HSLIC BOARD MEETING

DATE: Friday, July 29, 1994
TIME: 10:00 a.m. - 2:00 p.m.
LOCATION: VA-Togus, Maine
Bldg. 205 (Library is in this bldg.), Rm. 330

AGENDA

I. Call to Order - Joan Barnes
II. Secretary's report - Barbara Harness
III. Treasurer's report - Amy Averre

IV. NEW BUSINESS**
   A. Implementation of HSLIC bylaw change.
   B. Development of mentorship program.
   C. Development of library marketing program to administrators.
   D. Investigation of HSLIC District boundary changes.
   E. Preparation for Fall meeting.
   F. Preparation for HSLIC program at Maine Library Association Conference.

V. OLD BUSINESS
   A. NAHSL '94 update.
   B. Report on HSLIC Spring Meeting.
   C. Ad Hoc Membership Committee status.
   D. Technology Survey Report.
   E. Other.

VI. Committee Reports
   A. Archives - Marj Anderson
   B. Education/Program -
   C. Maine Library Commission - Sue Jagels
   D. NAHSL - Kathy Brunjes
   E. Newsletter - Elaine Rigby
   F. Resource Sharing - Patty Kahn
   G. SACCE - Nancy Greenier
   H. Scholarship - Sally MacAuslan
   I. Area reports - 1. Ramona Connally
                     2. Emily Scribner
                     3. June Rouillard
                     4. Lucinda White
                     5. Audrey Engen

VII. Adjournment.

** Committee chairs are requested to bring ideas for their respective committees' role in new business issues.

R.S.V.P.: If you CAN'T attend this meeting, please notify Joan Barnes. Before 7/22, call her at 721-1365 (work);
After 7/22, at 443-4879 (home).
HSLIC Executive Board Meeting  
VA - Togus  
Friday, July 29, 1994

PRESENT: Joan Barnes, Amy Averre, Marj Anderson, John Clark, Ramona Connelly, Barbara Harness, Emily Scribner and Cindy White.

I. Call to Order  
The meeting was called by Joan Barnes at 10:10 a.m.

II. Secretary's Report - Barbara Harness  
Corrections (paper/fiche; initial slate of officers) noted and approved.

III. Treasurer's Report - Amy Averre  
Report accepted with a new balance of $10,545.78. Amy will follow up with three outstanding members.

IV. New Business

A. Implementation of HSLIC Bylaw:
   1. Information sheet will be developed with options for an institution to pursue for assistance, i.e.: mentorship for HSLIC library; referral to consultant bank i.e. such as SACCE or one developed by HSLIC; individual library contract such as CMMC with Rumford; or become a Grateful Med/Loansome Doc user.
   2. Mentorship guidelines will be developed, which would outline: when would a mentor be provided; what the scope of the service would be; who pays; frequency limit, if an institution turnover/reassigns library personnel; and who is available for mentorship (geographic list).
   3. Preliminary checklist will be developed indicating what an institution must do prior to first mentor visit. Items to include: computer hardware/software; RML Decline password and routing table; list of tools (HSLIC Manual, Decline Manual, HSLIC guidelines for routing cells; and MULS entry information.
   4. Develop a library marketing pamphlet focused toward hospital administrators showing the importance and benefits of libraries and HSLIC membership.
   5. Resource Sharing Committee will be charged with the development of the above and may get assistance as needed from other committees or form a subcommittee.

B. Libraries with immediate mentor needs:
   1. Waldo County Hospital. Joan Barnes will be interim contact.
   2. Miles Hospital.
C. HSLIC Boundary Changes.
    Ad Hoc Membership Committee chaired by John Clark will investigate possible changes and the consequences on the representative/education committee.

D. Fall HSLIC Meeting.
    A Decline workshop was proposed. Joan Barnes will contact Debi Warner/CMTG to see if she could host. Other site choices are VA or UM-A. Ramona Connelly will call Janet Ohles to present the workshop. A report on the NAHSL conference and possible a RML report could be other activities.

E. Maine Library Association.
    Marj Anderson offered to represent HSLIC as she is SMLD's representative. Input from HSLIC members will be sought at the Fall meeting i.e. possible program topics and involvement (exhibit table, HSLIC business meeting as a table topic, etc.).

V. Old Business

A. NAHSL 1994 Sue Jagels (absent)
    Report read. Empowerment CE cancelled; B.J. Frey and Linda Walton left the Education Committee - more members needed; NAHSL pre-conference information mailed; and a copy of the poster flyer will be given to Elaine to place in the next HSLIC newsletter.

B. June 1994 Workshop Report - Barbara Harness
    Evaluations were excellent from the June meeting, only complaints were room temperature. Internet was most suggested topic for future programs. Cindy White reported Ebsco wanted to sponsor something at HSLIC.

C. Ad Hoc Membership Committee - John Clark
    John agreed to continue to chair.

D. Technology Survey Report - Joan Barnes
    Recommendation made Resource Sharing approach Debi Warner about compiling the results. It was also suggested an update survey be done at the Fall meeting.

VI. Committee Reports

A. Archives - Marj Anderson
    Marj has a new file cabinet to rearrange the collection. Need to refile by year and then by subject. Will bind each year; a subcommittee is needed and HAMIC may want to do as a project.
B. Education/Program
   After reviewing duties, Cindy White offered to chair.

C. Maine Library Commission - Sue Jagels (absent)
   No meeting held therefore no report.

D. NAHSL - Kathy Brunjes (absent)
   Report read. NAHSL has deficit due to expensive NEHA program; NAHSL boundary changes approved; National Library Week promotional brochures should be sent to Kathy by August 5; John Clark is working on HSLIC's poster for NAHSL; DOECLINE will be enhanced to reflect part-timers work hours; NAHSL is developing a letter to support library services; and Kathy reported to NAHSL on HSLIC bylaw changes.

E. Newsletter - Elaine Rigby (absent)
   Schedule unknown; members encouraged to sent material to Elaine.

F. Resource Sharing - Patty Kahn (absent)
   Committee has plans to meet late in August.

G. SACCE - Nancy Greenier (absent)
   Report read. Nancy served as site coordinator of July workshop. August annual retreat will focus on SACCE's role considering MLS offerings now available.

H. Scholarship - Sally MacAuslan (absent)
   No report. Joan request scholarship form be placed in the newsletter.

VII. Area Reports - See Newsletter.
   1. Region 1 (Ramona Connelly)
   2. Region 2 (Emily Scribner)
   3. Region 3 (June Rouillard)
   4. Region 4 (Cindy White)
   5. Region 5 (Audrey Engen)

VIII. Adjournment 2:15 p.m.
   Next meeting: September 30 10 a.m. - 2 p.m. at VA, Togus