained to him that we probably could not afford the same fees later, but he still seemed interested in coming. The plane and motel reservations for Guy St. Clair have been arranged. SACCE CE credits will be available for the course, but individual attendees must contact SACCE on their own initiative in order to obtain the CEU's. Nancy will be checking back with MLA about their CEU's for the course.

B. Resource Sharing (Cora Damon)

1. HSLIC Manuals: due to be completed by September.

   Gabriel Kirkpatrick will do the Archives section before she leaves. Cora will see if there are any extra Manuals still left over to give to new members. She mentioned the need to put in the Bylaws who is responsible for the production and updating of the HSLIC Manual. The consensus of the Board was to put this information in the Manual rather than in the Bylaws. Discussion followed about having up-to-date job descriptions for each HSLIC committee and position in the Manual.

   Committee chairs, area representatives, and delegates were asked to draft a job description for their position and submit it to Cora for inclusion in the Manual.

2. AV Union List: due to be done by the end of 1988.

   June Rouillard will be contacting the data processing instructor at KVVTI re: data entry for the union list.

C. Scholarship (Jane MacDonald): no report.

D. Archives (Nancy Greenier for Gabriel Kirkpatrick)

   HSLIC needs to find a new archivist. This need will be presented to the general membership at the Spring Meeting.
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E. PR (Maryanne Greven)
The poster has gone to the printer's and will be available at the
HSLIC booth at the MLA/MEMA Conference. Copies will be mailed to
HSLIC members not attending the conference.

F. Automation (Debi Warner)
Karl Beiser indicated that it would be possible for HSLIC to sub-
contract with Autographics in order to retrieve HAMIC Union List
holdings from the overall MaineCAT file but said that he would not
have time to do this himself. HSLIC members were urged to apply
for participation in the MaineCAT project. Discussion of potential
problems (e.g., borrowing privileges, costs, hardware requirements,
etc.) ensued. It was the consensus of the Board to send a letter to
Karl Beiser recommending that HSLIC's holdings be one of the "scopes"
(particular sets of holdings to be searched) on the system. Debi
will draft a letter and send it to Don. He will send the final
version to Karl.

IV. Area Representatives.
A. Region V (Marilyn Dean)
Marilyn Dean will be absent indefinitely due to illness. HSLIC
members were asked not to send ILLs to TMC until further notice.
The Secretary was asked to send Marilyn a card on behalf of the
Board.

B. Region IV (Amy Averre)
Regional news will be covered in the Newsletter.

C. Region III (Nancy Greenier)
The area's consortium, KACHL, has disbanded. Members already
network informally and receive services from other groups. One
"social" meeting will be held per year. Patty Kahn has been named
Co-Chairperson of the NAHSL '89 Conference Planning Committee.

D. Region II (Maryanne Greven for Maurie Shink)
See annual report and Newsletter.

E. Region I (Nancy Spiegel)
Debi Warner will be teaching a course on automating statistics
and reports for health science librarians in the NH/VT consortium
at Dartmouth College in late June. HAMIC will not be hosting the
educational sessions planned earlier. Magazine Index on CD-ROM is
available for use at SMVTI this month.

Lunch Break

V. Delegates.
A. MCHPE (Maryanne Greven)
Maryanne attended the group's annual retreat at the Litchfield Inn.
Recruitment of members and AIDS education were major topics.
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C. NAHSL Executive Committee (Sue Jagels)

Sue reviewed the discussion at the last NAHSL Executive Committee meeting. Topics included: financial issues; expenditure for NAHSL Directories; 1988 Conference dates set for October 2-5; Nancy Greener recommended as HSLIC's representative to the NAHSL Exec. Committee; MLA Exchange. Regarding the termination of the Exchange, several other consortia and state groups have written letters of protest to MLA. Sue Jagels and Maryanne Greven will compose a letter expressing HSLIC's opinions on the need for the Exchange. The NAHSL Exec. Committee also recommended that state representatives look into the possibility of coordinating a NAHSL Exchange if the MLA Exchange does not resume.

D. NAHSL Education Committee (Ann McKay)

"NAHSL at NEHA" was quite successful, with 17 attending Shirley Grainger's course on Managerial Writing/Desktop Publishing and 27 attending Andrew Berner's course on Time Management for Small Libraries. Ann expressed concern about having the term and appointment of this position defined in writing; she will draft a proposed job description to submit to Cora for the Manual.

VI. Old Business.

A. Slate of officers, 1988-89. Confirmed nominees:

Chairperson Cora Damon, M-MMC
Secretary Barbara Harness, CMMC
Treasurer Margaret Greenlaw, Pineland
Region Reps. -- I Marjorie Anderson, Mercy
II Evelyn Greenlaw, St. Mary's
III Maryellen Fleming, Dept. of Human Services
IV John Shirrefs, St. Joseph Hospital
V Donna Cote-Thibodeau, Cary

The nominee for the Chairperson-elect position will be named at the Spring Meeting.

B. Meeting with accountant (Judy Littlefield)

The HSLIC tax return is ready to be sent in. Our accountant strongly recommended bonding for the position of Treasurer. Action on this issue was tabled and will be deferred to the next Board.

VII. New Business.

A. Union List of Monographs at Togus.

The Executive Board voted unanimously to disband the Togus union list of books. The issue of union list coverage for small libraries not using MARCIVE was discussed.
B. NAHSL '89.

Jan Morelli is compiling a list of previous NAHSL conference themes and organizing committees of workers for the upcoming Maine conference. She will be contacting the NAHSL Treasurer about financial planning for the conference and will send a list of committee responsibilities to the HSLIC Newsletter.

The business meeting was adjourned at 1:15 p.m. and was followed by a tour of the Samoset, site of the 1989 NAHSL Conference.

Respectfully submitted,

[Signature]

Ann McKay
Secretary