HSLIC Executive Board
Mid Maine Medical Center, Seton Unit
July 13, 1988
10:13 am-2:05 pm

PRESENT: Marjorie Anderson, Don Bertsch, Cora Damon,
Maryellen Fleming, Nancy Greenier, Evelyn Greenlaw, Maggie
Greenlaw, Maryanne Greven, Barbara Harness, Sue Jagels, Ann
Jordan, Janet Morelli, John Shirrefs.

I. Secretary’s Report (Barbara Harness)
   Distributed and approved.

II. Treasurer’s Report (Maggie Greenlaw)
   A verbal report was given and approved. A check for
   $645 from MLA/MEMA was received for HSLIC’s Spring
   program.

III. Committee Reports.

A. Program (Vacant)
   C. Damon reported the Fall program will be held
   either Oct 25 or Oct 26 at St. Joseph’s College
   with Guy St. Clair. A suggestion to merge program
   and education committees was tabled to the next
   meeting.

B. Automation (Debi Warner) No report

C. Education (Vacant) Area representatives to meet
   and elect chair,

D. Publicity (M Greven)
   Maryanne reported there were still 20 posters to be
   delivered. This year’s project will be a banner. No
   funds are available for this until January.

E. Archives (M Anderson)
   C. Damon announced M. Anderson will take over
   archives from G. Kirkpatrick, who is leaving.

F. Scholarship (C. Damon for J. MacDonald)
   C. Damon announced Jane will continue to chair.
   A balance of $750. is in this account.

G. Resource Sharing (A. Jordan)
   Committee members are: A. Jordan, M. Fleming, D.
   Crocker, P. Kahn, and an EMMC staff member.
   P. Kahn is revising ILL section of the manual;
   A-V union list will be on floppy disk with an annual
   hard copy; the HSLIC resource collection will be
   cataloged on OCLC; and getting funds for FAX
   machines will be investigated. C. Damon reported
   she will attend the MAINECAT ILL policy meeting on
   July 22.
IV. Delegates

A. NAHSL Executive Committee (N. Greenieer)
   Nancy reported Sandy Clevesy (NAHSL treasurer) will come to Maine for NAHSL planning. Downsizing and credentialing were concerns. Sue Jagels will lead an open forum at the fall NAHSL meeting on downsizing. Input from HSLIC members is needed on this topic. NAHSL scholarships are still available. NAHSL sells its membership list.

B. Maine Library Commission (C. Damon for R. Rand)
   C. Damon reported there are no summer meetings. This representative position (special libraries) will expire this year. Appointment is by the Governor.

C. MCHPE (M. Greven)
   Maryanne reported she was unable to attend the last meeting. University funding of MCHPE was cut. A special meeting was called for next week.

D. SAACE (G. Pelletier) No report

E. NAHSL Education Committee (Vacant)
   No report. NAHSL pays for travel. C. Damon may represent HSLIC, if no one else is available.

F. NAHSL Planning Committee (J. Morelli)
   Meeting to be held after HSLIC executive meeting.

V. Area Representatives

A. Region I (J. Morelli)
   Jan reported the HAMIC annual meeting is scheduled for July 20, when a report on the HAMIC Union List will be made. Maine Medical Center has filled its librarian positions.

B. Region II (E. Greenlaw)
   Evelyn had no news to report.

C. Region III (M. Fleming)
   VA Library has lost their secretary and request no phone requests before 9:00 am. G. Kirkpatrick will leave KVMC on 8/19/88.

D. Region IV (J. Shirrefs)
   Chris Lavin (UM-D Resource Lab) is leaving.

E. Region V (D. Cote-Thibodeau) No report.
VI. Miscellaneous Reports

A. Newsletter (D. Bertsch)
Don reported the newsletter will continue to be produced and distributed by Maryanne Greven. Don will write editorials. Members are requested to send envelopes for mailings. Letters were sent to potential new members. No responses received. J. Shirrefs suggested "library profiles" featuring staffs be done.

B. HSLIC Manual (M. Fleming)
Completion date for revision is Fall 1988. Provision for future revisions of the manual need to be done.

C. AV Union List (A. Jordan for J. Rouillard)
Will meet in September. A new co-chair is needed to replace G. Kirkpatrick. A producer for the list is still being sought.

VII. New Business

A. Travel Reimbursement.
Cora Damon will introduce a formal proposal at the next meeting for travel reimbursement for HSLIC delegates, i.e. NAHSL and MCHPE. M. Greven proposed travel reimbursement for key NAHSL planning committee members to 1988 NAHSL. Tabled for next meeting.

B. Budget
Cora Damon indicated there currently is an eleven line budget. A line item for contingency funds was discussed and will be added for next year. Board members were asked to prepare budgets for their committees for the next meeting. A short transition budget and a full fiscal year budget are to be prepared. Jan Morelli will prepare a budget for the NAHSL planning committee. Goals and objectives are also to be prepared by the committees for the next meeting.

C. HSLIC ACCOUNT-Transfer to interest-bearing account.
Maggie Greenlaw reported the bank recommended a NOW account (involves charges) and a short term CD for noncommitted funds. She will investigate credit union accounts. Tabled until next meeting.

D. Expenditures.
The board voted to spend $50 for a gift for G. Kirkpatrick for her archival work and to pay UPS shipping costs for transfer of the archives to M. Anderson at Mercy.
E. Bylaws—Fiscal Year
Maryanne Greven submitted a proposal to change the fiscal year from the calendar year to May 1 through April 30. This would correspond to the officer's terms. The dues for the transition period (Jan. 1, 1989–April 30, 1989) would be $30. A short tax year is required by the IRS. The fiscal year would then be May 1, 1989–April 30, 1990. Those whose dues are not paid by August 15, would be dropped from membership. The board recommended M. Greven send an immediate alert to HSLIC members advising them of this possible change to assist those are now planning budgets and to allow comments. As required by the bylaws this proposal will be submitted to the executive board 30 days before being presented to HSLIC membership at the Fall meeting for approval.

F. Bonding–Treasurer
Maggie Greenlaw reported one estimate of $53. for bonding for three years. Bonding is transferrable and was recommended by the CPA. A second estimate will be obtained. The board approved Maggie proceeding with bonding.

G. MAINEON
B. Harness inquired about HSLIC's interest in MAINEON's reorganization and membership. The board recommended that HSLIC not appoint a delegate and that MAINEON continue as part of MLA.

H. MEETING
Cora Damon announced the next meeting will be held Wednesday (August 31) 10:00 am and will be hosted by Nancy Greenier. Confirmation of meeting to be sent.

Respectfully submitted,

Barbara J. Harness
Secretary