HSLIC BOARD MEETING
AGENDA
Wednesday, June 7
11:30-3:00 -- BRING LUNCH OR BUY AT HOSPITAL

MID MAINE MEDICAL CENTER
SSS SECON UNIT SSS
private dining room

I. Secretary's Report

II. Treasurer's Report

III. Old Business
   A. HSLIC Manual
   B. SACCE Representative
   C. Other

IV. New Business
   A. Grant Request
   B. Other

V. Committee Reports
   A. Archives
   B. Automation
   C. Education
   D. Newsletter
   E. Program
   F. Public Relations
   G. Resource Sharing
   H. Scholarship

VI. Representative Reports
   A. Regional Reports
   B. NAHSL Report
   C. NAHSL Education Report
   D. MCHPE Report

VII. Adjournment
HSLIC Executive Board
Mid-Maine Medical Center
Seton Unit
Waterville, Maine
June 7, 1989
11:35-1:45

PRESENT: Marjorie Anderson, Cora Damon, Maryellen Fleming, MaryAnne Greven, Barbara Harness, Ann Jordan, Patty Kahn, Judy Littlefield, and Elaine Rigby.

I. Secretary's Report (B. Harness)
   Approved with a correction to "HSLIC" banner.

II. Treasurer's Report (C. Damon)
   A written report was submitted showing a balance of
   $11,705.14. As of 5/31/89, forty members had re-
   newed. An additional five members had renewed by
   6/7/89 and another five were expected. C. Damon
   made the following recommendations: a treasurer's
   report should be done monthly and a copy sent on the
   first of the month to the chair and the secretary;
   the chair and treasurer's signatures should be on
   the check cashing card; new checks should be ordered
   with the tax exempt number and federal I.D. number;
   and the treasurer should get a calculator, which can
   print out a tape to check totals. C. Damon turned
   over the treasurer's files to J. Littlefield.

III. Old Business

   A. HSLIC Manual
      M. Fleming reported on what revisions were still
      needed for the manual. PFS Write is being used
      to put the manual on disk. Maryanne Greven
      offered to proofread the draft. Printing and
      collating options were discussed. The Board
      approved getting the manual printed, at the best
      available price. It will be decided later, which
      budget line(s) the cost will be charged to.

   B. SACCE Representation
      Gary Pellegrin's term will end in July. Sue
      Jagels offered to take this position.

IV. New Business

   A. Grant Request
      Cora Damon reported Robin Rand's comments on
      the appropriateness of getting a grant for FAX
      machines. The scope and purpose of the Resource
      Grant program is broader. Other board members
      expressed concern over HSLIC's ability to com-
      plete a grant successfully, considering the com-
mitment to planning the NAHSL conference. Ann Jordan will send a letter to D. Bertsch reporting the Board's opinions.

B. Other
The need to revitalize HSLIC was expressed. A retreat was discussed to help set goals. Committees need to establish goals. The nominating committee needs to inform potential members of committees what their duties are. A retreat for the second or third week of November was proposed. Judy Littlefield and Cora Damon will recommend a facilitator. Ann Jordan will look for a centrally located site to hold it.

C. Meeting
The next HSLIC Executive Board meeting will be in September. A site will be chosen later. Pen Bay was suggested.

V. Committee Reports

A. Public Relations (M. Greven)
M. Greven displayed the HSLIC banner and asked the Board, if it should be downsized. The Board approved the banner as it is. M. Anderson has part of a brochure listing members on disk. A. Jordan suggested using part of public relations funds to print the brochure.

B. Archives (M. Anderson)
M. Anderson offered to continue the Archives. If activity increased due to Academy accreditation requests, she may request assistance. C. Damon offered to write letters for the past Board members to document their contribution.

C. Automation (No chair and No report)

D. Education (No chair)
C. Damon recommended both SACCE and NAHSL Education delegates sit on this Committee. The bylaws already indicate the NAHSL delegate is part of this committee. A. Jordan appointed ad hoc the SACCE delegate also to this committee.

E. Newsletter (C. Damon)
C. Damon needs the front sheets for the newsletter from D. Bertsch. She welcomes materials and her hospital will underwrite some of the costs of production.
F. Program (E. Rigby)
   E. Rigby reported the Spring meeting was a success. There will be no program with the Fall meeting, since it will be with NAHSL. A committee is needed to work on a Spring program to be held at MLA in Orono. Contact with MLA needs to be made for this.

G. Resourcesharing (M. Anderson)
   Journal retention problems will be investigated. Ann Jordan reported no requests for HSLIC materials that are housed at Jackson Lab. The collection is small. Discussion was held on how to spend the gift made to HSLIC for materials.

H. Scholarship (J. McDonald)
   A total of three scholarships have been given. $1200. remains.

VI. Area Representatives

Region 1: M. Anderson reported DIARIO will give a free update in Portland on June 21 and SMLD District Office has an information booklet on services to the handicapped. M. Anderson also reported she had a budget evaluation review in which her statistics helped her justify her budget. Region 3: Marilyn Rice is the Library Assistant at the Department of Human Services.

VII. Delegates.

A. MCHPE (M. Greven)
   M. Greven and M. Fournier will attend the next meeting at SMVTI on June 23. M. Fournier will be introduced as our next delegate to MCHPE.

B. NAHSL Executive Board (N. Greenier)
   Next meeting will be held in July. N. Greenier will leave this position after the NAHSL conference in October. E. Rigby expressed an interest in becoming the next delegate.

VIII. Other.

A. HSLIC Budget
   C. Damon reminded the Board a budget had to be presented at the Fall meeting to cover May 1990-April 1991. There was a discussion on how to prepare a budget, when this year's expenditures and memberships were uncertain. Ann Jordan asked committee chairs to prepare a budget based on incoming membership dues.

IX. Adjournment
The meeting was adjourned at 1:45 p.m.

Respectfully submitted,

[Signature]

Barbara J. Harness
Secretary